

**VOLUNTEERS OF AMERICA
SOUTH CENTRAL LOUISIANA, INC.
AND HUMAN SERVICES OF GREATER
BATON ROUGE, INC.**

Audits of Consolidated Financial Statements

June 30, 2024 and 2023



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Independent Auditor's Report

To the Board of Directors
Volunteers of America South Central Louisiana, Inc. and
Human Services of Greater Baton Rouge, Inc.
Baton Rouge, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the consolidated financial statements of Volunteers of America South Central Louisiana, Inc. and Human Services of Greater Baton Rouge, Inc. (the Organization), which comprise the consolidated statements of financial position as of June 30, 2024 and 2023, the related consolidated statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the consolidated financial statements (collectively, the financial statements).

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Organization as of June 30, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

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

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 opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

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

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of compensation, benefits, and other payments to agency head and consolidating schedules are presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits 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 GAAS. In our opinion, the accompanying schedule of compensation, benefits, and other payments to agency head and consolidating schedules are 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*, we have also issued our report dated October 15, 2024, on our consideration of the Organization'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 Organization's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "LaForte".

A Professional Accounting Corporation

Covington, LA
October 15, 2024

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statements of Financial Position
June 30, 2024 and 2023**

	2024	2023
Assets		
Current Assets		
Cash and Cash Equivalents	\$ 326,615	\$ 1,024,534
Accounts Receivable, Net of Allowance for Credit Losses of \$143,668 at 2024 and \$205,000 at 2023	4,235,018	3,049,464
Pledges Receivable Current, Net	56,870	50,603
Prepaid Expenses	930,800	685,271
Total Current Assets	5,549,303	4,809,872
Fixed Assets, Net	2,028,570	2,156,847
Other Assets		
Investments	7,498,846	5,261,552
Pledges Receivable - Long-Term, Net	77,682	66,095
Intangible Assets	150,000	150,000
Right-of-Use Assets - Operating Leases	3,772,785	4,096,510
Right-of-Use Assets - Finance Leases, Net	104,006	49,050
Other Assets	45,764	45,764
Total Other Assets	11,649,083	9,668,971
Total Assets	\$ 19,226,956	\$ 16,635,690

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**
Consolidated Statements of Financial Position (Continued)
June 30, 2024 and 2023

	2024	2023
Liabilities and Net Assets		
Current Liabilities		
Line of Credit	\$ 792,853	\$ -
Accounts Payable	836,938	493,743
Accrued Expenses	1,166,091	1,029,431
Operating Lease Liabilities, Current Portion	465,008	405,858
Finance Lease Liabilities, Current Portion	33,276	15,136
Notes Payable	601,590	415,945
Total Current Liabilities	3,895,756	2,360,113
Long-Term Liabilities		
Operating Lease Liabilities, Less Current Portion	3,400,502	3,744,193
Finance Lease Liabilities, Less Current Portion	69,361	33,295
Total Long-Term Liabilities	3,469,863	3,777,488
Total Liabilities	7,365,619	6,137,601
Net Assets		
Net Assets Without Donor Restrictions	11,375,299	10,058,754
Net Assets With Donor Restrictions	486,038	439,335
Total Net Assets	11,861,337	10,498,089
Total Liabilities and Net Assets	\$ 19,226,956	\$ 16,635,690

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statement of Activities
For the Year Ended June 30, 2024**

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Public Support Received Directly			
Contributions	\$ 2,901,397	\$ 2,471	\$ 2,903,868
Contributions, In-Kind	298,050	-	298,050
Public Support Received Indirectly			
United Way Allocations	181,161	-	181,161
Total Public Support	3,380,608	2,471	3,383,079
Revenues and Grants from Governmental Agencies	19,256,697	-	19,256,697
Other Revenue			
Program Service Fees	411,004	-	411,004
Rental Income	216,438	-	216,438
Miscellaneous	44,459	-	44,459
Total Other Revenue	671,901	-	671,901
Total Revenue, Support, and Gains	23,309,206	2,471	23,311,677
Operating Expenses			
Program Services			
Encouraging Positive Development	5,879,848	-	5,879,848
Fostering Independence	8,771,904	-	8,771,904
Promoting Self-Sufficiency	4,153,571	-	4,153,571
Total Program Services	18,805,323	-	18,805,323
Supporting Services			
Management and General	3,501,476	-	3,501,476
Fundraising	237,359	-	237,359
Total Supporting Services	3,738,835	-	3,738,835
Total Operating Expenses	22,544,158	-	22,544,158
Surplus from Operations	765,048	2,471	767,519
Other Activities			
Net Investment Return	551,497	44,232	595,729
Surplus from Other Activities	551,497	44,232	595,729
Change in Net Assets	1,316,545	46,703	1,363,248
Net Assets, Beginning of Year	10,058,754	439,335	10,498,089
Net Assets, End of Year	\$ 11,375,299	\$ 486,038	\$ 11,861,337

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statement of Activities
For the Year Ended June 30, 2023**

	Without Donor Restrictions	With Donor Restrictions	Total
Revenue, Support, and Gains			
Public Support Received Directly			
Contributions	\$ 905,025	\$ -	\$ 905,025
Contributions, In-Kind	302,154	-	302,154
Public Support Received Indirectly			
United Way Allocations	154,327	-	154,327
Total Public Support	1,361,506	-	1,361,506
Revenues and Grants from Governmental Agencies	18,688,455	-	18,688,455
Other Revenue			
Program Service Fees	434,673	-	434,673
Rental Income	184,658	-	184,658
Miscellaneous	76,827	-	76,827
Total Other Revenue	696,158	-	696,158
Total Revenue, Support, and Gains	20,746,119	-	20,746,119
Operating Expenses			
Program Services			
Encouraging Positive Development	5,405,162	-	5,405,162
Fostering Independence	7,989,811	-	7,989,811
Promoting Self-Sufficiency	3,993,467	-	3,993,467
Total Program Services	17,388,440	-	17,388,440
Supporting Services			
Management and General	3,082,300	-	3,082,300
Fundraising	220,141	-	220,141
Total Supporting Services	3,302,441	-	3,302,441
Total Operating Expenses	20,690,881	-	20,690,881
Surplus from Operations	55,238	-	55,238
Other Activities			
Net Investment Return	217,303	31,662	248,965
Insurance Proceeds	180,069	-	180,069
Surplus from Other Activities	397,372	31,662	429,034
Change in Net Assets	452,610	31,662	484,272
Net Assets, Beginning of Year	9,606,144	407,673	10,013,817
Net Assets, End of Year	\$ 10,058,754	\$ 439,335	\$ 10,498,089

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statement of Functional Expenses
For the Year Ended June 30, 2024**

	Program Services				Supporting Services			2024 Total
	Encouraging Positive Development	Fostering Independence	Promoting Self-Sufficiency	Subtotal	Management and General	Fundraising	Subtotal	
Salaries and Wages	\$ 2,462,885	\$ 5,548,304	\$ 1,142,625	\$ 9,153,814	\$ 1,695,558	\$ 148,903	\$ 1,844,461	\$ 10,998,275
Employee Benefits	336,313	741,279	163,531	1,241,123	159,384	16,256	175,640	1,416,763
Professional Services	706,564	560,243	138,229	1,405,036	1,011,670	30,582	1,042,252	2,447,288
Occupancy Expenses	107,468	144,164	219,943	471,575	107,300	1,186	108,486	580,061
Specific Assistance to Individuals	1,190,869	893,975	2,123,004	4,207,848	6,306	-	6,306	4,214,154
Program Supplies and Equipment	609,359	171,738	50,977	832,074	36,189	8,451	44,640	876,714
Office Supplies and Expenses	237,256	454,085	119,534	810,875	235,498	11,792	247,290	1,058,165
Travel, Conferences, and Meetings	174,888	169,018	67,944	411,850	98,473	655	99,128	510,978
Depreciation and Amortization	47,062	76,638	126,653	250,353	69,092	-	69,092	319,445
Interest	-	-	-	-	58,308	-	58,308	58,308
Other	7,184	12,460	1,131	20,775	23,698	19,534	43,232	64,007
Total	\$ 5,879,848	\$ 8,771,904	\$ 4,153,571	\$ 18,805,323	\$ 3,501,476	\$ 237,359	\$ 3,738,835	\$ 22,544,158

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statement of Functional Expenses
For the Year Ended June 30, 2023**

