

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTAL DATA**

TWELVE MONTHS ENDED SEPTEMBER 30, 2022

Mike Estes, P.C.
A Professional Accounting Corporation

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Independent Auditor's Report

Board of Commissioners
Housing Authority of St. Charles Parish
Boutte, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of each major fund of the Housing Authority of St. Charles Parish, Louisiana as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Housing Authority of St. Charles Parish, Louisiana basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective position of each major fund, of the Housing Authority of St. Charles Parish, Louisiana as of and for the year ended September 30, 2022, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Also included in Supplementary Information is an Agreed-Upon Procedures report, which reports on an Agreed-Upon Procedures engagement now required by the Louisiana Legislative Auditor. Our opinion is not modified in respect to this matter.

Other Matters

Basis for Opinions

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. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of St. Charles Parish, Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management 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; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of St. Charles Parish, Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

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

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 10 be presented to supplement the basic financial statements.

Such information, is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of St. Charles Parish, Louisiana's basic financial statements. The statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023 on our consideration of the Housing Authority of St. Charles Parish, Louisiana'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 solely 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 the effectiveness of the Housing Authority of St. Charles Parish, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of St. Charles Parish, Louisiana's internal control over financial reporting and compliance.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
October 24, 2023

HOUSING AUTHORITY OF ST. CHARLES, LA
REQUIRED SUPPLEMENTAL INFORMATION
MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)
September 30,2022

The management of Housing Authority of St. Charles Parish, LA, presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending September 30, 2022. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.

FINANCIAL HIGHLIGHTS

- The primary source of funding for these activities continues to be subsidies and grants from the Department of Housing and Urban Development (HUD), whereas tenant rentals provide a secondary but also significant source of funding.
- The Housing Authority's assets exceeded its liabilities by \$3,641,723 at the close of the fiscal year ended 2022.
 - ✓ Of this amount \$1,584,873 represents a restriction equal to the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
 - ✓ Also, of this amount, \$173,255 of net position is restricted for the Housing Choice Voucher program.
 - ✓ The remainder of \$1,883,595 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount equals 57% of the total operating expenses of \$3,276,319 for the fiscal year 2022, which means the Authority might be able to operate about 7 months using the unrestricted assets alone, compared to 1 months in the prior fiscal year.
- The Housing Authority's total net position increased by \$1,789,463, a 94% increase from the prior fiscal year 2021.
- The increase in net position of these funds was accompanied by an increase in unrestricted cash by \$1,665,615 from fiscal year 2021.
- The Authority Spent \$346,103 on construction in progress.
- These changes led to an increase in total assets by \$2,077,697 and an increase in total liabilities by \$288,234. As related measure of financial health, there are still over \$6 of current assets covering each dollar of total current liabilities, which compares to \$3 covering the prior fiscal year's liabilities.
- The Housing Authority continues to operate without the need for debt borrowing.

OVERVIEW OF THE FINANCIAL STATEMENTS

This MD&A is intended to serve as an introduction to the Housing Authority's basic financial statements. The Housing Authority is a special-purpose government engaged in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements, comprised of two components: (1) fund financial statements and (2) a series of notes to the financial statements. These provide information about the activities of the Housing Authority as a whole and present a longer-term view of the Housing Authority's finances. This report also contains other supplemental information in addition to the basic financial statements themselves demonstrating how projects funded by HUD have been completed, and whether there are inadequacies in the Authority's internal controls.

Reporting on the Housing Authority as a Whole

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2022?" The Statement of net position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

Fund Financial Statements

All the funds of the Housing Authority are reported as proprietary funds. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like other enterprises operated by state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Housing Authority's financial statements report on its net position and changes in net position. One can think of the Housing Authority's net position – the difference between assets and liabilities – as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other non-financial factors, however, such as the changes in the Authority's occupancy levels or its legal obligations to HUD, to assess the overall health of the Housing Authority.

USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

Public Housing Capital Fund Program	\$ 16,175
Low Rent Public Housing	539,041
Housing Choice Vouchers	<u>1,937,587</u>
Total funding received this current fiscal year	<u>\$ 2,492,803</u>

The Housing Authority's auditors provided assurance in their independent auditors' report, with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

Reporting the Housing Authority's Most Significant Funds

The Housing Authority's financial statements provide detailed information about the most significant funds. Some funds are required to be established by the Department of Housing and Urban Development (HUD). However, the Housing Authority establishes other funds to help it control and manage money for particular purposes, or to show that it is meeting legal responsibilities for using grants and other money.

The Housing Authority's enterprise funds use the following accounting approach for Proprietary funds: All the Housing Authority's services are reported in enterprise funds. The focus of proprietary funds is on income measurement, which, together with the maintenance of net position, is an important financial indicator.

FINANCIAL ANALYSIS

The Housing Authority's net position was \$3,641,723 as of September 30, 2022. Of this amount, \$1,584,873 was invested in capital assets and \$1,883,595 was unrestricted. There was \$173,255 in specific assets restricted for the Housing Choice Voucher (HCV) program.

CONDENSED FINANCIAL STATEMENTS

**Condensed Statement of Net Position
 As of September 30, 2022**

	<u>2022</u>	<u>2021</u>
ASSETS		
Current assets	\$ 2,307,772	\$ 319,483
Assets restricted for Housing Choice Voucher (HCV) program	173,255	231,033
Capital assets, net of depreciation	<u>1,584,873</u>	<u>1,437,687</u>
Total assets	<u>4,065,900</u>	<u>1,988,203</u>
LIABILITIES		
Current liabilities	411,668	120,588
Non-current liabilities	<u>12,509</u>	<u>15,355</u>
Total liabilities	<u>424,177</u>	<u>135,943</u>
NET POSITION		
Invested in capital assets, net of depreciation	1,584,873	1,437,687
Net position restricted for the Housing Choice Voucher program	173,255	231,033
Unrestricted net position	<u>1,883,595</u>	<u>183,540</u>
Total net position	<u>\$ 3,641,723</u>	<u>\$ 1,852,260</u>

The net position of these funds increased by \$1,789,462, or by 94%, from those of fiscal year 2021, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

CONDENSED FINANCIAL STATEMENTS (Continued)

**Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position
 Fiscal Year Ended September 30, 2022**

	<u>2022</u>	<u>2021</u>
OPERATING REVENUES		
Tenant Revenue	\$ 206,871	\$ 235,316
HUD grants for operations	2,492,803	3,105,209
Insurance proceeds	1,948,268	-
Other	71,737	102,810
Total operating revenues	<u>4,719,679</u>	<u>3,443,335</u>
OPERATING EXPENSES		
General	199,556	167,038
Ordinary maintenance and repairs	255,159	242,846
Administrative expenses	399,540	474,388
Utilities	264,486	213,575
Federal Housing Assistance Payments (HAP) to landlords & Ports	1,844,417	2,201,633
Casualty losses	114,244	820
Depreciation	198,917	199,271
Total operating expenses	<u>3,276,319</u>	<u>3,499,571</u>
Income (losses) from operations	<u>1,443,360</u>	<u>(56,236)</u>
NON-OPERATING REVENUES		
Insurance proceeds	346,103	-
Total non-operating revenues	<u>346,103</u>	<u>-</u>
Income (losses) before capital contributions	1,789,463	(56,236)
CAPITAL CONTRIBUTIONS	-	10,388
CHANGES IN NET POSITION	<u>1,789,463</u>	<u>(45,848)</u>
NET POSITION - BEGINNING	1,852,260	1,898,108
NET POSITION - END	<u>\$ 3,641,723</u>	<u>\$ 1,852,260</u>

EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating and capital contributions decreased by \$622,794 from a combination of larger offsetting factors. Reasons for most of this change are listed below:

- Total tenant revenue decreased by \$25,556 from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income. Included in this total is other tenant revenues (such as fees collected from tenants for late payment of rent, damages to their units, and other assessments) which increased by \$316.
- Federal revenues from HUD for operations decreased by \$612,406 from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant.
- Federal Capital Funds from HUD decreased by \$10,388 from that of the prior fiscal year. The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal years 2019 through 2022 and submitted a new grant during fiscal year 2022.
- Insurance proceeds increased by \$1,948,268.
- Total other operating revenue decreased by \$31,073 from the prior fiscal year.

Compared with the prior fiscal year, total operating expenses decreased \$223,252, or by 6%, but this also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below:

- Depreciation expense decreased by \$354 from that of the prior fiscal year.
- Maintenance and repairs increased by \$12,318.
- General Expenses increased by \$32,518 from that of the prior fiscal year.
- Administrative Expenses decreased by \$74,848 from that of the prior fiscal year.
- Housing Assistance Payments to landlords decreased by \$357,216 from that of the prior fiscal year partly because there was a decrease in the number of tenants qualifying for subsidy during the year.
- Utilities Expense increased by \$50,911 from that of the prior fiscal year because water cost increased by \$20,845, electricity cost decreased by \$4,382, gas cost increased by \$16,625, and other utilities expense (such as labor, benefits, garbage, sewage, and waste removal) increased by \$19,578.
- Protective services increased by \$105 from that of the prior fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2022, the Housing Authority had a total cost of \$9,771,986 invested in a broad range of assets and construction in progress from projects funded in 2019 through 2022, listed below. This amount, not including depreciation, represents an increase of \$147,103 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

Statement of Capital Assets As of September 30, 2022

	<u>2022</u>	<u>2021</u>
Land	\$ 13,028	\$ 13,028
Construction in progress	346,103	-
Buildings	8,358,146	8,360,226
Leasehold improvements	755,940	757,181
Furniture and equipment	257,655	295,448
Accumulated Depreciation	<u>(8,146,082)</u>	<u>(7,988,196)</u>
Total	<u>\$ 1,584,790</u>	<u>\$ 1,437,687</u>

As of the end of the 2022 fiscal year, the Authority is still in the process of completing HUD grants of \$775,302 obtained during 2019 through 2021 fiscal years. A total remainder of \$517,540 will be received and \$515,640 spent for completing these projects during fiscal year 2023.

Debt

Non-current liabilities also include accrued annual leave due to employees. The Housing Authority has not incurred any mortgages, leases, or bond indentures for financing capital assets or operations.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by the Federal budget than by local economic conditions. The capital budgets for the 2023 fiscal year have already been submitted to HUD for approval and no major changes are expected.

The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing properties including administrative fees involved in the modernization.

CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Youlondar Prevost, at Housing Authority of St. Charles, LA; P. O. Box 448, Boutte, LA 70039.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
STATEMENT OF NET POSITION

SEPTEMBER 30, 2022

	General	Section Eight	Total
ASSETS			
Current assets			
Cash and cash equivalents	\$ 1,050,034	\$ 139,700	\$ 1,189,734
Accounts receivable net	381,850	51,284	433,134
Prepaid items and other assets	54,929	1,416	56,345
Inventory	14,108	0	14,108
Restricted assets - cash and cash equivalents	614,451	173,255	787,706
Total Current Assets	2,115,372	365,655	2,481,027
Capital Assets, net			
Land and other non-depreciated assets	359,131	0	359,131
Other capital assets - net of depreciation	1,225,659	83	1,225,742
Total Capital Assets, net	1,584,790	83	1,584,873
Total Assets	\$ 3,700,162	\$ 365,738	\$ 4,065,900
LIABILITIES			
Current Liabilities			
Accounts payable	\$ 364,128	\$ 16,757	\$ 380,885
Unearned income	4,711	0	4,711
Compensated absences payable	4,111	1,415	5,526
Accrued PILOT	5,667	0	5,667
Deposits due others	14,879	0	14,879
Total Current Liabilities	393,496	18,172	411,668
Noncurrent Liabilities			
Compensated absences payable	10,224	2,285	12,509
Total Liabilities	403,720	20,457	424,177
NET POSITION			
Net investment in capital assets	1,584,790	83	1,584,873
Restricted for:			
HAP Equity	0	173,255	173,255
Unrestricted	1,711,652	171,943	1,883,595
Net Position	\$ 3,296,442	\$ 345,281	\$ 3,641,723

