

FINANCIAL STATEMENTS AND INDEPENDENT  
AUDITORS' REPORT

**Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence**

June 30, 2018

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**Broussard & Company**  
Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence  
Lake Charles, Louisiana

We have audited the accompanying financial statements of Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence (the Agency) (a non-profit organization) which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

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

### **Auditor's Responsibility**

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## **Other Matter**

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental schedule on page 13 is 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 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 information is fairly stated in all material respects in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2018, on our consideration of the Agency'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. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

*Broussard and Company*

Lake Charles, Louisiana  
December 13, 2018

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Statement of Financial Position**  
**As of June 30, 2018**

<b>Assets</b>	
<b>Current Assets</b>	
Cash and cash equivalents	\$ 172,518
Grants receivable	76,295
Prepaid expenses	5,538
Total Current Assets	<u>254,351</u>
<b>Property and Equipment</b>	
Land	84,015
Buildings and improvements	944,460
Works of art	6,035
Furniture, fixtures and equipment	274,671
	<u>1,309,181</u>
Less accumulated depreciaiton	(798,529)
Total Property and Equipment	<u>510,652</u>
<b>Other Assets</b>	
Long-term investments	91,094
Deposits	150
Total Other Assets	<u>91,244</u>
Total Assets	<u>\$ 856,247</u>
<b>Liabilities and Net Assets</b>	
<b>Current Liabilities</b>	
Accounts payable and payroll withholdings	<u>\$ 19,874</u>
Total Current Liabilities	<u>19,874</u>
<b>Net Assets</b>	
Unrestricted:	
Appropriated - property and equipment	510,652
Unappropriated	317,534
Total unrestricted	<u>828,186</u>
Temporarily restricted	8,187
Total Net Assets	<u>836,373</u>
Total Liabilities and Net Assets	<u>\$ 856,247</u>

See accompanying notes to financial statements.

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Statement of Activities**  
**For the Year Ended June 30, 2018**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Combined Total</u>
<b>Support and Revenue</b>			
Support:			
Received directly			
Contributions	\$ 49,283	\$ -	\$ 49,283
Fundraising	45,491	-	45,491
Special events	-	-	-
Total received directly	<u>94,774</u>	<u>-</u>	<u>94,774</u>
Received indirectly			
Allocated by the United Way of Southwest Louisiana, Inc.	-	148,591	148,591
Total support received from the public	<u>94,774</u>	<u>148,591</u>	<u>243,365</u>
Grants from governmental agencies and other organizations	-	679,032	679,032
Total support	<u>94,774</u>	<u>827,623</u>	<u>922,397</u>
Revenues:			
Interest income	406	-	406
Other income	<u>1,158</u>	<u>-</u>	<u>1,158</u>
Total revenues	<u>1,564</u>	<u>-</u>	<u>1,564</u>
Net assets released from restrictions	<u>827,623</u>	<u>(827,623)</u>	<u>-</u>
Total Support and Revenues	923,961	-	923,961
<b>Functional Expenses</b>			
Program Services:			
Shelter, food and client needs	802,408	2,357	804,765
Counseling	<u>38,656</u>	<u>-</u>	<u>38,656</u>
Total program services	<u>841,064</u>	<u>2,357</u>	<u>843,421</u>
Support Services:			
Management and general	<u>113,468</u>	<u>-</u>	<u>113,468</u>
Total support services	<u>113,468</u>	<u>-</u>	<u>113,468</u>
Total Functional Expenses	<u>954,532</u>	<u>2,357</u>	<u>956,889</u>
Change in Net Assets	(30,571)	(2,357)	(32,928)
Net Assets - Beginning of Year	858,757	10,544	869,301
Net Assets - End of Year	<u>\$ 828,186</u>	<u>\$ 8,187</u>	<u>\$ 836,373</u>

See accompanying notes to financial statements.

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Schedule of Functional Expenses**  
**For the Year Ended June 30, 2018**

	Program Services			Supporting Services	Total Expenses
	Shelter, Food and Client Needs	Counseling	Total	Management and General	
Salaries	\$ 452,300	\$ -	\$ 452,300	\$ 70,000	\$ 522,300
Payroll taxes and fringe benefits	162,361	-	162,361	9,987	172,348
Total compensation	614,661	-	614,661	79,987	694,648
Client needs	17,071	-	17,071	-	17,071
Dues and subscriptions	3,643	-	3,643	-	3,643
Insurance	13,332	-	13,332	3,333	16,665
Licenses and permits	12	-	12	3	15
Maintenance and repairs	22,563	-	22,563	2,507	25,070
Office supplies and expense	8,661	-	8,661	2,165	10,826
Postage and box rent	-	-	-	950	950
Printing	-	-	-	4,455	4,455
Professional services	28,269	38,656	66,925	-	66,925
Supplies	4,543	-	4,543	-	4,543
Telephone	4,062	-	4,062	2,776	6,838
Travel and conventions	21,306	-	21,306	2,368	23,674
Utilities	20,431	-	20,431	-	20,431
Miscellaneous	11,013	-	11,013	11,013	22,026
Depreciation	35,198	-	35,198	3,911	39,109
Total functional expenses	\$ 804,765	\$ 38,656	\$ 843,421	\$ 113,468	\$ 956,889

