

FAMILY VALUES RESOURCE INSTITUTE, INC.  
BATON ROUGE, LA

FINANCIAL STATEMENTS AND NOTES TO FINANCIAL STATEMENTS  
AND INDEPENDENT REVIEW REPORT

FOR THE YEAR ENDED DECEMBER 31, 2019

# GARRETY & ASSOCIATES, L.L.C.

## CERTIFIED PUBLIC ACCOUNTANTS

### INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors  
Family Values Resource Institute, Inc.  
Baton Rouge, Louisiana

We have reviewed the accompanying financial statements of the Family Values Resource Institute, Inc. (a not-for-profit organization) as of and for the year ended December 31, 2019, which comprise the statement of financial position as of December 31, 2019, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

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

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

#### **Accountant's Responsibility**

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

#### **Accountant's Conclusion**

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

# GARRETY & ASSOCIATES, L.L.C.

## CERTIFIED PUBLIC ACCOUNTANTS

### Other Matters

#### *Required Supplementary Information*

The accompanying schedule of compensation, benefits, and other payments to agency head, as required by the Louisiana Legislative Auditor, is presented for additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the financial statements. It has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware any material modifications that should be made to such information.



Garrety & Associates, LLC

Baton Rouge, LA

November 30, 2020

FAMILY VALUES RESOURCE INSTITUTE, INC.  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2019

Assets

Current Assets	
Cash and cash equivalents	\$ 695
Grant receivable	115,549
Total current assets	<u>116,244</u>
Property and Equipment	
Building and improvements	373,964
Less, accumulated depreciation	(62,681)
Property and equipment, net	<u>311,283</u>
Other Assets	
Deposit	<u>824</u>
Total Assets	<u><u>\$ 428,351</u></u>

Liabilities and Net Assets

Current Liabilities	
Line of credit	\$ 110,922
Accounts payable	15,524
Due to officer	113,955
Payroll and other accrued liabilities	55,234
Total current liabilities	<u>295,635</u>
Net assets	
Without donor restrictions	<u>132,716</u>
Total net assets	<u>132,716</u>
Total Liabilities and Net Assets	<u><u>\$ 428,351</u></u>

FAMILY VALUES RESOURCE INSTITUTE, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2019

Change in Net Assets Without Donor Restrictions	
Revenues, Gains, and Other Support	
Grant income	\$ 416,627
Program income	380
Contributions	25,419
Rent	9,778
Interest income	4,604
Other revenue	3,793
	460,601
Expenses	
Program	254,894
General and administrative	208,152
	463,046
Decrease in net assets without donor restrictions	(2,445)
Net assets, beginning of year	135,161
Net assets, end of year	\$ 132,716

See accompanying independent accountants' report and notes to financial statements.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2019**

	Program Services	Supporting Services	Total
<b>General Expenses</b>			
Automobile	\$ -	\$ 600	\$ 600
Bank charges	-	659	659
Communications	-	7,884	7,884
Depreciation	-	9,588	9,588
Dues and subscriptions	-	132	132
Insurance	-	10,113	10,113
Interest	-	1,908	1,908
Legal and professional	29,195	47,635	76,830
Miscellaneous	-	11,575	11,575
Occupancy	8,188	4,218	12,406
Office	-	3,978	3,978
Payroll taxes	4,704	6,496	11,200
Postage and printing	54	1,288	1,342
Repairs and maintenance	-	8,755	8,755
Salaries	62,895	86,855	149,750
Security	-	611	611
Sub-recipient payments	149,858	-	149,858
Taxes, licenses, and fees	-	1,722	1,722
Travel and seminars	-	598	598
Utilities	-	3,537	3,537
	<u>\$ 254,894</u>	<u>\$ 208,152</u>	<u>\$ 463,046</u>

See accompanying independent accountants' report and notes to financial statements.