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED SEPTEMBER 30, 2022

	General	Section Eight	Total
OPERATING REVENUES			
Tenant revenue	\$ 206,871	\$ 0	\$ 206,871
Governmental operating grants	555,216	1,937,587	2,492,803
Insurance proceeds	1,948,268	0	1,948,268
Other	20,092	51,645	71,737
Total Operating Revenues	2,730,447	1,989,232	4,719,679
OPERATING EXPENSES			
Administration	308,223	91,317	399,540
Utilities	264,486	0	264,486
Ordinary maintenance & operations	232,297	22,862	255,159
General expenses	183,519	16,037	199,556
Depreciation	198,834	83	198,917
Housing assistance payments	0	1,801,660	1,801,660
Housing assistance- Ports	0	42,757	42,757
Casualty losses-non-capitalized	114,244	0	114,244
Total Operating Expenses	1,301,603	1,974,716	3,276,319
Income (Loss) from Operations	1,428,844	14,516	1,443,360
Non Operating Revenues (Expenses)			
Insurance proceeds	346,103	0	346,103
Total Non-Operating Revenues (Expenses)	346,103	0	346,103
Income (Loss) before contribution	1,774,947	14,516	1,789,463
Capital Contribution	0	0	0
Change in net position	1,774,947	14,516	1,789,463
Total net position - beginning	1,521,495	330,765	1,852,260
Total net position - ending	\$ 3,296,442	\$ 345,281	\$ 3,641,723

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2022

	General	Section Eight	Total
	<u> </u>	<u> </u>	<u> </u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Rental receipts	\$ 181,651	\$ 0	\$ 181,651
Operating insurance proceeds	1,948,268	0	1,948,268
Other receipts (disbursements)	(6,909)	62,618	55,709
Federal grants	316,373	1,911,394	2,227,767
Payments to vendors	(503,909)	(63,015)	(566,924)
Payments to employees – net	(275,068)	(65,450)	(340,518)
Payments to private landlords	0	(1,844,417)	(1,844,417)
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by operating activities	1,660,406	1,130	1,661,536
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(346,103)	0	(346,103)
Insurance proceeds	346,103	0	346,103
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by capital and related financing activities	0	0	0
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest income	4,079	0	4,079
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by investing activities	4,079	0	4,079
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	1,664,485	1,130	1,665,615
CASH AND CASH EQUIVALENTS			
Beginning of Fiscal Year	0	311,825	311,825
	<u> </u>	<u> </u>	<u> </u>
CASH AND CASH EQUIVALENTS			
End of Fiscal Year	\$ 1,664,485	\$ 312,955	\$ 1,977,440
	<u> </u>	<u> </u>	<u> </u>

Continued

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
STATEMENT OF CASH FLOWS

YEAR ENDED SEPTEMBER 30, 2022

	General	Section Eight	Total
	<u> </u>	<u> </u>	<u> </u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating income (loss)	\$ 1,428,844	\$ 14,516	\$ 1,443,360
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	198,834	83	198,917
Provision of uncollectible accounts	(16,077)	6,176	(9,901)
Change in assets and liabilities:			
Receivables	(228,030)	(43,992)	(272,022)
Prepaid items	(14,880)	1,980	(12,900)
Account payables	319,638	(6,405)	313,233
Unearned income	844	0	844
Deposit due others	5	0	5
Due to/from other fund	(28,772)	28,772	0
Net cash provided (used) by operations	<u>\$ 1,660,406</u>	<u>\$ 1,130</u>	<u>\$ 1,661,536</u>

Concluded

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

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HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of the Housing Authority of St. Charles Parish have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

A. REPORTING ENTITY Housing Authorities are chartered as public corporations under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the city or parish declaring a need for the Housing Authority to function in such city or parish. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor should be appointed by the Parish President of St. Charles Parish.

The Housing Authority has the following units:

PHA Owned Housing	129 Units
Section 8	
Housing Choice Vouchers	373 Vouchers

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of St. Charles Parish since St. Charles Parish appoints a voting majority of the Housing Authority's governing board. St. Charles Parish is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, St. Charles Parish. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of St. Charles Parish.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

- 1) Appointing a voting majority of an organization's governing body, and.
 - a) The ability of the government to impose its will on that organization and/or
 - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

B. FUNDS The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program. The housing choice voucher fund accounts for the Section 8 Housing Choice Voucher program.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

PROPRIETARY FUNDS Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to landlords. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

D. CASH AND CASH EQUIVALENTS Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$1,997,440. This is comprised of cash and cash equivalents of \$1,189,734 and restricted assets – cash of \$787,706, on the statement of net position.

E. INVESTMENTS Investments are limited to L.S.-R.S. 33:2955 and the Housing Authority investment policy. If the original maturities of investments exceed 90 days, they are classified as investments, however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31.

Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

F. REVENUE RECOGNITION Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

G. INVENTORY All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

H. PREPAID ITEMS Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

I. CAPITAL ASSETS Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$2,500. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	15-40 years
Building improvements	15 years
Furniture and equipment	5-7 years
Computers	3 years

J. UNEARNED INCOME The Housing Authority reports prepaid revenues on its statement of net position. Prepaid revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for prepaid revenue is removed from the statement of net position and the revenue is recognized.

K. COMPENSATED ABSENCES The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

L. POST EMPLOYMENT BENEFITS The Authority does not recognize or pay any post employment benefits.

M. NET POSITION AND FLOW ASSUMPTIONS Net position is reported as restricted when constraints placed on net position use as either.

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Sometime the Authority may fund outlays from both restricted and unrestricted resources. In the event that should occur, the Authority must make a flow assumption about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

N. 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 revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

NOTE 2 – DEPOSITS AND INVESTMENTS The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at September 30, 2022. Deposits are stated at cost, which approximates fair value.

Interest Rate Risk: The Housing Authority's policy does not address interest rate risk.

Credit Rate Risk: GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

Custodial Credit Risk. The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

Restricted Cash. \$14,879 is restricted in the General Fund for security deposits. \$599,572 is restricted for the identified expenditures paid in the subsequent year related to rehab for Hurricane Ida damage. \$173,255 of remaining DEHAP-Ike disaster funds are also restricted.