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2018**

<b>Cash Flows From Operating Activities</b>	
Change in net assets	\$ (32,928)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	39,109
Decrease in grants receivable	68,509
Decrease in prepaid expenses	136
Decrease in accounts payable and payroll withholdings	<u>(24,115)</u>
Net Cash Provided by Operating Activities	<u>50,711</u>
<b>Cash Flows From Investing Activities</b>	
Purchase of Property, Plant & Equipment	(12,956)
Purchase of Investments	<u>(371)</u>
Net Cash Used by Investing Activities	<u>(13,327)</u>
Net Increase in Cash and Cash Equivalents	37,384
Cash and Cash Equivalents - Beginning of Period	<u>135,134</u>
Cash and Cash Equivalents - End of Period	<u><u>\$ 172,518</u></u>

See accompanying notes to financial statements.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements**  
**June 30, 2018**

**NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

The Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence (Oasis) is a nonprofit corporation recognized under the laws of the State of Louisiana for the purpose of providing temporary lodging for the victims of family violence and their children. Comprehensive counseling and supportive are provided as well as rape counseling.

Oasis is dedicated to the elimination of personal and societal violence in Southwest Louisiana. Oasis's mission is to create social change through empowerment and support for victims of domestic violence and sexual assault, safe shelter for women and children and community education.

The safe shelter can accommodate up to 33 women and their children each night. All residents receive case management and advocacy services. Shelter staff and volunteers help clients begin to rebuild their lives by assisting them in identifying and accessing financial assistance, affordable housing, transportation, childcare, employment opportunities and other community-based services.

**Income Taxes**

Oasis is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code. Accordingly, no provision for federal and state income taxes is included in the financial statements.

Oasis is required to file the applicable Form 990, *Return of Organization Exempt from Income Tax*. The applicable form is based on Oasis's gross receipts. Oasis is in compliance with the filing requirements of the Internal Revenue Service. Returns are subject to examination by the IRS, generally for three years after they are filed. Tax returns filed for years ended before June 30, 2014 are no longer subject to examination.

**Method of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States of America. Oasis follows the standards of accounting and financial reporting for voluntary health and welfare agencies prescribed by the American Institute of Certified Public Accountants.

**Accounting 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 and disclosures. Accordingly, actual results could differ from those estimates.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2018**

**NOTE 1 - NATURE OF ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Compensated Absences**

Vacation and sick leave are recorded as expenditures of the period in which paid. Sick leave is not payable upon termination or resignation. Vacation leave accumulates based on the length of the employee's service. Upon termination or resignation, the outstanding balance of unused vacation leave can be paid to an employee. The liability as of June 30, 2018 was \$17,687.

**Property and Equipment**

Oasis capitalizes property and equipment over \$1,000. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Depreciation of property and equipment is calculated on the straight-line basis over the estimated useful life of the asset and amounted to \$39,109 for the year ended June 30, 2018. The estimated useful lives of such assets are summarized as follows:

Buildings and improvements	30 - 40 years
Works of art	not depreciated
Furniture, fixtures and equipment	5 - 8 years

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose.

**Contributed Services**

No amounts have been reflected in the financial statements for donated services. Oasis generally pays for services requiring specific expertise. However, individuals volunteer their time and perform a variety of tasks that assist Oasis but these services do not meet the criteria for recognition as contributed services.

**Functional Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Certain indirect costs have been allocated to the functional categories based on Oasis's analysis of time devoted to each category.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2018**

**NOTE 1 - NATURE OF ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Promises to Give**

Contributions are recognized when the donor makes a promise to Oasis that is, in substance unconditional. Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions.

When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restriction.

**Support and Revenue**

Contributions directly from the public are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at the present value of their net realizable value, using risk free interest rates applicable to years in which the promises are received to discount the amounts. There are no long-term promises to give as of June 30, 2018.

The majority of the unrestricted promises to give are received from a broad base of contributors as a result of various fundraising activities. Additionally, the annual allocation from the local chapter of the United Way is considered promises to give and are recorded when the award is made.

Endowment contributions and investments are permanently restricted by the donor. Investment earnings available for distribution are recorded in unrestricted net assets. Investment earnings with donor restrictions are recorded in temporarily or permanently restricted net assets based on the nature of the restrictions. There were no endowment investments or contributions as of June 30, 2018 and for the year then ended. Contributions of donated non-cash assets are recorded at their fair values in the period received.

