

YOUNG MEN'S CHRISTIAN ASSOCIATION OF BOGALUSA, LA

Annual Financial Statements as of and for the year ended
December 31, 2021 and Independent Accountant's Review Report

ROBERT A. NEILSON

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ROBERT A. NEILSON

MEMBER

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
YMCA of Bogalusa
Bogalusa, LA

I have reviewed the accompanying financial statements of YMCA of Bogalusa (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, schedule of 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, I 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

My 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 me to perform procedures to obtain limited assurance as a basis for reporting whether I am 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. I believe that the results of my procedures provide a reasonable basis for my conclusion.

Accountant's Conclusion

Based on my review, I am 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.

Other Matters

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. I have not audited the supplementary information and do not express an opinion on such information. It has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and I did not become aware of any material modifications that should be made to such information.



Robert A. Neilson, CPA
Bogalusa, Louisiana
May 13, 2022

YMCA of Bogalusa
Statement of Financial Position
12/31/2021

ASSETS

Cash and Cash Equivalents	\$ 30,418
Grant Receivables	66,691
Property and Equipment (net of depreciation)	<u>472,026</u>

Total Assets **\$ 569,135**

LIABILITIES AND NET ASSETS

Payroll Liabilities	\$ 1,467
PPP Loan	5,014
Other Liabilities- See Note L	<u>35,000</u>

Total Liabilities **\$ 41,481**

Net Assets:

With donor restrictions	\$ 391,672
Without donor restrictions	<u>135,982</u>

Total Net Assets 527,654

Total Liabilities and Net Assets **\$ 569,135**

YMCA of Bogalusa
Statement of Activities
Year Ended 12/31/2021

Changes in Net Assets without Donor Restrictions:	
Contributions	\$ 73,735
Program Services	<u>79,164</u>
Total Revenues and Gains without Donor Restrictions:	152,899
Expenses:	
Program Services	93,878
Support Services	<u>50,550</u>
Total Expenses	144,428
Increase in Net Assets without Donor Restrictions	<u>\$ 8,471</u>
Changes in Net Assets with Donor Restrictions:	
Grants	<u>\$ 189,889</u>
Total Revenues and Gains with Donor Restrictions:	189,889
Total Expenses	<u>59,626</u>
Increase in Net Assets with Donor Restrictions	<u>\$ 130,263</u>
Total Increase (Decrease) in Net Assets	<u>\$ 138,734</u>
Net Assets at Beginning of Year	495,675
<i>Restatement of Prior Year Balances (see Note G)</i>	<i>(106,755)</i>
Net Assets at End of Year	<u>\$ 527,654</u>

YMCA of Bogalusa
Statement of Cash Flows
Year Ended 12/31/2021

Cash Flows from Operating Activities	
Change in Net Assets	\$ 138,734
Adjustments to reconcile change in net assets to cash provided by operating activities:	
Depreciation	12,872
Decrease in Receivables	(66,691)
Decrease in Payables	<u>(21,419)</u>
Net Cash Provided from Operating Activities	63,496
Cash Flows from Investing Activities	
Purchases of Fixed Assets	<u>(160,363)</u>
Net Cash Used from Investing Activities	(160,363)
Cash Flows from Financing Activities	
Proceeds from Loan	<u>35,000</u>
Net Cash Received from Financing Activities	35,000
Net Increase in Cash and Cash Equivalents	<u>(61,867)</u>
Cash and Cash Equivalents at beginning of year	92,285
Cash and Cash Equivalents at end of year	<u><u>\$ 30,418</u></u>