At September 30, 2022, the Housing Authority's carrying amount of deposits was \$1,977,440 and the bank balance was \$2,034,387. \$250,000 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$1,784,387 was covered by pledged securities. However, this \$1,784,387 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand. Investments during the year were solely in time deposits at banks.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

NOTE 3 – ACCOUNTS RECEIVABLE The receivables at September 30, 2022, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Section Eight</u>	<u>Total</u>
Local sources:			
Tenants	\$ 13,320	\$ 0	\$ 13,320
Ports	0	24,728	24,728
Other	0	363	363
Federal sources:			
Grants- HUD	368,530	26,193	394,723
Total	\$ 381,850	\$ 51,284	\$ 433,134

The tenants account receivable is net of an allowance for doubtful accounts of \$957.

NOTE 4 – CAPITAL ASSETS The changes in capital assets are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 13,028	\$ 0	\$ 0	\$ 13,028
Construction in progress	0	346,103	0	346,103
Depreciable assets:				
Buildings	9,117,407	0	0	9,117,407
Furniture and equipment	295,448	0	0	295,448
Total capital assets	9,425,883	346,103	0	9,771,986
Less: accumulated depreciation				
Buildings	7,705,744	195,680	0	7,901,424
Furniture and equipment	282,452	3,237	0	285,689
Total accumulated depreciation	7,988,196	198,917	0	8,187,113
Total capital assets, net	\$ 1,437,687	\$ 147,186	\$ 0	\$ 1,584,873

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

NOTE 5 – ACCOUNTS PAYABLE The payables at September 30, 2022 are as follows.

	General	Housing Choice Voucher Fund	Total
Vendors	\$ 354,282	\$ 0	\$ 354,282
Utilities	9,846	0	9,846
Ports	0	10,099	10,099
Other	0	6,658	6,658
Total	\$ 364,128	\$ 16,757	\$ 380,885

NOTE 6 – COMPENSATED ABSENCES At September 30, 2022, employees of the Housing Authority have accumulated and vested \$18,035 of employee leave computed in accordance with GASB, Codification Section C60.

NOTE 7 – LONG-TERM OBLIGATIONS The following is a summary of the long-term obligation transactions for the year ended September 30, 2022.

	Compensated Absences
Balance, beginning	\$ 21,580
Additions	3,559
Deletions	(7,104)
Balance, ending	18,035
Amounts due in one year	\$ 5,526

NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES At September 30, 2022, the Housing Choice Voucher (HCV) Fund owes the General Fund \$27,348. For financial statement purposes, this amount was deducted from HCV Fund cash and added to General Fund cash.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

NOTE 9 – RETIREMENT SYSTEM The Housing Authority participates in the Housing Agency Retirement Trust (HART), which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan on the first day of the month after completing six continuous months of employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant may contribute up to 5% of their effective compensation, and the Authority matches the employee's contribution, and then contributes an additional 2%.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are first used to pay for plan expenses and if there is any residual amount, the amount is refunded to the Housing Authority.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority's Joinder Agreement with the HART may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made contributions of \$6,200 for the year ended September 30, 2022, of which \$3,750 was paid by the Housing Authority and \$2,450 was paid by employees. The plan was underfunded by \$4,400, \$4,325, and \$5,275 for the years ending September 30, 2022, 2020, and 2019.

NOTE 10 – COMMITMENTS AND CONTINGENCIES

Commitments The Authority entered into an Employment Agreement with the Interim Director, effective June 1, 2023. The Agreement continues month to month while the search for a permanent Director is sought. The Agreement must be amended by the Authority if it is to extend beyond December 31, 2023. The Authority may terminate the Interim Director by majority vote. However, the Authority must give 30 days advance notice to the Interim Director and the opportunity to correct the cited deficiency.

Litigation The Housing Authority is not presently involved in litigation.

Grant Disallowances The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

Construction Projects There are certain renovation or construction projects in progress at September 30, 2022. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2022

Risk Management The Housing Authority is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

The Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of property, general liability, public liability, and worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Louisiana State law prohibits one governmental entity assessing another entity. If the Louisiana Housing Council, Inc Group Insurance Risk Management Agency risk pool is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

NOTE 11 – ECONOMIC DEPENDENCE The Department of Housing and Urban Development provided \$2,492,803 to the Housing Authority, which represents approximately 49% of the Housing Authority's total revenue and capital contributions for the year.

NOTE 12 – SUBSEQUENT EVENTS As a result of a HUD-OIG audit in 2014, the Authority owes \$605,575 in HCV restricted funds to HUD that are required to be paid from non-federal funds. The most recent correspondence available from HUD to us is dated February 12, 2020. As of the date of this audit report, the Authority is in the final stages of a voluntary conversion plan. If the plan is successful, the Low Rent units will be removed from inventory, and converted on a temporary basis to tenant protection vouchers. Ultimately, the former Low Rent units will be available to tenants through Project Based Vouchers. It appears that this will satisfy the debt owed to HUD that originated with the 2014 OIG review.



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Report on Internal Control Over Financial Reporting and on Compliance and
Other Matters Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards*

Independent Auditor's Report

Housing Authority of St. Charles Parish
Boutte, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of each major fund, of the Housing Authority of St. Charles Parish, Louisiana, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Housing Authority of St. Charles Parish, Louisiana's basic financial statements, and have issued our report thereon dated October 24, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of St. Charles Parish, Louisiana's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of St. Charles Parish, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of St. Charles Parish, Louisiana'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. We consider the deficiencies described in the accompanying schedule of findings and questioned costs, as Audit Findings 2021-001 and 004 to be material weaknesses. 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. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of St. Charles Parish, Louisiana's financial statements are free of 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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as Audit Findings 2022-001, 002, 003, and 004.

Response to Findings

The Housing Authority of St. Charles Parish, Louisiana's response to the findings identified in our audit are described in the accompanying Corrective Action Plan. The Housing Authority of St. Charles Parish, Louisiana's response was not subjected to the auditing procedure applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
October 24, 2023



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Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Housing Authority of St. Charles Parish
Boutte, Louisiana

Report on Compliance for Each Major Federal Program

Qualified Opinion

We have audited the Housing Authority of St. Charles Parish, Louisiana's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of St. Charles Parish, Louisiana's major federal programs for the year ended September 30, 2022. The Housing Authority of St. Charles Parish, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Qualified Opinion on Section Eight Housing Choice Voucher Program

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion section of our report, the Housing Authority of St. Charles Parish, Louisiana complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2022.