	Program Services				Supporting Services			2023 Total
	Encouraging Positive Development	Fostering Independence	Promoting Self-Sufficiency	Subtotal	Management and General	Fundraising	Subtotal	
Salaries and Wages	\$ 2,094,843	\$ 5,040,011	\$ 1,116,145	\$ 8,250,999	\$ 1,468,620	\$ 134,285	\$ 1,602,905	\$ 9,853,904
Employee Benefits	275,972	680,163	156,913	1,113,048	163,290	13,797	177,087	1,290,135
Professional Services	399,026	432,020	138,368	969,414	853,544	49,604	903,148	1,872,562
Occupancy Expenses	88,816	128,804	194,835	412,455	92,200	164	92,364	504,819
Specific Assistance to Individuals	1,189,330	807,082	2,068,349	4,064,761	331	-	331	4,065,092
Program Supplies and Equipment	876,852	145,489	52,007	1,074,348	36,988	6,579	43,567	1,117,915
Office Supplies and Expenses	232,428	524,921	191,610	948,959	216,737	15,362	232,099	1,181,058
Travel, Conferences, and Meetings	190,413	155,973	61,082	407,468	96,094	350	96,444	503,912
Depreciation and Amortization	44,742	47,192	5,358	97,292	74,856	-	74,856	172,148
Interest	-	-	-	-	5,544	-	5,544	5,544
Other	12,740	28,156	8,800	49,696	74,096	-	74,096	123,792
Total	\$ 5,405,162	\$ 7,989,811	\$ 3,993,467	\$ 17,388,440	\$ 3,082,300	\$ 220,141	\$ 3,302,441	\$ 20,690,881

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statements of Cash Flows
For the Years Ended June 30, 2024 and 2023**

	2024	2023
Cash Flows from Operating Activities		
Change in Net Assets	\$ 1,363,248	\$ 484,272
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities		
Depreciation and Amortization	319,445	172,147
Net Realized and Unrealized Gain on Investments	(401,955)	(121,907)
Credit Loss Expense	28,855	87,882
(Increase) Decrease in Operating Assets		
Accounts Receivable, Net	(1,214,409)	(138,018)
Pledges Receivable, Net	(17,854)	10,243
Prepaid Expenses	356,061	258,464
Right-of-Use Assets - Operating Leases	491,907	398,282
Increase (Decrease) in Operating Liabilities		
Accounts Payable	343,195	(98,539)
Operating Lease Liabilities	(452,723)	(344,741)
Accrued Expenses	136,660	(336,093)
Net Cash Provided by Operating Activities	952,430	371,992
Cash Flows from Investing Activities		
Purchase of Fixed Assets	(168,606)	(263,378)
Purchases of Investments	(4,821,539)	(987,504)
Proceeds from Sales of Investments	2,986,199	807,405
Net Cash Used in Investing Activities	(2,003,946)	(443,477)

The accompanying notes are an integral part of these consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidated Statements of Cash Flows (Continued)
For the Years Ended June 30, 2024 and 2023**

	2024	2023
Cash Flows from Financing Activities		
Proceeds from Issuance of Line of Credit	14,520,051	-
Repayments on Line of Credit	(13,727,198)	-
Repayments of Notes Payable	(415,945)	(387,574)
Principal Payments on Finance Leases	(23,311)	(1,884)
	<u>353,597</u>	<u>(389,458)</u>
Net Cash Provided by (Used in) Financing Activities		
	<u>353,597</u>	<u>(389,458)</u>
Net Decrease in Cash and Cash Equivalents	(697,919)	(460,943)
Cash and Cash Equivalents, Beginning of Year	1,024,534	1,485,477
	<u>1,024,534</u>	<u>1,485,477</u>
Cash and Cash Equivalents, End of Year	<u>\$ 326,615</u>	<u>\$ 1,024,534</u>
Supplemental Disclosure of Cash Flow Information		
Cash Payments for Interest	<u>\$ 58,308</u>	<u>\$ 5,544</u>
Supplemental Disclosures of Non-Cash Transactions		
Financed Insurance Premiums	<u>\$ 601,590</u>	<u>\$ 408,173</u>
Recognition of Operating Lease Right-of-Use Assets and Liabilities	<u>\$ 168,182</u>	<u>\$ 4,494,792</u>
Recognition of Finance Lease Right-of-Use Assets and Liabilities	<u>\$ 77,517</u>	<u>\$ 50,315</u>

The accompanying notes are an integral part of these consolidated financial statements.

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND HUMAN SERVICES OF GREATER BATON ROUGE, INC.

Notes to Consolidated Financial Statements

Note 1. Organization

Volunteers of America, Greater Baton Rouge, Inc. officially changed its name to Volunteers of America South Central Louisiana, Inc. effective June 27, 2022. Volunteers of America South Central Louisiana, Inc. is a nonprofit faith based human services organization, recognized as a church, incorporated in the State of Louisiana that provides social services within the Greater Baton Rouge, Acadiana, and Southwest Louisiana areas under a charter from Volunteers of America, Inc., a national nonprofit faith based organization providing local human service programs, and opportunities for individual and community involvement. Human Services of Greater Baton Rouge, Inc. is a nonprofit organization incorporated in the State of Louisiana which operates as a property holding corporation for Volunteers of America South Central Louisiana, Inc.

The following is a list of the Impact Areas and the program services provided in each:

Encouraging Positive Development

Volunteers of America South Central Louisiana, Inc. and Human Services of Greater Baton Rouge, Inc. (the Organization) provides services to encourage positive development for troubled and at-risk children and youth, while also promoting the healthy development of all children, adolescents, and their families. These programs provide a continuum of care and support for young people ages birth to 21 through prevention, early intervention, crisis intervention, and long-term services. This affiliate provides children and youth services.

Fostering Independence

The Organization fosters the health and independence of the elderly and persons with disabilities, mental illness, and HIV/AIDS through quality affordable housing, health care services, and a wide range of community services. This affiliate provides disability, elderly, health care, housing, and mental health services.

Promoting Self-Sufficiency

The Organization promotes self-sufficiency for individuals and families who have experienced homelessness, or other personal crisis, including chemical dependency, involvement with the corrections system and unemployment. They focus on solution-oriented approaches, using a continuum of services from prevention to intervention to long-term support. This affiliate provides community enhancement, correctional, health care, homeless, and housing services.

Management and General

This supporting service facilitates and coordinates the operations of the Organization and is used to fund operations of the Organization that are not directly covered by specific programs administered by the Organization.

Fundraising

This supporting service facilitates and coordinates the fundraising activities of the Organization. Its activities primarily consist of fundraising activities.

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND HUMAN SERVICES OF GREATER BATON ROUGE, INC.

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies

Principles of Consolidation

The accompanying financial statements include the consolidated accounts of Volunteers of America South Central Louisiana, Inc. and the related organization, Human Services of Greater Baton Rouge, Inc. All significant intercompany transactions have been eliminated.

Accounting principles generally accepted in the United States of America require consolidation of all entities that an Organization has both control over and an economic interest in. Volunteers of America South Central Louisiana, Inc. effectively controls the other organization's Board of Directors, and distributions made by the other organization are for the benefit of Volunteers of America South Central Louisiana, Inc.

Basis of Accounting

The accounting policies of the Organization conform to accounting principles generally accepted in the United States of America as applicable to voluntary health and welfare organizations. Accordingly, revenues are recognized when earned and expenses are recognized when incurred.

Basis of Presentation

Financial statement presentation is in accordance with the *Not-for-Profit Entities* Topic of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). Accordingly, the Organization is required to report information regarding its financial position and activities according to the existence or absence of donor-imposed restrictions.

Net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions - Net assets available for general use and not subject to donor restrictions.

Net Assets With Donor Restrictions - Net assets whose use is limited by donor- or grantor- imposed time and/or purpose restrictions. Contributions with donor restrictions are reported as revenues with donor restrictions. Once funds are expended for their restricted purpose, these net assets with donor restrictions are released to net assets without donor restrictions and reported in the consolidated statements of activities as net assets released from restrictions.

As of June 30, 2024 and 2023, there was \$486,038 and \$439,335, respectively, of net assets with donor restrictions.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts of assets and liabilities and changes therein and disclosure of contingent assets and liabilities at the date of the financial statements. Actual results could differ from those statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Cash and Cash Equivalents

The Organization considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents, unless held for reinvestment as part of the investment portfolio, pledged to secure loan agreements, or otherwise designated or restricted. The carrying amount approximates fair value because of the short-term maturity of those instruments.