YMCA of Bogalusa
Schedule of Functional Expenses
Year Ended 12/31/2021

	<u>Program Services</u>			<u>Supporting Services</u>		<u>Total</u>
	<u>Health & Well Being</u>	<u>Property Rentals</u>	<u>Food Program</u>	<u>Management & General</u>	<u>Fundraising</u>	<u>2021</u>
<u>Compensation & related expenses</u>						
Salary Expense	\$ 15,578	\$ 3,353	\$ 1,254	\$ 6,211	\$ 4,658	\$ 31,056
Payroll Tax Expense	1,684	362	137	671	504	3,358
Contract Labor	16,766	3,609	1,350	6,684	5,015	33,424
Total Compensation & related expenses	34,028	7,324	2,741	13,566	10,177	67,837
<u>Office Expense</u>						
Advertising	970	209	78	386	290	1,933
Bank Service Charge	382	82	31	152	114	761
Dues & Subscriptions	2,263	487	182	902	677	4,511
Meals & Entertainment	22	5	2	9	7	45
Miscellaneous	105	23	8	42	32	210
Office Expense	1,025	221	82	408	307	2,043
Total Office Expenses	4,767	1,027	383	1,899	1,427	9,503
<u>Utilities</u>						
Electricity	11,198	2,410	902	4,464	3,348	22,322
Telephone	859	185	69	342	257	1,712
Total Utilities	12,057	2,595	971	4,806	3,605	24,034
<u>Other Expenses</u>						
Accounting	2,725	587	219	1,087	815	5,432
Depreciation	6,457	1,390	520	2,574	1,931	12,872
Donations	1,380	297	111	550	413	2,750
Grant Expenses	-	-	-	59,626	-	59,626
Insurance	4,755	1,023	383	1,895	1,422	9,478
Legal & Professional	296	64	24	118	89	590
Concessions &	-	-	-	-	-	-
Repairs & Maintenance	3,175	683	256	1,266	949	6,329
Special Events	1,619	349	130	643	484	3,225
Supplies	1,192	257	96	475	355	2,375
Total Expenses	\$ 72,451	\$ 15,597	\$ 5,834	\$ 88,505	\$ 21,667	\$ 204,054

YMCA of Bogalusa
Notes to the Financial Statements
December 31, 2021

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

The YMCA of Bogalusa is a charitable, community service organization that includes people of all ages, abilities, incomes, races, and religions. They are dedicated to providing programs that build strong kids, minds, and communities. All persons are welcome at our YMCA, regardless of their ability to pay. The YMCA is founded and led by volunteers from the community. The goal is to develop self-confidence and self-respect and an appreciation of their own worth as an individual.

Basis of Accounting and Presentation of Net Assets

The YMCA of Bogalusa's financial statements are presented on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America, which require the Organization to report its financial position and activities according to the following net asset classifications:

- *Net assets without donor restrictions:* Net assets that are not subject to donor (or grantor) restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.
- *Net assets with donor restrictions:* Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by the passage of time or other events specified by the donor. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restrictions are accomplished) in the reporting period in which the revenue is recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

During fiscal year ending December 31, 2021, YMCA of Bogalusa had net assets with donor restrictions in the amount of \$391,672. Those restrictions are a result of state approved grants in which monies are designated for specific purposes including capital improvements, particular program salaries, and professional services.

Use of Estimates

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

YMCA of Bogalusa
Notes to the Financial Statements
December 31, 2021

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes

The Organization is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation.

Cash and Cash Equivalents

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

Receivables

Accounts receivable are stated at unpaid balances, less an allowance for doubtful accounts. The Organization provides for losses on accounts receivable using the allowance method. The allowance is based on experience, third-party contracts, and knowledge of circumstances that may affect the ability of clients to meet their obligations. Receivables are considered impaired if full principal payments are not received in accordance with the contractual terms. It is the Organization's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected. All receivables are deemed to be collected.

Property and Equipment

It is the organization's policy to capitalize property and equipment of any amount. Purchased property and equipment is capitalized at cost. 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. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The organization reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment are depreciated using the straight line depreciation method according to their category. Furniture and fixtures are depreciated over 7 years, equipment over 5 years, and improvements are depreciated over 39 years.

Revenue and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively. Contributions are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the

YMCA of Bogalusa
Notes to the Financial Statements
December 31, 2021

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

conditions on which they depend have been substantially met or the donor has explicitly released the restriction.

NOTE B- LIQUIDITY AND AVAILABILITY

The YMCA of Bogalusa regularly monitors liquidity required to meet its operating needs and other contractual commitments. Expenditures are generally met within 30 days, utilizing the financial resources the Organization has available. Financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, consist of the following:

Cash and Cash Equivalents	\$30,418
Accounts Receivable	<u>66,691</u>
TOTAL	<u>\$97,109</u>

See Note O Subsequent Events about the receipt of funds from the approved grants.

NOTE C – NET ASSETS WITH DONOR RESTRICTIONS

As of December 31, 2021, there was \$391,672 reported as net assets with donor restrictions.

NOTE D- GRANT RECEIVABLES

During the year ending December 31, 2021, two grants were approved by the state totaling \$260,000. Act 119 was approved for \$250,000. In 2021, \$56,691 was expended, but not yet received. Thus, a grant receivable was booked for \$56,691 for Act 119 grant. Act 120 was approved for \$10,000. During fiscal year ending December 31, 2021, \$10,000 was expended, but not yet received. This also created another grant receivable in the amount for \$10,000. The total grants receivable at fiscal year ending December 31, 2021 was \$66,691.