Basis for Qualified Opinion

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Housing Authority of St. Charles Parish, Louisiana and to meet our ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Housing Authority of St. Charles Parish, Louisiana's compliance with the compliance requirements referred to above.

Matters Giving Rise to Qualified Opinion on Section Eight Housing Choice Voucher Program

As described in the accompanying schedule of findings and questioned costs, the Housing Authority of St. Charles Parish, Louisiana did not comply with requirements regarding the Section Eight Housing Choice Voucher program as described in Audit Finding 2022-001-Allowable Costs and 2022-002-Eligibility.

Compliance with such requirements is necessary, in our opinion, for the Housing Authority of St. Charles Parish, Louisiana to comply with the requirements applicable to that major program.

Responsibilities of Management for Compliance

Management is responsible compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Housing Authority of St. Charles Parish, Louisiana's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Housing Authority of St. Charles Parish, Louisiana's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Housing Authority of St. Charles Parish, Louisiana's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Housing Authority of St. Charles Parish, Louisiana's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Housing Authority of St. Charles Parish, Louisiana's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of St. Charles Parish, Louisiana's internal control over compliance. Accordingly no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as item Audit Findings 2022-001 and 2022-002. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the Housing Authority of St. Charles Parish, Louisiana's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The Housing Authority of St. Charles Parish, Louisiana's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we did identify certain deficiencies in internal control over compliance that we consider to be material weaknesses.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as Audit Findings 2022-001 and 2022-002 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charge with governance.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the Housing Authority of St. Charles Parish, Louisiana's response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The Housing Authority of St. Charles Parish, Louisiana's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

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

We have audited the financial statements of the Housing Authority of St. Charles Parish, Louisiana's each major fund, and the aggregate remaining fund information of the Housing Authority of St. Charles Parish, Louisiana, as of and for the year ended September 30, 2022, and the related notes to the financial statements, which collectively comprise the Housing Authority of St. Charles Parish, Louisiana's basic financial statements. We issued our report thereon dated October 24, 2023, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of 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 basic 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 basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
October 24, 2023

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2022

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs.		
Low-Income Housing Operating Subsidy	14.850a	\$ 539,041
Capital Fund Program	14.872	16,175
Housing Choice Voucher	14.871	1,937,587
Total United States Department of Housing and Urban Development		\$ 2,492,803
Total Expenditures of Federal Awards		\$ 2,492,803

The accompanying notes are an integral part of this schedule.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2022

NOTE 1 – BASIS OF PRESENTATION The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of St. Charles Parish, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended September 30, 2022. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

	Federal Sources
Enterprise Funds	
Governmental operating grants	\$ 2,492,803
Total	\$ 2,492,803

NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

NOTE 5 – DE MINIMIS INDIRECT COST RATE The Housing Authority did not elect to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Section I – Summary of the Auditor’s Results

Financial Statement Audit

1. Type of Auditor’s Report Issued on Financial Statements – Unmodified.
2. Internal Control Over Financial Reporting:
 - a. Material weakness(es) identified? yes no
 - b. Significant deficiency(ies) identified? yes none reported
3. Noncompliance material to financial statements noted? yes no

Audit of Federal Awards

1. Internal Control Over Major Programs:
 - a. Material weakness(es) identified? yes no
 - b. Significant deficiency(ies) identified that are not considered to be material weaknesses? yes none reported
2. Type of Auditor’s Report Issued on Compliance For Major Programs – Modified.
3. Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance (2 CFR 200)? yes no
4. The programs tested as major programs include:

CFDA# 14.871 Section 8 Housing Choice Voucher
5. Dollar threshold used to distinguish between Type A and Type B Programs as described in the Uniform Guidance (2 CFR 200): \$ 750,000
6. Auditee qualified as low-risk auditee under Uniform Guidance (2 CFR 200)? yes no
7. Nonstatistical sampling was used. To determine sample sizes, the AICPA Audit Guide *Audit Sampling* was used.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

The person who was the Executive Director for the audit year was hired in June 2018. She passed away on May 21, 2023. A person was hired as Interim Director effective June 1, 2023. Through the date of this report, this person is still the Interim Director.

Low Rent Program-CDFA # 14.850, Section Eight Housing Choice Voucher Program-CDFA# 14.871 and Capital Fund-#14.872

Finding 2022-001-Internal Controls Inadequate for Disbursements-Allowable Costs

Criteria and Condition

Good internal controls should be in place to make sure that disbursements are for eligible payments, are correctly classified, and are timely paid. Good controls ensure that there is proper, documented review of all these functions. Records should be maintained in an order that is conducive to efficient and timely summarizing by the outside fee accounting firm. Unaudited financial statements should be produced on a timely basis, and reviewed by the Board of Commissioners.

Context

In our original sample of sixty disbursements, ten of the sixty were not supported by invoices or other adequate documentation. In our expanded tests of disbursements, a total of \$88,942 of disbursements were not supported by adequate documentation. However, we note that \$63,080 of this total of \$88,942 was paid to re-occurring vendors such as for fuel for the maintenance trucks, office supplies, refrigerators and stoves for units, and utilities. However, without the proper documentation, it is impossible to be certain that these were business related expenses. Among the \$25,862 of unsupported expenses noted above were \$4,809 to the then Executive Director.

In addition, there was a lack of documented, supervisory review of the invoices or statements by a second party before the disbursements were paid. The Authority's policy is that two signatures are required for checks. However, we noted several that had only one signature, which was that of the then Executive Director.

Accounting information was not sent to the fee accountant for the audit year on a timely basis. According to the fee accountant, March and April 2022 work was not received until September 16, 2022. May and June were not received until October 5th and October 20th. July and August were not received until November 17th and November 23rd. September was not received until December 2. The information was not complete and the unaudited submission to REAC was not made until several months after that.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

The defined contribution plan is underpaid by a total of approximately \$14,000 for the years ending September 30, 2022, 2020, and 2019 (2021 was correct).

Other disbursements issues noted include the following:

(a)-The General Fund-Low Rent bank account used check vouchers with the same sequence during the year.

(b)-For much of the year, the Section Eight bank account used the same sequence as the General Fund.