Accounts Receivable

Prior to July 1, 2023, accounts receivable are stated at the amount management expects to collect from outstanding balances. Management closely monitors outstanding accounts receivable and charges to expense any balances that are determined to be non-collectible or establishes an allowance for doubtful accounts. The accounts receivable allowance totaled \$205,000 at June 30, 2023.

After adoption of FASB ASC 326-20 *Financial Instruments - Credit Losses* on July 1, 2023, management determines the allowance using an estimate of expected credit losses, applied to customer groupings with similar risk characteristics, based on historical experience, current economic conditions, and certain forward-looking information. Account balances are written-off against the established allowance when management determines it is probable the receivable will not be collected. The allowance for credit losses totaled \$143,668 at June 30, 2024.

The opening balance in accounts receivable as of July 1, 2022, totaled \$2,999,328.

Allowance for Credit Losses

The following table represents an analysis of the activity in the allowance for credit losses for the year ended June 30, 2024 and includes the cumulative effect of adopting ASC 326-20.

Allowance at June 30, 2023	\$ 205,000
Cumulative Effect of the Adoption of ASC 326	<u>-</u>
Allowance at July 1, 2023	205,000
Charge-Offs	(90,187)
Recoveries	<u>-</u>
Net Charge-Offs	(90,187)
Provisions for Credit Losses	<u>28,855</u>
Allowance at June 30, 2024	<u><u>\$ 143,668</u></u>

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Investments

Investments in equity securities with readily determinable fair values and all investments in debt securities are measured at fair value in the consolidated statements of financial position. See Note 18 for discussion of fair value measurement. Net investment return (including realized and unrealized gains and losses on investments, interest, dividends, and expenses) is included in the change in net assets.

Allowance for Credit Losses - Debt Securities

Debt securities with a fair value less than its amortized cost basis is considered impaired. Management evaluates debt securities in an unrealized loss position on an annual basis, and more frequently when economic or market conditions warrant such evaluation. If the Organization has the intent to sell the security, or it is more likely than not that the Organization will be required to sell the security, the total impairment loss is recognized as an adjustment to the amortized cost basis of the of the investment and reflected in the consolidated statements of activities. The new amortized cost basis is not adjusted for subsequent recoveries in fair value.

If the Organization does not have the intent to sell and determines that it is not more likely than not that it will be required to sell the security, management evaluates whether the decline in fair value is the result of credit losses or other factors. In making the assessment, management may consider various factors including the extent to which fair value is less than amortized cost, performance on any underlying collateral, downgrades in the ratings of the security by a rating agency, the failure of the issuer to make scheduled interest or principal payments and adverse conditions specifically related to the security. If the assessment indicates that a credit loss exists, the present value of cash flows expected to be collected is compared to the amortized cost basis of the security. To the extent that the security's amortized cost basis exceeds the present value of cash flows expected to be collected, an allowance for credit losses is recorded. Recoveries of credit losses can be reversed in subsequent periods. At June 30, 2024, there was no allowance for credit loss related to their debt securities.

Pledges Receivable

Unconditional promises to give are recognized as revenues or gains in the period received as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

The Organization uses the allowance method to determine uncollectible promises for unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Fixed Assets

Land, buildings, and equipment purchased by the Organization are recorded at cost. The Organization follows the practice of capitalizing all expenditures for land, buildings, and equipment over \$5,000; the fair value of donated fixed assets is similarly capitalized. Depreciation is computed on the straight-line method based upon the estimated useful lives of the assets.

The Organization expenses purchases of property bought with funds from cost reimbursement grants from various State and Federal agencies. Special provisions contained in the State contracts specify that ownership of all property purchased shall revert back to the grantor after a specified term or under certain conditions pursuant to the contractual agreement.

Depreciation and amortization are computed using the straight-line method based upon the following estimated useful lives of the assets:

Building and Improvements	15 - 30 Years
Vehicles	5 Years
Furniture and Equipment	5 - 10 Years

Intangible Assets

Intangible assets totaling \$150,000 consist of bed rights purchased by the Organization. Generally accepted accounting principles require that the value of the bed rights be evaluated annually to determine whether the amount reflected in the consolidated statements of financial position as an asset has been impaired. In management's opinion, there has been no impairment to the value of the bed rights during the year ended June 30, 2024 and 2023.

Revenue Recognition

The Organization's revenue is primarily from contributions, grants, rental income, and program service fees.

In May 2014, the FASB issued ASC Topic 606, *Revenue from Contracts with Customers*, which introduced a five-step model to recognize revenue from customer contracts in an effort to increase consistency and comparability throughout global capital markets and across industries. The model identifies the contract, any separate performance obligations in the contract, determines the transaction price, allocates the transaction price, and recognizes revenue when the performance obligations are satisfied. However, this standard does not affect revenue streams that are addressed by other standards such as leases under Topic 842 and contributions under Topic 958. Management determined that ASC Topic 606 applies to revenues from program service fees and does not impact the timing of revenue recognition for grants and rental income.

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND HUMAN SERVICES OF GREATER BATON ROUGE, INC.

Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Revenue Recognition (Continued)

The Organization's rental income is derived from the leasing of commercial and residential properties and is accounted for on an accrual basis in accordance with Topic 842. Lease agreements may include escalation provisions, and as such, rental income is recognized on a straight-line basis with an offset to straight-line rent receivables.

Contributions are generally recorded only upon receipt, unless evidence of an unconditional promise to give (pledge) has been received. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of the amounts expected to be collected. Conditional promises to give are not included as support until such time as the conditions are substantially met. All contributions are considered available for use to meet general expenditures unless specifically restricted by the donor.

A significant portion of the Organization's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the consolidated statements of financial position. As of June 30, 2024 and 2023, there have been no cost reimbursable grants received in advance of qualifying expenditures.

Program service fees are earned for managing the operations of real estate assets and are generally based on a fixed percentage of the revenues generated from the respective real estate assets. Program service fees are recognized based on a percentage of collected rents at the properties under management, and not on a straight-line basis, because such fees are contingent upon the collection of rents.

Income Taxes

Under provision of Section 501(c)(3) of the Internal Revenue Code and the applicable income tax regulations of the State of Louisiana, Volunteers of America South Central Louisiana, Inc. and Human Services of Greater Baton Rouge, Inc. are exempt from income taxes, except for net income from unrelated business income, as subordinate units of Volunteers of America, Inc. Volunteers of America, Inc. is exempt from Federal income taxes under Section 501(a) of the Internal Revenue Code as a religious organization described in Section 501(c)(3). There were no unrelated business activities in 2024 or 2023. Accordingly, no tax expense was incurred during the years ended June 30, 2024 and 2023.

Accounting principles generally accepted in the United States of America provide accounting and disclosure guidance about positions taken by an entity in its tax returns that might be uncertain. The Organization believes that it has appropriate support for any tax positions taken, and management has determined that there are no uncertain tax positions that are material to the financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Federal Income Taxes (Continued)

Penalties and interest assessed by income taxing authorities, if any, would be included in income tax expense.

Advertising Expenses

The Organization expenses the costs of advertising as incurred. There were no advertising expenses for the years ended June 30, 2024 and 2023.

Functional Allocation of Expenses

The costs of providing the various program services and supporting activities have been summarized on a functional basis in the consolidated statements of functional expenses. Accordingly, certain costs have been allocated among the various functions based on the recording of expenses to individual cost centers assigned to each functional expense category. Estimated allocations are determined by management on an equitable basis. The expenses that are allocated include salaries and wages and employee benefits based on management's best estimate of time and effort spent on these cost centers and certain insurance expenses included in professional services are allocated based on actual costs incurred in the various program and supportive services.

Summary Financial Information for 2023

The financial statements and supplementary information for the year ended June 30, 2024 contained certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles in the United States of America. Accordingly, such information should be read in conjunction with the Organization's financial statements and related notes of the financial statements for the year ended June 30, 2023, from which the summarized information was derived.

Leases

The Organization determines if an arrangement is or contains a lease at inception, which is the date on which the terms of the contract are agreed to, and the agreement creates enforceable rights and obligations. A contract is or contains a lease when (i) explicitly or implicitly identified assets have been deployed in the contract, and (ii) the customer obtains substantially all of the economic benefits from the use of that underlying asset and directs how and for what purpose the assets are used during the term of the contract. The Organization also considers whether its service arrangements include the right to control the use of an asset.