FAMILY VALUES RESOURCE INSTITUTE, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2019

Cash Flows from Operating Activities	
Change in net assets	\$ (2,445)
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities	
Depreciation	9,588
(Increase) Decrease in assets:	
Grant and other receivables	(12,643)
Prepaid expenses and other assets	2,122
Increase (Decrease) in liabilities:	
Accounts payable	(309)
Payroll and other accrued liabilities	<u>(51,439)</u>
Net cash provided (used) by operating activities	<u>(55,126)</u>
Cash Flows from Investing Activities	
Purchases of property and equipment	<u>-</u>
Net cash provided (used) by investing activities	<u>-</u>
Cash Flows from Financing Activities	
Proceeds/(principal payments) from inote payable	(4,227)
Net proceeds/(payments) on lines of credit	37,748
Net proceeds/(payments) from advances from officer	<u>21,668</u>
Net cash provided (used) by financing activities	<u>55,189</u>
Net increase/(decrease) in cash and cash equivalents	63
Cash and cash equivalents, beginning of year	<u>632</u>
Cash and cash equivalents, end of year	<u><u>\$ 695</u></u>
Supplemental Disclosure of Cash Flow Information	
Cash paid for interest	<u><u>\$ 1,908</u></u>

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE A – NATURE OF OPERATIONS**

Family Values Resource Institute, Inc. (FVRI) is a 501(c) (3) organization that provides educational and counseling programs in predominantly urban areas to empower families with resources, skills, and principles for generational prosperity. We envision self-sufficient, cohesive families that fully experience life, liberty, and prosperity.

The mission of Family Values Resource Institute, Inc. (FVRI) is to provide educational and counseling programs in predominantly urban areas to empower families with resources, skills, and principles for generational prosperity. Core values include:

1. ***Holistic Learning:*** We believe a holistic approach to learning is the most effective way to address the academic, emotional, social, and spiritual barriers to creating generational prosperity. We promote Faith-based resources as an inseparable complement to the Research-based educational and counseling approaches that do not compromise our core holistic principles.
2. ***Informed Guidance:*** As God-created free will beings, we believe that a person should have access to all necessary information to make an informed decision in matters that affect his or her life, especially if that decision has an impact on the life of another human being.
3. ***Compassionate Service:*** We realize that people don't care how much you know in your ability to assist them through challenges until they know how much you care and sympathize with their situation.
4. ***Passionate Advocacy:*** As our desire is to see more than our local clients benefit from our approach, we are a passionate advocate for the causes that hinder generational prosperity and quality of life, especially in urban areas.
5. ***Organizational Integrity:*** The greatest thanks we can give our donors and partners is to ensure we operate with the highest integrity and accountability for maximum effectiveness in all aspects of our programs and administration.



**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE A – NATURE OF OPERATIONS**, (continued)

As we believe strong families that value life and learning are the keys to creating generational prosperity, we operate three programs.

1. Our *future* program is the **Shining Stars Youth Development Center** which will include an early childhood learning center and K-12 enrichment programs as a Partner with Parents to prepare children for academic, family and career success.
2. The **New Heights Career Development Center** provides individuals with foundational skills for work readiness and career growth with High School Equivalency Test preparation, vocational training, college and career standardized test preparation, and career coaching.
3. The **Louisiana Alliance for Life** is a statewide initiative providing women facing unplanned pregnancies a comprehensive network of compassionate and experienced providers.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements are presented using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, whereby revenues are recognized when they are earned, and expenses are recognized when they are incurred. In accordance with ASU 2016-14, “*Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*”, The Organization classifies resources for accounting and reporting purposes into two net asset categories which are with donor restrictions and without donor restrictions.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES.** (continued)

Basis of Presentation

The Organization reports information regarding its financial positions and activities according to two classes of net assets:

- Without donor restrictions – net assets whose use by the Organization is not restricted by donors, even though their use may be limited in other respects, such as by contract or board designation. The Organization has determined that any donor-imposed restrictions for current or developing programs and activities are generally met within the operating cycle and therefore, their policy is to record those net assets as unrestricted.
- With donor restrictions – net assets whose use by the Organization has been limited by donors (a) to later periods of time or other specific dates, or (b) for specified purposes, relating to scholarships awarded to disabled individuals. As of December 31, 2019, the Organization did not have any net assets with donor-imposed restrictions that are perpetual in nature.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates. Management's estimates include, but are not limited to, collectability of receivables and the accrued pension liability. Management's estimates are derived from and are continually evaluated based upon available information, judgment, and experience. Because of inherent uncertainties in estimating collectability of loans receivable and future pension obligations, it is at least reasonably possible that the estimates used will change within the near term.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**, (continued)

Fair Value Measurements

The Organization is required to report its investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair market values in the statements of financial position. Unrealized gains and losses are included in the statements of activities.

ASC 820-10 “*Fair Value Measurements and Disclosures*” adopts a hierarchy approach for ranking the quality and reliability of the information used to determine fair values in one of three categories to increase consistency and comparability in fair value measurements and disclosures. The highest priority (Level 1) is given to quoted prices in active markets for identical assets. Level 2 assets are valued based on inputs other than quoted prices that are “observable.” For example, quoted prices for similar securities or quoted prices in inactive markets would be both observable. In Level 3, the inputs used for valuation are not observable or transparent and assumptions have to be made about how market participants would price the underlying assets. Investments are classified based on the lowest level of input that is significant to the fair value measurement.

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all unrestricted, highly liquid investments with original maturities of three months or less to be cash equivalents.

Revenue Recognition

Contributions received, including conditional promises to give, are measured at their fair value and recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. In the absence of donor restrictions, donated assets are reported as unrestricted assets. Conditional promises to give are recognized when the conditions on which they depend are substantially met. There were no contributions received with conditional promises to give for the year ended December 31, 2019.

Economic Dependency

FVRI received a substantial portion of its funding through federal funding from pass-through grants from the State of Louisiana. The Organization’s continuance is highly dependent upon continued funding from these sources.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**, (continued)

Property and Equipment

Property and equipment are recorded at cost and depreciated using the straight-line method over the useful lives of the assets, which range as follows:

- Building and improvements            5-39 years
- Equipment                                 3-10 years

Expenditures for major additions of property and equipment in excess of \$500 whose useful lives extend beyond a one-year period and betterments which naturally add to the value of related assets or materially extend the useful lives of assets are capitalized. Expenditures for maintenance and repairs are charged to expense as incurred.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefitted based on records and estimates made by the Organization's management.

Grant Receivable

The Organization has outstanding grants receivable at December 31, 2019, totaling \$115,549. No allowance for doubtful accounts is recorded against this receivable.

Advertising

Advertising costs are expense in the period occurred. There were no advertising costs for the year ended December 31, 2019.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**, (continued)

Income Taxes

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and has been classified as an entity other than a private foundation within the meaning of Section 509(a). Accordingly, no provision has been made for income taxes.

Management has determined that there are no uncertain tax positions that would require recognition in the financial statements. If the Organization was to incur an income tax liability in the future, interest on any income tax liability would be reported as interest expense, and penalties on any income tax would be reported as income taxes. Management's conclusions regarding uncertain tax positions may be subject to review and adjustment at a later date based on ongoing analysis of tax laws, regulations, and interpretations thereof as well as other factors. Generally, tax returns may be examined for three years from the filing date, and the current and prior three years remain subject to examination as of December 31, 2019.

**NOTE C – FUNDRAISING REVENUE**

FVRI did not hold their annual fundraising event during the audit period. Since the net effect of the event were not meeting expectations, the Program Director indicated that the fundraising event was deferred again this year while new, cost saving options are identified.

**NOTE D – PROPERTY AND EQUIPMENT**

Property and equipment consisted of buildings and improvements in the amount of \$373,964 with accumulated depreciation of \$62,681 as of December 31, 2019. Depreciation expense for the year ended December 31, 2019 was \$9,588.