(c)-Several Section Eight HAP checks were paid incorrectly from the General Fund, which required time to tally and reimburse the Section Eight fund.

(d)-There were several transfers back and forth between the two funds, which were not always supported and again required time to review.

(e)-Duplicate payments were made to vendors. Current Management has corrected for several of these but continues to review others.

(f)-Late fees were assessed by vendors

(g)-General Fund-Low Rent and Section Eight vouchers were intermixed for much of the year.

(h)-General Fund check vouchers were filed alphabetically instead of numerically for most of the year, which made processing much more difficult for the fee accountant and later the auditor

(i)-Payroll information was not entered into the software for several months.

Effect

Some expenditures were not timely made, or supported, and may have been ineligible. The defined contribution plan is underfunded by approximately \$14,000. Accounting information was not timely submitted to the fee accountant, and when it finally was, it was not in good shape. Unaudited financial statements were not timely produced and thus not timely reviewed by the Board of Commissioners.

Cause

These are not new issues. Similar findings have been made in the last few years.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

Questioned Costs

\$25,862

Recommendation

The Board of Commissioners should periodically review the corrections being made by the Interim Director to address each of the sub-parts noted above in Context. Most efficient PHAs try to have the complete accounting information sent the fee accountant by the 15th of the following month.

View of Responsible Officials and Planned Corrective Action

I am Youlondar Prevost. As noted above, I was hired as Interim Director on June 1, 2023, which was well after the audit year-end. I am trying to correct all of the issues noted above, as well as to correct items noted by HUD-New Orleans. In addition, I am still working to clear parts of the prior audit findings, noted in another section.

Section Eight Housing Choice Voucher Program-CDFA# 14.871, Low Rent Program-CDFA # 14.850,

Finding 2022-002-Lack of Adequate Quality Control Regarding Tenant Procedures-Eligibility

Criteria and Condition

The quality of supervision over tenant file functions, such as calculating tenant rent and Housing Assistance Payments should be timely and sufficient to find errors in calculations or mis-application or mis-understanding of procedures.

Context

For the Housing Choice Voucher Program, quality control should be timely performed and documented throughout the year. All of the SEMAP sample answers were Yes, that the error rate in the specified sample size was not exceeded. An outside consultant performed the sample. Since our copy of the SEMAP is not dated, we do not know if the sample was performed before or after the SEMAP submission. However, the consultant noted in her review that errors were noted in the samples for Indicators 1, 2, 3,5,6, 7, and 12.

We reviewed twenty-five HCV files. Three had an incorrect payment standard. In all three instances, as a result, the tenant rent and the HAP was incorrect. In another file, the re-examination was past due. We reviewed twelve Low Rent files. Two were past-due for re-examination at audit year end. For four tenants, the rent per the most recent 55058 before September 30, 2022 was different than the rent charged per the rental register.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Effect

Errors were made in the amounts calculated and used for tenant rents and HAP payments.

Cause

Quality control checks are not as frequent or as thorough as they should be. This PHA is not large enough to have an Executive Director who just delegates and supervises. The E.D. for a PHA this size has to be at least capable of knowing the Low Rent and Housing Choice Voucher program well enough to check calculations in detail, if he or she is not the front line in doing these calculations. It appears that the last two permanent E.D.s were not capable of this.

Questioned Costs

None

Recommendation

We understand that the Authority is in the process of converting to Project Based Accounting. Calculations before or after the conversion need to be timely reviewed and documented.

View of Responsible Officials and Planned Corrective Action

With the assistance of our consultant, we are trying to correct the errors noted above.

Capital Fund-CDFA#14.872

Finding 2022-003-Procurement Policy and Federal Regulations Not Followed

Criteria and Condition

Monitoring of any rehabilitation, substantial repair, or capital expenditures for new work should be timely done and documented.

Context

During the audit year, the Authority for a substantial roofing job, the Authority properly advertised for bids, received, evaluated, and properly made the award. There was no documented monitoring of the ongoing work. In addition, the payrolls were evidently not reviewed for Davis Bacon compliance. I communicated with the architect. This person told me his firm offered to do field reports, but that the then E.D. told him that this was not necessary.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Effect

We obtained the payroll reports and checked for Davis Bacon compliance on a test basis. No exceptions were found. However, the documentation of the quality of the roofing jobs appears incomplete. Or, if it was done, the paperwork has not been provided to us.

Cause

Unknown. The Authority has experienced maintenance men on staff. The then E.D. may have felt her staff was capable of monitoring the roof work. In any event, the monitoring is required to be documented in writing.

Questioned Costs

None

Recommendation

All aspects of the Procurement Policy should be complied with. Monitoring needs to be documented. Davis Bacon compliance should be checked on a timely basis.

Views of Responsible Officials and Planned Corrective Action

We will comply with the auditor's recommendations.

Low Rent Program-CDEA # 14.850, Section Eight Housing Choice Voucher Program-CDEA# 14.871 and Capital Fund-#14.872

Finding 2022-004-Late Filing of Report

Criteria and Condition

The audit report was due to the Legislative Auditor by March 13, 2023 and to HUD no later than nine months after year end, June 30, 2023.

Context

The audit report was not filed by the above deadlines.

Effect

Federal and state regulations were not complied with.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Cause

The fee accountant did not receive accounting information until approximately June 2023 for the audit year. We understand that with the illness and death in May 2023 of the then E.D. that the staff has been dealing with several issues.

Questioned Costs

None

Recommendation

Audit reports should be timely filed in the future.

Views of Responsible Officials and Planned Corrective Action

We will comply with the auditor's recommendations.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2022

Section III – Findings and questioned costs for federal awards which are required to be reported under Uniform Guidance

Audit Findings 2022-001 and 002 also apply here.

ST. CHARLES PARISH HOUSING AUTHORITY

PHONE: 985-785-2601 · FAX: 985-785-6238 ·
200 BOUTTE ESTATES DRIVE · BOUTTE, LA 70039-0448

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2022

Corrective Action Plan Finding:

Finding 2022-001-Internal Controls Inadequate for Disbursements-Allowable Costs

Condition:

Good internal controls should be in place to make sure that disbursements are for eligible payments, are correctly classified, and are timely paid. Good controls ensure that there is proper, documented review of all these functions. Records should be maintained in an order that is conducive to efficient and timely summarizing by the outside fee accounting firm. Unaudited financial statements should be produced on a timely basis, and reviewed by the Board of Commissioners.