The Organization recognizes most leases on its consolidated statement of financial position as a right-of-use (ROU) asset representing the right to use an underlying asset and a lease liability representing the obligation to make lease payments over the lease term, measured on a discounted basis. Leases are classified as either finance leases or operating leases based on certain criteria. Classification of the lease affects the pattern of expense recognition in the consolidated statement of activities.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 2. Summary of Significant Accounting Policies (Continued)

Leases (Continued)

The Organization made an accounting policy election available not to recognize ROU assets and lease liabilities for leases with a term of 12 months or less. For all other leases, ROU assets and lease liabilities are measured based on the present value of future lease payments over the lease term at the commencement date of the lease. The ROU assets also include any initial direct cost incurred and lease payments made at or before the commencement date and are reduced by any lease incentives received. To determine the present value of lease payments, the Organization made an account policy election available to non-public companies to utilize a risk-free borrowing rate, which is aligned with the lease term at the lease commencement date.

Future lease payments may include fixed-rent escalation clauses or payments that depend on an index (such as the consumer price index), which is initially measured using the index or rate at lease commencement. Subsequent changes of an index and other periodic market-rate adjustments to base rent are recorded in variable lease expense in the period incurred. Residual value guarantees or payments for terminating the lease are included in the lease payments only when it is probable they will be incurred.

The Organization has made an accounting policy election to account for lease and nonlease components in its contracts as a single lease component for its real estate, vehicle, and equipment asset classes. The nonlease components typically represent additional services transferred to the Organization, such as common areas maintenance for real estate which are variable in nature and recorded in variable lease expense in the period incurred.

Implementation of Accounting Pronouncement

On July 1, 2023, the Organization adopted Accounting Standard Update (ASU) 2016-13 and all subsequent ASUs that modified ASU 2016-13, which have been codified under ASC 326, *Financial Instruments - Credit Losses*. This standard modified guidance related to estimating allowance for credit losses for amortized assets, such as trade receivables and debt securities. The Organization implemented this guidance using the modified retrospective approach, as required, and has not adjusted prior period comparative information and will continue to disclose prior period financial information in accordance with previous accounting guidance. The implementation of ASC 326 did not result in a significant impact on the consolidated financial statements.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Notes to Consolidated Financial Statements

Note 3. Liquidity and Availability

The following reflects the Organization's financial assets as of June 30, 2024 and 2023, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the consolidated statements of financial position date. The Organization's goal is to maintain liquid financial assets to meet 90 days of operating expenses. The Organization has a \$1,150,000 line of credit and a line of credit in an amount not to exceed 50% of its asset value in the Volunteers of America National Pooled Investment interest available to meet cash flow needs. There is an outstanding balance totaling \$792,853 on the line of credit at June 30, 2024.

	2024	2023
Cash and Cash Equivalents	\$ 286,539	\$ 943,128
Accounts Receivable, Net	4,235,018	3,049,464
Pledges Receivable	56,870	50,603
Total	\$ 4,578,427	\$ 4,043,195

Note 4. In-Kind Contributions

For the years ended June 30, 2024 and 2023, contributed nonfinancial assets recognized within the consolidated statements of activities included:

	2024	2023
Clothing	\$ 24,345	\$ 20,703
Toys	5,390	13,095
Food	24,824	19,620
Gifts	46,671	49,349
Furniture	18,149	10,995
Household Goods	110,257	117,434
Rent	40,000	48,000
Services	28,414	22,958
Total	\$ 298,050	\$ 302,154

Volunteers of America South Central Louisiana, Inc. recognized contributed nonfinancial assets within revenue, including contributed clothing, toys, food, gifts, furniture, household goods, rent, and services. Unless otherwise noted, contributed non-financial assets did not have donor-imposed restrictions. The Organization does not sell donated gifts in kind and only uses services, goods, and facilities for its own programs or supporting service activities.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 4. In-Kind Contributions (Continued)

Clothing, toys, food, gifts, furniture, household goods, and services were valued using estimated average U.S. prices of identical or similar products or services using pricing data of similar products or services under a “like-kind” methodology, considering the utility of the goods or services at the time of the contribution. Contributed rent was valued using like-kind methodology for similar size facilities in the Baton Rouge, Louisiana area.

Note 5. Pledges Receivable

At June 30, 2024 and 2023, amounts included in pledges receivable were as follows:

	2024	2023
Pledges Receivable	\$ 168,830	\$ 147,622
Less: Allowance for Uncollectible Amounts	(16,700)	(15,097)
Less: Discount to Present Value	(17,578)	(15,827)
Pledges Receivable, Net	\$ 134,552	\$ 116,698

Amounts due are as follows:

Year Ending June 30,	Amount
2025	\$ 60,094
2026	39,054
2027	28,399
2028	22,040
2029	19,243
Total	\$ 168,830

Pledges receivable due in more than one year are discounted at 4.86%.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 6. Concentration of Credit Risk

Included in receivables are amounts due for program services provided to various agencies of the State of Louisiana and grant funds due from federal and state agencies.

The Organization maintains deposits in financial institutions that at times exceed the insured amount of \$250,000 by the U.S. Federal Deposit Insurance Corporation (FDIC). The Organization believes it is not exposed to any significant credit risk to cash. At June 30, 2024 and 2023, the Organization had \$-0- and \$404,950, respectively, in excess of the FDIC insured limit.

Note 7. Fixed Assets

At June 30, 2024 and 2023, fixed assets consisted of the following:

	2024	2023
Land	\$ 292,255	\$ 292,255
Buildings and Improvements	4,243,847	3,884,569
Vehicles	263,696	239,190
Furniture and Equipment	764,319	756,819
Construction in Progress	-	229,262
	<u>5,564,117</u>	<u>5,402,095</u>
Less: Accumulated Depreciation	<u>(3,535,547)</u>	<u>(3,245,248)</u>
Total Fixed Assets, Net	<u>\$ 2,028,570</u>	<u>\$ 2,156,847</u>

Depreciation expense totaled \$296,884 and \$170,882 for the years ended June 30, 2024 and 2023, respectively.

Note 8. Related-Party Transactions

The Organization is affiliated with Volunteers of America, Inc., which provides administrative services to the Organization for a fee. Affiliate fees for the fiscal years ended June 30, 2024 and 2023 totaled \$576,014 and \$420,000, respectively. The Organization also participates in the direct mail and scholastic book campaign sponsored by Volunteers of America, Inc. The Organization has a line of credit from Volunteers of America, Inc. as discussed in Note 11.

Volunteers of America South Central Louisiana, Inc. acts as a management agent for various U.S. Department of Housing and Urban Development (HUD) housing complexes. The total amount due to Volunteers of America South Central Louisiana, Inc. as of June 30, 2024 and 2023 totaled \$1,205,745 and \$623,608, respectively. This amount is included in accounts receivable in the accompanying financial statements.

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND HUMAN SERVICES OF GREATER BATON ROUGE, INC.

Notes to Consolidated Financial Statements

Note 8. Related-Party Transactions (Continued)

The Organization has an amount due from Volunteers of America North Louisiana totaling \$9,035 at June 30, 2024 and 2023. This amount is included in accounts receivable in the accompanying financial statements.

Note 9. Endowment Funds

A version of the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA) was adopted by the State of Louisiana on July 1, 2010. The new law updated the fundamental investment principles contained in the prior law (UMIFA), by providing standards to establish investment policies in a prudent manner by establishing a duty to minimize cost, diversify the investments, investigate facts relevant to the investment of the fund, consider tax consequences of investment decisions and to ensure that investment decisions be made in light of the fund's entire portfolio as a part of an investment strategy having risk and return objectives reasonably suited to the fund and to the Organization. UPMIFA also permits the Organization to accumulate for expenditure so much of an endowment fund as the Organization determines to be prudent for the uses, benefits, purposes, and duration for which the endowment fund is established, thereby eliminating the restriction that a fund could not be spent below its historical dollar value. Seven criteria are to be used to guide the Organization in its yearly expenditure decisions:

- Duration and preservation of the endowment funds,
- The purposes of the Organization and the endowment funds,
- General economic conditions,
- Effect of inflation or deflation,
- The expected total return from income and the appreciation of investments,
- Other resources of the Organization, and
- The investment policy of the Organization.

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Organization to retain as a fund of perpetual duration. At June 30, 2024 and 2023 there were no underwater endowment funds.