**NOTE E – CONCENTRATIONS OF CREDIT RISK AND CONTINGENCIES**

Deposits held in noninterest-bearing transaction accounts are aggregated with any interest-bearing deposits the owner may hold in the same ownership category and the combined total is insured up to \$250,000. As of December 31, 2019, the Organization's cash balances did not exceed the FDIC insurance. The Organization has not experienced any losses in such accounts and management does not believe it is exposed to any significant credit risk.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE F – LINES OF CREDIT**

FVRI maintains a line of credit with a financial institution. FVRI has access to a maximum available credit of \$120,000 at December 31, 2019. The line of credit bears an interest rate at 7.25% and is scheduled to mature at December 25, 2020. The balance at December 31, 2019 was \$110,922.

**NOTE G – OUTSTANDING BALANCE WITH INTERNAL REVENUE SERVICE**

FVRI has engaged in a long-standing negotiation with the Internal Revenue Service (IRS) concerning a proposed outstanding balance. The balance owed to the IRS at December 31, 2019 was \$43,120. On January 9, 2020, the Organization received a “Cancellation of Prescribed Tax Lien” from the IRS.

**NOTE H – RELATED PARTIES**

The founder of the Organization advanced funds to sustain agency operations and payroll until program expenses are reimbursed. The Organization has an outstanding balance due to the founder in the amount of \$113,955 as of December 31, 2019.

**NOTE I – NEW ACCOUNTING PRONOUNCEMENTS**

In November 2016, the Financial Accounting Standards Board issued Accounting Standards Update (ASU) 2016-18, *Statement of Cash Flows* (Topic 230): Restricted Cash. The amendments in this update require that a statement of cash flows explain the change during the period in the total of cash, cash equivalents, and amounts generally described as restricted cash or restricted cash equivalents. Therefore, amounts generally described as restricted cash and restricted cash equivalents should be included with cash and cash equivalents when reconciling the beginning-of-period and end-of-period total amounts shown on the statement of cash flows. The amendments in this Update do not provide a definition of restricted cash or restricted cash equivalents.

This ASU will be effective for the year ending December 31, 2019. The Organization implemented ASU 2016-18 but does not have restricted cash at December 31, 2019.

**FAMILY VALUES RESOURCE INSTITUTE, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2019**

**NOTE J – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects the Organization’s financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual restrictions:

Cash	\$ 695
Grant receivable	<u>115,549</u>
	<u>\$116,244</u>

**NOTE K – SUBSEQUENT EVENT**

On March 11, 2020, the World Health Organization (WHO) declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, economic uncertainties have arisen which are likely to negatively impact net income. Other financial impacts could occur though such potential impact is unknown at this time.

**NOTE M – DATE OF MANAGEMENT’S REVIEW**

Management of the Organization has evaluated all subsequent events through November 30, 2020, the date the financial statements were available to be issued. As a result, the Organization noted no subsequent events, except in Note G and Note K, that required adjustment to, or disclosure in, these financial statements.

**FAMILY VALUES RESOURCE INSITUTE, INC.  
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER  
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
FOR THE YEAR ENDED DECEMBER 31, 2019**

**Agency Head Name: Barbara Thomas Executive Director**

Salary	\$	-
Benfits - insurance		-
Benefits - retirement		-
Car allowance		-
Vehicle provided by entity		-
Per diem		-
Reimbursements		-
Travel		-
Registration fees		-
Conference travel		-
Continuing professional education fees		-
Housing		-
Unvouchered expenses		-
Special meal		-

See independent accountants' report.



# GARRETY & ASSOCIATES, L.L.C.

## CERTIFIED PUBLIC ACCOUNTANTS

### INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Family Values Resource Institute, Inc.  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below, which were agreed to by Family Values Resource Institute, Inc. (the Institute) and the Louisiana Legislative Auditor (the specified parties), on the Institute's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2019, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Institute's management is responsible for its financial records and compliance with applicable laws and regulations. The sufficiency of these procedures is solely the responsibility of the specified parties. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Federal, State, and Local Awards

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

**The Agency provided us with the following list of expenditures made for federal grant awards received during the fiscal year ended December 31, 2019:**