Corrective Action Planned

I am Youlondar Prevost. As noted above, I was hired as Interim Director on June 1, 2023, which was well after the audit year-end. I am trying to correct all of the issues noted above, as well as to correct items noted by HUD-New Orleans. In addition, I am still working to clear parts of the prior audit findings, noted in another section.

Person responsible for corrective action:

Youlondar Prevost, Interim E.D.
St. Charles Parish Housing Authority
200 Boutte Estates Dr.
Boutte, LA 70039

Telephone: (985) 785-2601
Fax: (985) 785-6238

Anticipated Completion Date- October 31, 2023

Corrective Action Plan Finding:

Finding 2022-002-Lack of Adequate Quality Control Regarding Tenant Procedures-Eligibility

Condition:

The quality of supervision over tenant file functions, such as calculating tenant rent and Housing Assistance Payments should be timely and sufficient to find errors in calculations or mis-application or mis-understanding of procedures.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2022

Corrective Action Planned

With the assistance of our consultant, we are trying to correct the errors noted above.

Person responsible for corrective action:

Youlondar Prevost, Interim E.D.
St. Charles Parish Housing Authority
200 Boutte Estates Dr.
Boutte, LA 70039

Telephone: (985) 785-2601
Fax: (985) 785-6238

Anticipated Completion Date- October 31, 2023

Corrective Action Plan Finding:

Finding 2022-003-Procurement Policy and Federal Regulations Not Followed

Condition:

Monitoring of any rehabilitation, substantial repair, or capital expenditures for new work should be timely done and documented.

Corrective Action Planned

We will comply with the auditor's recommendation.

Person responsible for corrective action:

Youlondar Prevost, Interim E.D.
St. Charles Parish Housing Authority
200 Boutte Estates Dr.
Boutte, LA 70039

Telephone: (985) 785-2601
Fax: (985) 785-6238

Anticipated Completion Date- October 31, 2023

Corrective Action Plan Finding:

Finding 2022-004-Late Filing of Report

Condition:

The audit report was due to the Legislative Auditor by March 13, 2023 and to HUD no later than nine months after year end, June 30, 2023.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2022

Corrective Action Planned

We will comply with the auditor's recommendation.

Person responsible for corrective action:

Youlondar Prevost, Interim E.D.
St. Charles Parish Housing Authority
200 Boutte Estates Dr.
Boutte, LA 70039

Telephone: (985) 785-2601
Fax: (985) 785-6238

Anticipated Completion Date- October 31, 2023

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED SEPTEMBER 30, 2022

The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-001-Internal Controls Inadequate for Disbursements-Allowable Costs

Condition

We noted internal control weaknesses and unsupported payments.

Recommendation

The recommendation was in six subparts. Number 2 subpart was that a detailed invoice be obtained from a Houston church for \$7,500 of meals for tenants relocated from Hurricane Ida. Although ideally the invoice should have been more detailed, an invoice was obtained and we reviewed it in the current audit.

Another subpart was that reimbursement should be obtained for unsupported payments to the Executive Director. That person passed away in May 2023.

Another subpart was that documentation should be received for legal fees paid, some of which went back to the year ended September 2020. The only legal fees we received additional support on was a detailed billing from a Houston law firm for \$27,445 billed through August 2020, at a billing rate of \$450 per hour. It is not clear why Management had to consult or be consulted in numerous phone calls.

Part of the billing appears to entail the pending conversion of the Authority to Project Based Accounting. However, we cannot determine from a review how much was related to the conversion

For the rest of the questioned legal fees noted in subpart 6, and all of subparts 3, 4, and 5, it appears these have not been addressed.

Current Status

This finding is repeated.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED SEPTEMBER 30, 2022

The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-002-Inadequate Pledged Collateral-Special Tests

Condition

Pledged collateral was either inadequate on the cash deposits over the FDIC coverage of \$250,000, or if it was, the documentation was not available to us.

Recommendation

We recommended that adequate pledged collateral be obtained.

Current Status

This finding is not repeated.

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-003-Unaudited Financial Statements Not Timely Done

Condition

The Authority was not submitting information to the fee accountant on a timely basis to get unaudited financial statements prepared and reviewed by the Board on a timely basis.

Recommendation

We recommended that the information be sent to the fee accountant on a timely basis.

Current Status

This finding is repeated as Audit Finding 2022-004.

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED SEPTEMBER 30, 2022

The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:

Low Rent Program-CDFA #14.850 and Section Eight Housing Program-CDFA#14.871 and Capital Fund-CDFA #14.872

Finding 2021-004-Late Filing of Audit Report

Condition

The audit report filing deadlines were not met for both the State Legislative Auditor and HUD.

Recommendation

We recommended that the information be available to the auditor to allow the audit report to be timely filed.

Current Status

This finding is repeated as Audit Finding 2022-004.

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED SEPTEMBER 30, 2022

	CASH BASIS		
	2019 Capital Fund	2020 Capital Fund	2021 Capital Fund
Funds approved	\$ 242,751	\$ 260,882	\$ 271,669
Funds expended	209,718	49,944	0
Excess of funds approved	<u>\$ 33,033</u>	<u>\$ 210,938</u>	<u>\$ 271,669</u>
Funds advanced	\$ 207,818	\$ 49,944	\$ 0
Funds expended	209,718	49,944	0
Excess (Deficiency) of funds advanced	<u>\$ (1,900)</u>	<u>\$ 0</u>	<u>\$ 0</u>

See accountant's report

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD
 OR CHIEF EXECUTIVE DIRECTOR

YEAR ENDED SEPTEMBER 30, 2022

Agency Head Name: Leatrice Hollis, Executive Director

Purpose	Amount
Salary	\$ 90,538
Benefits-insurance (estimated)	21,000
Benefits-retirement	750
Benefits-<list any other here>	
Car allowance	
Vehicle provided by government	<enter amount reported on W-2>
Per diem	
Reimbursements	
Travel	
Registration fees	
Conference travel	
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Unsupported*	4,809
Total	\$ 117,097

*Audit Finding 2022-001



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and the
AICPA GOVERNMENTAL
AUDIT QUALITY CENTER

AGREED UPON PROCEDURES REPORT

Independent Accountant's Report On Applying Agreed-Upon Procedures

To the Board of Directors of the St. Charles Parish Housing Authority and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the St. Charles Parish Housing Authority and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2021 through September 30, 2022. The St. Charles Parish Housing Authority's management is responsible for those C/C areas identified in the SAUPs.