The Organization has a policy that permits spending from underwater endowments depending on the degree to which the fund is underwater, unless otherwise precluded by donor intent or relevant laws and regulations. There were no expenditures from underwater endowment funds during the year.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 9. Endowment Funds (Continued)

The Organization has followed the policy of investing its endowment funds in a pooled investment program containing various investment securities. As required by generally accepted accounting principles, and in accordance with the terms of the fund agreements, these endowment funds and the net appreciation (depreciation) of these funds are recorded as net assets with donor restrictions that are perpetual in nature in these financial statements. The historical cost of the net assets associated with the endowment funds will be preserved, and any remaining net depreciation is included in net assets with donor restrictions.

Endowment net asset composition as of June 30, 2024 and 2023 is as follows:

	2024	2023
With Donor Restrictions		
Restricted for Purpose	\$ 76,383	\$ 29,680
Restricted in Perpetuity	<u>379,655</u>	<u>379,655</u>
Total	<u>\$ 456,038</u>	<u>\$ 409,335</u>

Changes in endowment net assets for the years ended June 30, 2024 and 2023 were as follows:

	With Donor Restrictions Restricted for Purpose	With Donor Restrictions Restricted in Perpetuity	Total Endowment Net Assets
Endowment Net Assets, July 1, 2023	\$ 29,680	\$ 379,655	\$ 409,335
Contributions	2,471	-	2,471
Net Investment Return	<u>44,232</u>	<u>-</u>	<u>44,232</u>
Endowment Net Assets, June 30, 2024	<u>\$ 76,383</u>	<u>\$ 379,655</u>	<u>\$ 456,038</u>
	With Donor Restrictions Restricted for Purpose	With Donor Restrictions Restricted in Perpetuity	Total Endowment Net Assets
Endowment Net Assets, July 1, 2022	\$ 2,601	\$ 375,072	\$ 377,673
Net Investment Return	<u>27,079</u>	<u>4,583</u>	<u>31,662</u>
Endowment Net Assets, June 30, 2023	<u>\$ 29,680</u>	<u>\$ 379,655</u>	<u>\$ 409,335</u>

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 10. Notes Payable

The following is a summary of notes payable at June 30, 2024 and 2023:

	2024	2023
Financed insurance premium with ten monthly \$62,294, starting August 1, 2024, installments of including interest at 7.67%, maturing May 1, 2025.	\$ 601,590	\$ -
Financed insurance premium with ten monthly installments of \$42,232, included interest at 7.49% and matured May 1, 2024.	-	408,173
Note dated December 29, 1994 with the City of Baton Rouge - Parish of East Baton Rouge with an original principal balance of \$198,646 and a 0% interest rate. Loan was paid off in March 2024.	-	7,772
Total	<u>\$ 601,590</u>	<u>\$ 415,945</u>

Scheduled principal payments due on the above notes payable subsequent to June 30, 2024 are as follows:

Year Ending June 30,	Amount
2025	<u>\$ 601,590</u>
Total	<u>\$ 601,590</u>

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 11. Lines of Credit

The Organization has a revolving line of credit with b1Bank with a stated maximum of \$1,150,000, which expires on November 30, 2025. The line of credit bears an interest rate of the Wall Street Journal Prime Rate plus .5%. The interest rate at June 30, 2024 was 9%. The line of credit is secured by certain properties and accounts receivable. Borrowings outstanding as of June 30, 2024 and 2023 totaled \$792,853 and \$0-, respectively.

Under its National Pooled Investment Agreement with Volunteers of America, Inc., the Organization may request one or more lines of credit from time to time while a participant in the program in an amount up to 50% of the participant asset value. The Organization agrees to pay interest at the option of (i) the Prime-Based Rate defined as the greater of (A) 1.070% (the Prime Rate Note Floor) or (B) the Prime Rate minus 1.120%, or (ii) the Daily Simple SOFR-Based Rate, defined as the greater of (A) 1.070% (the Daily Simple SOFR Rate Note Floor) or (B) Daily Simple SOFR plus 1.070%. The asset value as of June 30, 2024 and 2023 totaled \$763,197 and \$688,295, respectively, and there are no outstanding draws on this line of credit as of June 30, 2024 and 2023.

Note 12. Leases

Operating Leases

The Organization leases office spaces at various locations, vehicles, and copiers under noncancelable operating leases. Monthly lease payments range from \$149 to \$29,608, expiring through June 2036.

Finance Leases

The Organization also leases copiers under agreements that are classified as finance leases. Monthly lease payments range from \$196 to \$603, expiring through April 2028.

Operating lease cost is recognized on a straight-line basis over the lease term. Finance lease cost is recognized as a combination of amortization expense for the ROU assets and interest expense for the outstanding lease liabilities, and results in a front-loaded expense pattern over the lease term. The components of lease expense are as follows for the years ended June 30, 2024 and 2023:

	2024	2023
Lease Cost		
Operating Lease Cost	\$ 595,844	\$ 518,980
Variable Lease Cost	4,170	-
Finance Lease Cost - Amortization of Right-of-Use Assets	22,561	1,265
Finance Lease Cost - Interest on Lease Liabilities	2,393	108
Total Lease Cost	\$ 624,968	\$ 520,353

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 12. Leases (Continued)

All Leases

The Organization's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

Supplemental consolidated statements of financial position information related to leases is as follows as of June 30, 2024 and 2023:

	2024	2023
Weighted-Average Remaining Lease Term (in Years):		
Operating Leases	10.55	11.34
Finance Lease	3.31	3.41
Weighted-Average Discount Rate Applied (%):		
Operating Leases	3.00%	2.98%
Finance Lease	3.65%	3.72%

Future undiscounted cash flows for each of the next five years and thereafter and a reconciliation to the lease liabilities recognized on the consolidated statements of financial position are as follows as of June 30, 2024:

Year Ending June 30,	Operating Lease	Finance Lease
2025	\$ 485,174	\$ 36,390
2026	473,950	29,761
2027	420,607	29,761
2028	372,670	12,984
2029	313,500	-
Thereafter	2,382,600	-
Total Lease Payments	4,448,501	108,896
Less: Imputed Interest	(582,991)	(6,259)
Less: Lease Liabilities, Current Portion	(465,008)	(33,276)
Lease Liabilities, Net of Current Portion	\$ 3,400,502	\$ 69,361

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 13. Accrued Annual Leave

The Organization has recorded an estimated liability for accrued leave of an amount based on the total hours of leave accumulated at June 30, 2024 and 2023, times the employee's hourly rate at June 30, 2024 and 2023. Employees accrue hours based upon their length of service. No more than one hundred sixty-eight hours of leave can be carried over from one year to another. As of June 30, 2024 and 2023 accrued leave, totaling \$357,035 and \$364,542, respectively, is included in accrued expenses on the consolidated statements of financial position.

Note 14. Pension Plan for Ministers

The Organization participates in a non-contributory defined benefit pension and retirement plan. The plan is administered through a commercial insurance company and covers all ministers commissioned through December 31, 1999. Pension plan expense totaled \$33,488 and \$14,249 for the years ended June 30, 2024 and 2023, respectively.

Because the plan is a multi-employer plan, the accumulated benefits and net assets available for benefits as they relate solely to the Organization are not readily available.

Note 15. Thrift Plan for Employees

The Organization has a Section 403(b) Thrift Plan that covers all employees with a minimum of one year of service. The Organization matches an amount equal to 50% of the basic employee contributions made by each participant limited to 8% of their wages. The Organization elected a three year cliff vesting option for this plan. The expense for the years ended June 30, 2024 and 2023 totaled \$48,852 and \$53,274, respectively.

Note 16. Commitments and Contingencies

The Organization receives financial assistance directly from federal agencies which are subject to compliance audits under Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and monitoring reviews by the granting agencies. As a result, amounts might be subject to disallowance upon acceptance of the audits and monitoring reviews by the federal granting agencies.

The Organization, in the ordinary course of business, may be involved in various legal proceedings. It is the opinion of the Organization's management that the disposition or ultimate resolution of such proceedings would not have a material effect on the Organization's financial position or the changes in net assets.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
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Notes to Consolidated Financial Statements

Note 17. Fair Value of Financial Instruments

The following methods and assumptions were used by the Organization in estimating the fair value of its financial instruments:

Current Assets and Liabilities: The Organization considers the carrying amounts of financial instruments classified as current assets and liabilities to be a reasonable estimate of their fair values.