NOTE E – PROPERTY AND EQUIPMENT

As of December 31, 2021, property and equipment is as follows:

Furnitures and Fixtures	\$ 42,880
Machinery and Equipment	164,310
Improvements	399,939
Vehicles	<u>2,000</u>
Total Property and Equipment being depreciated	609,129
Less: Accumulated Deprecation	(282,261)
Work In Progress	145,158
Total Property and Equipment (net)	<u>\$ 472,026</u>

YMCA of Bogalusa
Notes to the Financial Statements
December 31, 2021

NOTE E – PROPERTY AND EQUIPMENT (continued)

Depreciation Expense for the year ended December 31, 2021 was \$12,872. Work in Progress is for fitness center improvements that have not yet been placed in service as of December 31, 2021.

NOTE F- LIABILITIES

As of December 31, 2021, there was \$1,467 outstanding for payroll taxes.

The YMCA of Bogalusa received a Paycheck Protection Loan in the amount of \$5,014 issued by the Small Business Administration due to a loss of revenue during COVID-19. The loan had not yet been forgiven as of December 31, 2021.

During the fiscal year, the YMCA received a \$35,000 loan from an anonymous source to be repaid once the funds from Act 119 were received.

NOTE G- PRIOR PERIOD ADJUSTMENT

The balance of the grant receivable related to the Cooperative Endeavor with the State for capital improvements was \$129,980 at December 31, 2020. It was determined that this is a cost reimbursement grant and revenues should only be accrued as expended. A restatement to the beginning balance of net assets was made to correct this error.

The balance of outstanding grants payable was \$46,071 at December 31, 2020. Only \$22,843 of expenses were reversed during fiscal year ending December 31, 2021, creating another prior period adjustment to the net assets. The restatement of net assets is summarized below:

Net Assets at December 31, 2020	\$495,675
<i>Restatement of Prior Year Balances</i>	
Grants Receivable	(\$129,980)
Grant Expenses	<u>\$23,225</u>
Total Restatement to Prior Year Balances	(\$106,755)
Net Assets at December 31, 2020, RESTATED	<u>\$388,920</u>

NOTE H- MAJOR CLASSES OF PROGRAMS

Program Service Revenue account for 23 percent of the total revenue received by the YMCA of Bogalusa in year ending December 31, 2021. The YMCA added one new program so now there are three major classes of programs which include Health Income, Property Rentals, and Food Service.

The Health and Well Being for All revenue represents 77 percent of the total program revenue. A description of the program is as follows:

“The YMCA views health holistically: a healthy person has unity of body, mind and spirit. The YMCA has identified the growing national obesity rates in this country as a critical

YMCA of Bogalusa
Notes to the Financial Statements
December 31, 2021

NOTE I- MAJOR CLASSES OF PROGRAMS (continued)

social issue that must be addressed and our health and well-being programs are designed to help people develop new skills and grow in spirit mind and body by setting realistic goals for self-improvement and disease prevention through an active lifestyle, proper nutrition, stress management, and health education. YMCA programs promote interaction, teamwork, and development of moral and ethical behavior, social skills and self-esteem. The YMCA of Bogalusa serves all ages, abilities, races, nationalities and religions and provides financial assistance to those who need it."

Property Rentals account for 17 percent of the total program revenue. A description of this program is as follows:

"The YMCA provides rental space for community organizations to hold seminars, wellness programs, governmental programs, awareness seminars, dance programs, hospital access, etc. at nominal fees. These non-profit organizations are provided a vital service that would otherwise be unavailable given monetary constraints."

The Food Service Program accounts for 6 percent of the total program revenue. A description of this program is as follows:

"The YMCA food program provides meals to children and disabled adults in the community through our delivery and pickup. The food insufficiency rate for a child is 27.7%, which is 89.7% higher than the national average. The program gives each child the opportunity to eat three meal a days. Schools provide breakfast and lunch, whereas this program provides a snack and dinner. The program encourages and promotes healthy eating. Cooking classes are also offered as a part of this program".

NOTE J – FUNCTIONAL ALLOCATION OF EXPENSES

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

NOTE K- CONCENTRATIONS

Over 50% of the Organization's support is from cooperative endeavor agreements and passed legislation with the State of Louisiana for the year ended December 31, 2021. The YMCA has managed to secure large funding from the state for the last several years. Loss of this funding could have a significant adverse impact on future operations. Management is not aware of any actions, other than previously mentioned, that will adversely affect the amount of funds the Organization will receive in the next fiscal year.

NOTE L- RELATED PARTIES

During fiscal year ending December 31, 2021, a board member, who wished to remain anonymous loaned the YMCA of Bogalusa \$35,000 until additional funding from approved state grants were received.