**Cash and cash equivalents**

Oasis considers all liquid investments with an original maturity of three months or less to be cash equivalents. At various times during the fiscal year, Oasis's cash in bank balances may exceed the insured limits of the Federal Deposit Insurance Corporation (FDIC). At June 30, 2018, Oasis's uninsured cash balances were not in excess of FDIC insured limits.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2018**

**NOTE 2 - FAIR VALUE MEASUREMENTS**

Oasis has determined the fair value of its investments through a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels. Level 1 inputs to the valuation methodology are based on unadjusted quoted prices for identical assets in active markets that Oasis has the ability to access. Level 2 inputs are based primarily on quoted prices for similar assets in active or inactive markets and/or based on inputs that are derived principally from or corroborated by observable market data. Level 3 inputs are unobservable and are based on assumptions that market participants would utilize in pricing the asset.

The fair value of financial instruments, including cash, approximate the carrying value, principally because of the short maturity of those items and are considered Level 1 or 2.

**NOTE 3 – GRANTS FROM GOVERNMENTAL AGENCIES AND OTHER ORGANIZATIONS**

A summary of grants from governmental agencies and other organizations for the year ended June 30, 2018 were as follows:

Department of Children and Family Services	\$	319,914
Louisiana Commission on Law Enforcement		207,564
Louisiana Foundation Against Sexual Assault		77,732
Louisiana Bar Foundation		22,200
Civil & Marriage Fees		30,342
Calcasieu Parish Clerk of Courts		21,280
		<hr/>
	\$	<u>679,032</u>

**NOTE 4 – SUBSEQUENT EVENTS**

Oasis evaluated its June 30, 2018 financial statements for subsequent events through December 13, 2018, the date of which the financial statements were available to be issued. Oasis is not aware of any subsequent events which would require recognition or disclosure in the financial statements.

**NOTE 5 – BOARD COMPENSATION**

Members of Oasis 's Board of Directors receive no compensation and are reimbursed only for any expenses incurred relating to Oasis's business which must have appropriate supporting documentation.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2018**

**NOTE 6 – INVESTMENTS**

Investments are comprised of certificates of deposits with varying maturity dates and are considered Level 2 for fair value measurement purposes. These investments are stated at market in the amount of \$91,094. Market values at June 30, 2018 approximate cost.

**NOTE 7 – TEMPORARILY RESTRICTED NET ASSETS**

Temporarily restricted net assets at June 30, 2018 are available for the following purposes:

Purpose Restrictions:	
Sisters of Charity	\$ 3,842
LCAF	4,345
	\$ 8,187

**NOTE 8 – NET ASSETS RELEASED FROM RESTRICTION**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by the donors as follows for the year ended June 30, 2018:

Purpose restriction accomplished:	
Program and supporting activities (Grants and Sisters of Charity)	\$ 679,032
Time Restriction accomplished	
United Way	148,591
Total satisfaction of donor restrictions	\$ 827,623

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2018**

**NOTE 9 – RETIREMENT BENEFITS**

Oasis maintains a contributory profit sharing plan as defined under Section 401(k) of the United States Internal Revenue Code covering substantially all employees. An employee becomes 100% vested with respect to the employer contributions after completing three years of service. The organization matches 100% of employee's contributions up to 3%. For the year ended June 30, 2018, the organization contributed \$6,397.

**NOTE 10 – UNCERTAIN TAX POSITIONS**

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, Oasis may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. There were no unrecognized tax benefits identified or recorded as liabilities for the year ended June 30, 2018.

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**June 30, 2018**

Note: This schedule is required for all local auditees, including quasi-public entities.

*Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer*

**Year Ended:** June 30, 2018

**Agency Head:** Kathy Williams, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	70,000
Benefits-insurance	9,147
Benefits-retirement	840
Benefits (other--list here)	-
Car allowance	-
Reimbursements (meals)	-
Travel (mileage, parking, tolls, taxi, etc)	-
Registration fees	-
Conference travel (air fare)	-
Housing / Hotel	-
<b>FY TOTAL:</b>	<b>79,987</b>



**Broussard & Company**  
Certified Public Accountants

**INDEPENDENT AUDITORS' 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**

Board of Directors  
Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence  
Lake Charles, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence (the Agency), which comprise the statement of financial position as of June 30, 2018, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 13, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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. We did identify one deficiency in internal control that we consider to be a material weakness. The material weakness was an unrecorded compensated absences liability.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Broussard and Company*

Lake Charles, Louisiana  
December 13, 2018





INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2017 through June 30, 2018. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

**Procedures:** Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
- b) Observe that finance charges and late fees were not assessed on the selected statements.

Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the

business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only).

**Results:** No exceptions noted.

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

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

**Results:** No exceptions noted.

**Procedures:** Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Obtain a listing of those employees/officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees/officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employee/officials' cumulative leave records, and agree the pay rates to the employee/officials' authorized pay rates in the employee/officials' personnel files.

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

**Results:** No exceptions noted.

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 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.

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

*Broussard and Company*

Lake Charles, Louisiana

December 13, 2018