Investments: The fair value of the Organization's marketable equity securities are based on quoted market prices in an active market. The carrying amounts of other investments approximate fair value. See Note 18 for further details.

Long-Term Debt: When practicable to estimate, the fair values of the Organization's long-term financial instruments are based on (a) currently traded values of similar financial instruments, or (b) discounted cash flow methodologies utilizing currently available borrowing rates.

Note 18. Fair Value Measurements

The fair value measurements are based on a framework that provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.
- Level 2 Inputs to the valuation methodology include:
- Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability; and
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

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Notes to Consolidated Financial Statements

Note 18. Fair Value Measurements (Continued)

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of observable inputs and minimize the use of unobservable inputs.

A description of the valuation methodologies used for assets measured at fair value is as follows:

- Certificates of deposit, common stocks, mutual funds, corporate bonds, municipal bonds, government agencies, and government bonds, when present, are valued at the closing price reported on the active market on which the individual securities are traded (Level 1 inputs). If quoted market prices are not available, fair values are based on quoted market prices of comparable instruments (Level 2 inputs).

The following tables set forth, by level within the fair value hierarchy, the Organization's assets at fair value as of June 30, 2024 and 2023:

June 30, 2024	Level 1	Level 2	Level 3	Total
Certificates of Deposit	\$ 113,475	\$ -	\$ -	\$ 113,475
Common Stocks	570,730	60,938	-	631,668
Mutual Funds	3,418,681	-	-	3,418,681
Corporate Bonds	504,754	267,111	-	771,865
Municipal Bonds	70,464	487,519	-	557,983
Government Agencies	181,710	80,822	-	262,532
Government Bonds	1,496,437	22,494	-	1,518,931
	<u>\$ 6,356,251</u>	<u>\$ 918,884</u>	<u>\$ -</u>	<u>7,275,135</u>
Investments Measured at NAV*				<u>223,711</u>
Investments, at Fair Value				<u>\$ 7,498,846</u>
June 30, 2023	Level 1	Level 2	Level 3	Total
Certificates of Deposit	\$ 111,600	\$ -	\$ -	\$ 111,600
Common Stocks	553,562	-	-	553,562
Mutual Funds	2,283,501	-	-	2,283,501
Corporate Bonds	-	221,311	-	221,311
Municipal Bonds	47,235	541,487	-	588,722
Government Agencies	35,877	164,100	-	199,977
Government Bonds	1,039,066	43,897	-	1,082,963
	<u>\$ 4,070,841</u>	<u>\$ 970,795</u>	<u>\$ -</u>	<u>5,041,636</u>
Investments Measured at NAV*				<u>219,916</u>
Investments, at Fair Value				<u>\$ 5,261,552</u>

* In accordance with Subtopic 820-10, certain investments that were measured at net asset value (NAV) per share (or its equivalent) have not been classified in the fair value hierarchy. The fair value amounts presented in these tables are intended to permit reconciliation of the fair value hierarchy to the line items presented in the consolidated statements of financial position.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Notes to Consolidated Financial Statements

Note 18. Fair Value Measurements (Continued)

The following tables summarize the investments measured at fair value based on NAV per share as of June 30, 2024 and 2023. The fund descriptions are indicative of their investment strategies.

June 30, 2024	Fair Value	Unfunded Commitments	Redemption Frequency (if Currently Eligible)	Redemption Notice Period
Common Stock	\$ 137,561	N/A	Daily	60 days
Corporate Bonds	71,775	N/A	Daily	60 days
Government Agencies	14,375	N/A	Daily	60 days
	<u>\$ 223,711</u>			

June 30, 2023	Fair Value	Unfunded Commitments	Redemption Frequency (if Currently Eligible)	Redemption Notice Period
Common Stock	\$ 96,200	N/A	Daily	60 days
Corporate Bonds	75,267	N/A	Daily	60 days
Government Agencies	33,886	N/A	Daily	60 days
Real Estate	14,563	N/A	Daily	60 days
	<u>\$ 219,916</u>			

Transfers between Levels

For the years ended June 30, 2024 and 2023, there were no significant transfers between Levels 1 and 2 and no transfers in or out of Level 3.

Note 19. Revenue Concentration

During the year ended June 30, 2024, 33% of the Organization's total revenue, support, and gains were derived from two entities. There were no significant concentrations during the year ended June 30, 2023.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Notes to Consolidated Financial Statements

Note 20. Restrictions on Net Assets

At June 30, 2024 and 2023, net assets with donor restrictions comprised of donor-imposed stipulations that expire when the purpose restriction is accomplished were as follows:

	2024	2023
Clothing for Residents	\$ 2,601	\$ 2,601
Family Fund Endowment	73,782	27,079
Property Acquisitions	30,000	30,000
Total Net Assets With Donor Restrictions for Purpose	\$ 106,383	\$ 59,680

At June 30, 2024 and 2023, the following net assets with donor restrictions are to be held in perpetuity:

	2024	2023
Family Fund Endowment	\$ 377,155	\$ 377,155
Clothing for Residents	2,500	2,500
Total Net Assets With Donor Restrictions to be Held in Perpetuity	\$ 379,655	\$ 379,655
Total Net Assets With Donor Restrictions	\$ 486,038	\$ 439,335

Note 21. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, October 15, 2024, and determined that no events occurred that require disclosure.

SUPPLEMENTARY INFORMATION

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Schedule of Compensation, Benefits, and Other Payments
to Agency Head
For the Year Ended June 30, 2024**

Louisiana Revised Statute (R.S.) 24:513(A)(3) as amended by Act 706 of the 2014 Regular Legislative Session requires that the total compensation, reimbursements, and benefits of an agency head or political subdivision head or chief executive officer related to the position, including but not limited to travel, housing, unvouchered expense, per diem, and registration fees, be reported as a supplemental report within the financial statements of local governmental and quasi-public auditees. In 2015, Act 462 of the 2015 Regular Session of the Louisiana Legislature further amended R.S. 24:513(A)(3) to clarify that non-governmental entities or not-for-profit entities that receive public funds shall report only the use of public funds for the expenditures itemized in the supplemental report.

Agency Head

David Kneipp, President and CEO

Purpose	Compensation and Benefits Funded by Use of Public Funds
Salary	\$153,938
Bonus	\$0
Benefits - Insurance	\$25,321
Benefits - SECA	\$10,723
Benefits - Other	\$350
Car Allowance (Lease, Insurance, Gasoline)	\$0
Per Diem	\$0
Reimbursements	\$0
Local Entertainment/Sales	\$0
Registration Fees	\$0
Conference/Sales Mission Travel	\$0
Local Transportation/Parking	\$0
Continuing Professional Education Fees	\$0
Housing	\$0
Unvouchered Expenses	\$0
Dues and Subscriptions	\$2,120

See independent auditor's report.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidating Statement of Financial Position
June 30, 2024
With Summarized Comparative Information at June 30, 2023**

Schedule I

	Volunteers of America South Central Louisiana, Inc.	Human Services of Greater Baton Rouge, Inc.	Subtotal	Eliminations	2024 Consolidated	2023 Consolidated
Assets						
Current Assets						
Cash and Cash Equivalents	\$ 286,539	\$ 40,076	\$ 326,615	\$ -	\$ 326,615	\$ 1,024,534
Accounts Receivable, Net of Allowance for Credit Losses of \$143,668 at 2024 and \$205,000 at 2023	4,377,600	-	4,377,600	(142,582)	4,235,018	3,049,464
Pledges Receivable Current, Net	56,870	-	56,870	-	56,870	50,603
Prepaid Expenses	926,123	4,677	930,800	-	930,800	685,271
Total Current Assets	5,647,132	44,753	5,691,885	(142,582)	5,549,303	4,809,872
Fixed Assets, Net	1,738,431	290,139	2,028,570	-	2,028,570	2,156,847
Other Assets						
Investments	7,498,846	-	7,498,846	-	7,498,846	5,261,552
Pledges Receivable - Long-Term, Net	77,682	-	77,682	-	77,682	66,095
Intangible Assets	150,000	-	150,000	-	150,000	150,000
Right-of-Use Assets - Operating Leases	3,772,785	-	3,772,785	-	3,772,785	4,096,510
Right-of-Use Assets - Finance Leases, Net	104,006	-	104,006	-	104,006	49,050
Other Assets	45,764	-	45,764	-	45,764	45,764
Total Other Assets	11,649,083	-	11,649,083	-	11,649,083	9,668,971
Total Assets	\$ 19,034,646	\$ 334,892	\$ 19,369,538	\$ (142,582)	\$ 19,226,956	\$ 16,635,690