YMCA of Bogalusa
Notes to the Financial Statements
December 31, 2021

NOTE M- CONTINGENCIES

The Organization is under contract with the State of Louisiana by means Cooperative Endeavor Agreements and legislation passed resulting in Act 119 and Act 120, which is governed by various rules and regulations. If it is determined that the Organization has not complied with the rules and regulations governing the contract, the contract may be terminated immediately at the option of the State. In management's opinion, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the contract; therefore, no provision has been recorded in the accompanying financial statements for such contingencies.

NOTE N- RISKS AND UNCERTAINTIES

The COVID-19 pandemic has caused extensive disruptions to the global, national and regional economy. Governments, businesses, and the public are taking unprecedented actions to contain the spread of COVID-19 and to mitigate its effects, including quarantines, travel bans, shelter-in-place orders, closures of businesses and schools, fiscal stimulus, and legislation designed to deliver monetary aid and other relief. While the scope, duration, and full effects of COVID19 are rapidly evolving and not fully known, the pandemic and related efforts to contain it have disrupted economic activity. If these implications continue for a prolonged period or result in sustained economic stress or recession, there could be a material adverse effect on the Organization related to profitability, operations, liquidity, and funding.

NOTE O- SUBSEQUENT EVENTS

Management has evaluated subsequent events through the date that the financial statements were available to be issued, May 13, 2022 and determined that the following disclosures were needed.

In reference to Note L, the loan from an anonymous, related party was repaid in full in February 2022.

Disbursement requests from the Cooperative Endeavor with the State of Louisiana in the amount of \$29,323 were sent to the state agency for reimbursement related to capital improvements to the YMCA.

The full amounts of the grants Act 119 and 120 were received in 2022 totaling \$250,000 and \$10,000. As a result, continued capital improvements and expenses will occur in 2022.

Prior to the issuance of the financial statements, the YMCA of Bogalusa received approval of 3 additional grants totaling \$270,000.

The Paycheck Protection Loan of \$5,014 received in fiscal year ending December 31, 2020 was forgiven in March 2022.

YMCA of Bogalusa
Schedule of Compensation Paid to the Agency Head
12/31/2021

Agency Head Name	Toni St. Phillip
Salary	\$ 43,858

ROBERT A. NEILSON

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Independent Accountant's Report on Applying Agreed-Upon Procedures

I have performed the procedures enumerated below, which were agreed to by the YMCA of Bogalusa and the Louisiana Legislative Auditor, on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2021 as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Agency'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, I 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.

A list of state grant award expenditures was obtained from the Agency's management. No federal grants were received during the fiscal year ending December 31, 2021.

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.

Six disbursements were randomly 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 of the disbursements were coded to the correct general ledger accounts. However, the Agency's management and outside accountant are currently working through ways to better categorize expenditures.

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

The Agency doesn't have any written policies and procedures regarding disbursements. The CEO and Treasurer indicate that the disbursements are being approved by management.

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.

The selected disbursements comply with the requirements of the grants.

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.

Information was obtained in regards to grants that were closed during the fiscal year ending December 31, 2021 and it agreed to the Agency's financial records.

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.

Not applicable

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 for grants that required budgets to be submitted. These budgets included the purpose and duration of the grant program.

State Audit Law

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

The YMCA of Bogalusa's report was submitted to the Louisiana Legislative Auditor before the due date of June 30, 2022.

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 entered into contracts during the fiscal year that were subject to the public bid law, and the Agency complied with such procedures as prescribed by the law.

Prior-Year Comments

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

There were no prior year suggestions, recommendations, or findings.

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. I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on the Agency's compliance with the foregoing matters. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the scope of testing performed on 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.



Robert A. Neilson, CPA, LLC
Bogalusa, Louisiana

May 13, 2022

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

3/17/22 (Date Transmitted)

Robert A. Neilson CPA LLC (CPA Firm Name)
412 Avenue B (CPA Firm Address)
Bogalusa, LA 70427 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of _____ (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 [] N/A []

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 [] N/A []

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

Yes No [] N/A []

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 [] N/A []

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 [] N/A []

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 [] N/A []

Reporting

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

Yes No [] N/A []

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 [] N/A []

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 [] N/A []

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No [] N/A []

Prior-Year Comments

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

Yes No [] N/A []

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No [] N/A []

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes No [] N/A []

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

Yes No [] N/A []

We have provided you with all relevant information and access under the terms of our agreement.

Yes No [] N/A []

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 [] N/A []

We are not aware of any material misstatements in the information we have provided to you.

Yes No [] N/A []

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes No [] N/A []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal

controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No N/A

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

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
<u>Joni St. Philip</u>	President	<u>3-15-2022</u>	Date