Federal, State, or Local Grant Name	Grant Year	CFDA No. (if applicable)	Amount
Temporary Assistance for Needy Families (TANF)	July 1, 2018 – June 30, 2019	93.558	178,426
Temporary Assistance for Needy Families	July 1, 2019 – December 31, 2019	93.558	76,468
Total Expenditures			254,894

# GARRETY & ASSOCIATES, L.L.C.

## CERTIFIED PUBLIC ACCOUNTANTS

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.
3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

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

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

**All the disbursements were coded to the correct fund and general ledger account.**

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

**The Institute's policies and procedures state that the executive director must approve all disbursements, with subsequent approval by the full board. Documentation supporting each of the selected disbursements included the signature of the executive director.**

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

*Activities allowed or unallowed*

**We compared documentation for each of the selected disbursements with program compliance requirements related to services allowed or not allowed. No exceptions were noted.**

*Eligibility*

**We compared documentation for each of the selected disbursements with program compliance requirements related to eligibility. No exceptions were noted.**

*Reporting*

**We compared documentation for each of the selected disbursements with program compliance requirements related to reporting. No exceptions were noted.**

# GARRETY & ASSOCIATES, L.L.C.

## CERTIFIED PUBLIC ACCOUNTANTS

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

**N/A – There were not any programs that closed out during the fiscal year.**

### Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions. Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meetings Law" available on the Legislative Auditor's website at [https://app.lla.state.la.us/llala.nsf/BAADB2991272084786257AB8006EE827/\\$FILE/Open%20Meetings%20Law%20FAQ.pdf](https://app.lla.state.la.us/llala.nsf/BAADB2991272084786257AB8006EE827/$FILE/Open%20Meetings%20Law%20FAQ.pdf), to determine whether a non-profit agency is subject to the open meetings law.

**Management represented that the Agency is only required to post a notice of each meeting and the accompanying agenda on the door of the Agency's office building. Although management has asserted that such documents were properly posted, no evidence was provided to support management's assertion other than an unmarked copy of the notices and agenda.**

### Budget

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

**The Agency provided documentation that comprehensive budgets were submitted to the applicable federal grantor agency for the grants exceeding five thousand dollars. These budgets included the purpose and duration of the grant program.**

# GARRETY & ASSOCIATES, L.L.C.

## CERTIFIED PUBLIC ACCOUNTANTS

### State Audit Law

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

**The agency's report was required to be submitted to the Legislative Auditor before the statutory due date of June 30, 2020 (original due date). Due to COVID-19, the Institute filed a disaster related extension allowing an extended due date of December 31, 2020.**

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

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

### Prior-Year Comments

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

**The prior year (predecessor auditors') report, dated July 12, 2019, included a late filing finding. Report for 2019 is being filed in a timely manner by the Institute to address the finding.**

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Agency's compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



Garrety & Associates, LLC  
Baton Rouge, LA  
November 30, 2020

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

Harrety & Associates LLC CPAs (Date Transmitted) 5/19/2020  
1795 West Causeway Approach, Ste. 202 (CPA Firm Name)  
Mandeville, LA 70471 (CPA Firm Address)  
LA 70471 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 12/31/2019 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

**Federal, State, and Local Awards**

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

Yes [] No [ ]

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

Yes [] No [ ]

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

Yes [] No [ ]

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

Yes [] No [ ]

**Open Meetings**

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

Yes [] No [ ]

**Budget**

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

Yes [] No [ ]

**Reporting**

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

Yes [] No [ ]

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

Yes  No

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

Yes  No

**Prior-Year Comments**

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

Yes  No

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes  No

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

Yes  No

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

Yes  No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.

Yes  No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible non compliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.

Yes  No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.

Yes  No

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

<u>Debra Ross</u>	Secretary	<u>5/19/20</u>	Date
<u>John L. Par Jr.</u>	Treasurer	<u>5/19/20</u>	Date
<u>Debra F. Ross</u>	President	<u>5/19/20</u>	Date