See independent auditor's report.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidating Statement of Financial Position (Continued)
June 30, 2024
With Summarized Comparative Information at June 30, 2023**

Schedule I

	Volunteers of America South Central Louisiana, Inc.	Human Services of Greater Baton Rouge, Inc.	Subtotal	Eliminations	2024 Consolidated	2023 Consolidated
Liabilities and Net Assets						
Current Liabilities						
Line of Credit	\$ 792,853	\$ -	\$ 792,853	\$ -	\$ 792,853	\$ -
Accounts Payable	833,063	146,457	979,520	(142,582)	836,938	493,743
Accrued Expenses	1,163,521	2,570	1,166,091	-	1,166,091	1,029,431
Operating Lease Liabilities, Current Portion	465,008	-	465,008	-	465,008	405,858
Finance Lease Liabilities, Current Portion	33,276	-	33,276	-	33,276	15,136
Note Payable	601,590	-	601,590	-	601,590	415,945
Total Current Liabilities	3,889,311	149,027	4,038,338	(142,582)	3,895,756	2,360,113
Other Liabilities						
Operating Lease Liabilities, Less Current Portion	3,400,502	-	3,400,502	-	3,400,502	3,744,193
Finance Lease Liabilities, Less Current Portion	69,361	-	69,361	-	69,361	33,295
Total Other Liabilities	3,469,863	-	3,469,863	-	3,469,863	3,777,488
Total Liabilities	7,359,174	149,027	7,508,201	(142,582)	7,365,619	6,137,601
Net Assets						
Net Assets Without Donor Restrictions	11,219,434	155,865	11,375,299	-	11,375,299	10,058,754
Net Assets With Donor Restrictions	456,038	30,000	486,038	-	486,038	439,335
Total Net Assets	11,675,472	185,865	11,861,337	-	11,861,337	10,498,089
Total Liabilities and Net Assets	\$ 19,034,646	\$ 334,892	\$ 19,369,538	\$ (142,582)	\$ 19,226,956	\$ 16,635,690

See independent auditor's report.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Schedule II

Consolidating Statement of Activities

For the Year Ended June 30, 2024

With Summarized Comparative Information for the Year Ended June 30, 2023

	Volunteers of America South Central Louisiana, Inc.	Human Services of Greater Baton Rouge, Inc.	Subtotal	Eliminations	2024 Consolidated	2023 Consolidated
Revenue, Support, and Gains						
Public Support Received Directly						
Contributions	\$ 2,903,868	\$ -	\$ 2,903,868	\$ -	\$ 2,903,868	\$ 905,025
Contributions, In-Kind	298,050	-	298,050	-	298,050	302,154
Public Support Received Indirectly						
United Way Allocations	181,161	-	181,161	-	181,161	154,327
Total Public Support	3,383,079	-	3,383,079	-	3,383,079	1,361,506
Revenues and Grants from Governmental Agencies	19,256,697	-	19,256,697	-	19,256,697	18,688,455
Other Revenue						
Program Service Fees	411,004	-	411,004	-	411,004	434,673
Rental Income	25,830	190,608	216,438	-	216,438	184,658
Miscellaneous	44,459	-	44,459	-	44,459	76,827
Total Other Revenue	481,293	190,608	671,901	-	671,901	696,158
Total Revenue, Support, and Gains	23,121,069	190,608	23,311,677	-	23,311,677	20,746,119

See independent auditor's report.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.**

Schedule II

Consolidating Statement of Activities (Continued)

For the Year Ended June 30, 2024

With Summarized Comparative Information for the Year Ended June 30, 2023

	Volunteers of America South Central Louisiana, Inc.	Human Services of Greater Baton Rouge, Inc.	Subtotal	Eliminations	2024 Consolidated	2023 Consolidated
Operating Expenses						
Program Services						
Encouraging Positive Development	5,879,848	-	5,879,848	-	5,879,848	5,405,162
Fostering Independence	8,771,904	-	8,771,904	-	8,771,904	7,989,811
Promoting Self-Sufficiency	3,887,160	266,411	4,153,571	-	4,153,571	3,993,467
Total Program Services	18,538,912	266,411	18,805,323	-	18,805,323	17,388,440
Supporting Services						
Management and General	3,500,126	1,350	3,501,476	-	3,501,476	3,082,300
Fundraising	237,359	-	237,359	-	237,359	220,141
Total Supporting Services	3,737,485	1,350	3,738,835	-	3,738,835	3,302,441
Total Operating Expenses	22,276,397	267,761	22,544,158	-	22,544,158	20,690,881
Surplus from Operations	844,672	(77,153)	767,519	-	767,519	55,238
Other Activities						
Net Investment Return	595,729	-	595,729	-	595,729	248,965
Insurance Proceeds	-	-	-	-	-	180,069
Surplus from Other Activities	595,729	-	595,729	-	595,729	429,034
Change in Net Assets	1,440,401	(77,153)	1,363,248	-	1,363,248	484,272
Net Assets, Beginning of Year	10,235,071	263,018	10,498,089	-	10,498,089	10,013,817
Net Assets, End of Year	\$ 11,675,472	\$ 185,865	\$ 11,861,337	\$ -	\$ 11,861,337	\$ 10,498,089

See independent auditor's report.

**VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC. AND
HUMAN SERVICES OF GREATER BATON ROUGE, INC.
Consolidating Statement of Functional Expenses
For the Year Ended June 30, 2024
With Summarized Comparative Information for the Year Ended June 30, 2023**

Schedule III

	Volunteers of America South Central Louisiana, Inc.						Human Services of Greater Baton Rouge, Inc.				2024 Total	2023 Total
	Program Services			Supporting Services			Program Services	Supporting Services		Subtotal		
	Encouraging Positive Development	Fostering Independence	Promoting Self-Sufficiency	Management and General	Fundraising	Subtotal	Promoting Self-Sufficiency	Management and General				
Salaries and Wages	\$ 2,462,885	\$ 5,548,304	\$ 1,142,625	\$ 1,695,558	\$ 148,903	\$ 10,998,275	\$ -	\$ -	\$ -	\$ 10,998,275	\$ 9,853,904	
Employee Benefits	336,313	741,279	163,531	159,384	16,256	1,416,763	-	-	-	1,416,763	1,290,135	
Professional Services	706,564	560,243	138,229	1,010,320	30,582	2,445,938	-	1,350	1,350	2,447,288	1,872,562	
Occupancy Expenses	107,468	144,164	70,341	107,300	1,186	430,459	149,602	-	149,602	580,061	504,819	
Specific Assistance to Individuals	1,190,869	893,975	2,123,004	6,306	-	4,214,154	-	-	-	4,214,154	4,065,092	
Program Supplies and Equipment	609,359	171,738	36,735	36,189	8,451	862,472	14,242	-	14,242	876,714	1,117,915	
Office Supplies and Expenses	237,256	454,085	118,588	235,498	11,792	1,057,219	946	-	946	1,058,165	1,181,058	
Travel, Conferences, and Meetings	174,888	169,018	67,944	98,473	655	510,978	-	-	-	510,978	503,912	
Depreciation and Amortization	47,062	76,638	25,650	69,092	-	218,442	101,003	-	101,003	319,445	172,148	
Interest	-	-	-	58,308	-	58,308	-	-	-	58,308	5,544	
Other	7,184	12,460	513	23,698	19,534	63,389	618	-	618	64,007	123,792	
Total	\$ 5,879,848	\$ 8,771,904	\$ 3,887,160	\$ 3,500,126	\$ 237,359	\$ 22,276,397	\$ 266,411	\$ 1,350	\$ 267,761	\$ 22,544,158	\$ 20,690,881	

See independent auditor's report.

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

Independent Auditor's Report

To the Board of Directors
Volunteers of America South Central Louisiana, Inc.
Baton Rouge, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Volunteers of America South Central Louisiana, Inc. (the Organization), which comprise the consolidated statement of financial position as of June 30, 2024, the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated October 15, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization'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 may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's consolidated 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 consolidated financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed 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 our 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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



A Professional Accounting Corporation

Covington, LA
October 15, 2024

UNIFORM GUIDANCE SECTION

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT
ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

Independent Auditor's Report

To the Board of Directors
Volunteers of America South Central Louisiana, Inc.
Baton Rouge, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Volunteers of America South Central Louisiana, Inc.'s (the Organization) 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 Organization's major federal programs for the year ended June 30, 2024. The Organization'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 Organization complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

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 (GAAS); 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 the 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 Organization 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 Organization'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 Organizations 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 the Organization'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 GAAS, *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 for 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 the Organization's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess 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 the Organization'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 the Organization'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 the Organization'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 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 material weaknesses, as defined above. However, material weaknesses of 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.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Organization as of and for the year ended June 30, 2024, and have issued our report thereon dated October 15, 2024, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Covington, LA
October 15, 2024

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC.
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

FEDERAL GRANTOR/ PASS-THROUGH AGENCY/ PROGRAM OR CLUSTER TITLE	Assistance Listing Number	Pass-through Entity Identifying Number	Federal Expenditures
U.S. Department of Housing and Urban Development			
Direct Program:			
Continuum of Care Program	14.267		\$ 455,273
Continuum of Care Program	14.267		189,057
Continuum of Care Program	14.267		94,510
Passed Through City Parish:			
Continuum of Care Program	14.267	LA0107L6H092215	54,446
Passed Through Office of Community Planning and Development:			
Housing Opportunities for Persons with AIDS	14.241	LAH23F002	<u>386,520</u>
Total U.S. Department of Housing and Urban Development			<u>1,179,806</u>
U.S. Department of Veterans Affairs			
Passed Through Volunteers of America, Southeast Louisiana, Inc.:			
VA Supportive Services for Veteran Families Program	64.033	2012-LA-038-23	1,288,434
VA Supportive Services for Veteran Families Program	64.033	2012-LA-038-LT	48,692
VA Supportive Services for Veteran Families Program	64.033	2012-LA-038SS	<u>592,077</u>
Total U.S. Department of Veterans Affairs			<u>1,929,203</u>
U.S. Department of Justice			
Passed through Louisiana Commission on Law Enforcement and Administration of Criminal Justice:			
Crime Victim Assistance	16.575	Project 7576 / Project 6853	<u>109,236</u>
Total U.S. Department of Justice			<u>109,236</u>

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC.
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended June 30, 2024

FEDERAL GRANTOR/ PASS-THROUGH AGENCY/ PROGRAM OR CLUSTER TITLE	Assistance Listing Number	Pass-through Entity Identifying Number	Federal Expenditures
U.S. Department of Health and Human Services			
Passed Through Louisiana Department of Education:			
CCDF Cluster:			
Child Care and Development Block Grant RG 567	93.575	PO 200770637	907,679
Child Care and Development Block Grant RG 234	93.575	PO 200779344	1,315,918
Child Care and Development Block Grant	93.575	EVKY002	306,237
Child Care and Development Block Grant - Teachers Institute	93.575	EVKY002	118,986
Child Care and Development Block Grant - Class Observations	93.575	EVKY002	5,850
Child Care and Development Block Grant - ECC	93.575	EVKY002	10,537
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	EVKY002	67,171
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	EVKY002	50,000
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	EVKY002	50,000
Total CCDF Cluster			<u>2,832,378</u>
Title I Grants to Local Educational Agencies	84.010A	EVKY002	185,127
Every Student Succeeds Act/Preschool Development Grants	93.434	EVKY002	514,303
Direct Programs:			
Block Grants for Community Mental Health Services	93.958		5,665
Injury Prevention and Control Research and State and Community Based Programs	93.136		23,191
Passed through Louisiana Department of Children and Family Services			
Temporary Assistance for Needy Families	93.558	PO#2000708230	335,905
Temporary Assistance for Needy Families	93.558	PO#2000826869	100,517
MaryLee Allen Promoting Safe and Stable Families Program	93.556	PO#2000708230	536,090
MaryLee Allen Promoting Safe and Stable Families Program	93.556		535,403
Passed Through City Parish - Division of Human Development and Services:			
HIV Emergency Relief Project Grants	93.914	800005191	220,904
Ending the HIV Epidemic: A Plan for America	93.686	800005199	352,211
Passed Through Louisiana Department of Health & Hospitals, Office of Behavioral Health:			
Projects for Assistance in Transition from Homelessness (PATH)	93.150	PO 2000764433	81,613
Projects for Assistance in Transition from Homelessness (PATH)	93.150	PO 2000687269	97,805
Block Grants for Community Mental Health Services	93.958	PO 2000686079	29,060
Block Grants for Prevention and Treatment of Substance Abuse	93.959	PO 2000687269	10,000
Block Grants for Community Mental Health Services	93.958	PO 2000687269	1,500
Total U.S. Department of Health and Human Services			<u>5,861,672</u>
Total Expenditures of Federal Awards			<u>\$ 9,079,917</u>

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC.
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024

Note 1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Volunteers of America South Central Louisiana, Inc. under programs of the federal government for the year ended June 30, 2024. The information in the Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization.

Note 2. Summary of Significant Accounting Policies

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

Note 3. De Minimis Cost Rate

The Organization uses indirect cost rates negotiated and approved by the grant awarding agencies and has elected not to use the 10% de minimis indirect cost rate as provided for in Section 200.414 of the Uniform Guidance.

Note 4. Subrecipients

The Organization did not have any subrecipients of federal grant funding.

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC.
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024

Section I. Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? No
- Significant deficiency(ies) identified? None Reported

Non-compliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? No
- Significant deficiencies identified? None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? No

Identification of major programs:

<u>AL Numbers</u>	<u>Name of Federal Program</u>
64.033	Supportive Services for Veteran Families
93.914	HIV Emergency Relief
93.556	Promoting Safe and Stable Families

Dollar threshold used to determine Type A Programs: \$750,000

Auditee qualified as low-risk auditee? Yes

Section II. Findings - Financial Statement Audit

None.

Section III. Findings and Questioned Costs - Major Federal Award Programs Audit

None.

VOLUNTEERS OF AMERICA SOUTH CENTRAL LOUISIANA, INC.
Schedule of Prior Audit Findings
For the Year Ended June 30, 2024

Financial Statement Findings

None.

Federal Award Findings and Questioned Costs

None.

AGREED-UPON PROCEDURES REPORT

Volunteers of America South Central Louisiana, Inc.

Independent Accountant's Report
On Applying Agreed-Upon Procedures

For the Period July 1, 2023 - June 30, 2024

To the Board of Directors
Volunteers of America South Central Louisiana, Inc. and
the Louisiana Legislative Auditor:

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 July 1, 2023 through June 30, 2024. Volunteers of America South Central Louisiana, Inc.'s (the Organization) management is responsible for those C/C areas identified in the SAUPs.

Volunteers of America South Central Louisiana, Inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, the LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) Written Policies and Procedures

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
 - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

- iii. **Disbursements**, including processing, reviewing, and approving.
- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results: No exceptions were noted as a result of these procedures.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
- i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
 - iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
 - iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: No exceptions were found as a result of these procedures.

3) Bank Reconciliations

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

Results: No exceptions were found as a result of these procedures.

4) Collections (excluding electronic funds transfers)

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

Results: No exceptions were noted as a result of performing procedures A, B, and C. The Organization does not keep a collections log for incoming cash receipts. As such, procedure D.i. and D.iv. could not be performed.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - ii. At least two employees are involved in processing and approving payments to vendors;
 - iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
 - iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
 - v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

Results: No exceptions were found as a result of these procedures.

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

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
 - i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results: No exceptions were found as a result of these procedures.

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Results: No exceptions were found as a result of these procedures.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
 - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
 - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
 - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results: No exceptions were noted as a result of performing procedures A.ii. Procedures A.i. and A.iii. are not applicable to the Organization. The Organization was unable to provide a contract for one item tested. As such procedure A.iv. could not be observed for one of the five selections.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - iv. Observe whether the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results: No exceptions were found as a result of these procedures.

10) Ethics

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

Not Applicable.

11) Debt Service

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

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

Not Applicable

12) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the Legislative Auditor and the Organization attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results: No exceptions were found as a result of these procedures.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
 - ii. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
- i. Hired before June 9, 2020 - completed the training; and
 - ii. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Results: We performed the procedures and discussed the results with management.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1st, and observe that the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Not Applicable

We were engaged by the Organization to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and 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 Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing on those C/C areas identified in Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures, and the results of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Covington, LA
October 15, 2024