The St. Charles Parish Housing Authority has agreed to an acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period October 1, 2021 through September 30, 2022. Additionally, LLA has agreed and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget
 - b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties,

reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy .
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Results of Testing:

The Authority still needs to adopt the following policies. Budgeting, Purchasing, Receipts/Collections, Contracting, Information Technology Disaster Recovery, and Sexual Harassment.

Corrective Action Plan

The Authority should adopt the above policies. We have policies available for the first above four at no charge that the Authority can adopt to fit its needs. We have directed Management to sources that can assist with adopting the last two policies noted above.

Response

We will comply with the auditor's recommendations.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*
- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Results of Testing:

- (a)-The board of commissioners met in accordance with its bylaws.
- (b)-The minutes did not reflect the budget-to-actual comparisons.
- (c)-In the prior year, the general fund had a positive balance at the end of the audit year.

Corrective Action Plan

The minutes should reflect that the board reviewed the budget-to-actual comparisons. The fee accountant produces each month a one- page summary that facilitates this comparison.

Response

We will comply with the auditor's recommendations.

Bank Reconciliations

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

Results of Testing.

(a)-Bank reconciliations that we reviewed were not prepared within 2 months of the related bank statement closing date.

(b)-The bank reconciliations were prepared by the outside fee accountant. There is no evidence that Management reviewed subsequently these reconciliations, although they may have.

(c)-For the September 30, 2022 general fund bank reconciliation, we noted that there were eight outstanding checks more than a year old that totaled \$11,825. There is no documentation that Management subsequently reviewed these old, outstanding checks.

Corrective Action Plan

Bank reconciliations should be done as soon as possible after month end. Outstanding checks should be timely reviewed.

Response

We will comply with the auditor's recommendations.

Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

Results of Testing.

Tenant receipts are received and processed only at the Authority office.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that.
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results of Testing.

There was not an adequate segregation of duties for the above functions. At best, the Authority has limited staff. For much of the year, the staff was short of even the normal staff. This was in addition to the ill health of the Executive Director.

Corrective Action Plan

It appears the situation has been corrected in the current year. The person now who primarily collects the receipts is not the person checking the deposits and receipts listing, or making the bank deposits.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was enforced during the fiscal period.

Results of Testing:

A fidelity/surety bond was in place for the entire year.

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Results of Testing:

After one employee was terminated in February 2022, it appears that no one else knew the software well enough to timely post the receipts and generate a receipt slip and give it to the tenant. Present personnel believe that for a period of time, existing personnel made a photo copy of the money order, signed and dated it, and gave it to the tenant as a form of receipt. For the periods of our tests, deposits were not made within one business day of receipt. Due to the inadequacy of controls, for the entire audit year, we totaled and reconciled the tenant collections recorded on the rent register to the bank statement. The amounts agreed within an immaterial amount.

Recommendation

Subparts (a) through (e) should be timely done.

Response

We believe we have already made the necessary corrections in this area. However, I will review the auditor's recommendations again to make sure we have corrected everything.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

Results of Testing:

Payments are made and processed only from the Authority office.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

(Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); should not be reported.)

Results of Testing:

We noted deficiencies in all four subparts above. See the unsupported payments, lack of two co-signatures on checks and other errors noted in Audit Finding 2022-001.

Recommendation

There should be documentation of a second review of all payments before vendors, before the check voucher is processed. All checks should require two signatures.

Response

We believe we have corrected the above deficiencies. But we will check to make sure that we have.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original itemized invoice and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Results of Testing:

The same comment here applies as noted in 9 above.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

Results of Testing:

Management represents that our list of credit and debit cards is complete.

12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), 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.

Results of Testing:

(a)-The same comment as noted in 9 above applies here.

(b)-As noted in Audit Finding 2022-001, we noted numerous late charges paid in our tests.

Response

We believe we have corrected for the above errors. However, I will check again to make sure that we have

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results of Testing:

The same comment as noted in 9 above applies here.

Response

We believe that we have corrected for the errors noted above. However, I will check again.

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

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

Travel was limited. However, the amounts noted as travel were not supported. These unsupported payments are included in the amounts noted in Audit Finding 2022-001.

Response

We believe we have corrected for the above errors. However, I will check again.

Contracts

15. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g. if approval is required for any amendment was approval documented).
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Results of Testing:

The only exception we noted dealt with a substantial roofing project. Subparts (a) through (d) above appeared to be properly followed and documented. However, we still noticed a lack of compliance with the Procurement Policy and federal regulations in monitoring and Davis-Bacon compliance. This is noted in Finding 2022-003.

Recommendation

The Procurement Policy should be complied with in all aspects.

Response

We will comply with the above recommendation.

Payroll and Personnel

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

Results of Testing:

The only exception we noted was that unsupported payments were made to the then Executive Director that totaled \$4,809.

Recommendation

All salary payments should be supported by time records.

Response

We will comply with the auditor's recommendation.

- 17. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
 - a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a 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 or officials.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
- d) Observe that the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

Results of Testing.

The only exception noted for the above is that the then Executive Director did not document her daily attendance.

Recommendation

All employees must document their days worked. Louisiana state law requires that even salaried employees, if they earn profit sharing contributions commensurate with time worked and/or accrued sick and vacation time, also commensurate with time worked, must document their daily attendance.

Response

We will comply with the auditor's recommendation.

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

Results of Testing:

We noted the ending payment to one terminated employee. It appears the payment was supported by earned leave records.

- 19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g. payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Results of Testing:

As noted previously, we noted various late payments assessed and paid.

Recommendation

All payments and reports should be paid and filed on a timely basis.

Response

We will comply with the auditor's recommendation.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
- Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - Observe that the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Results of Testing:

Management did not provide us with any documented ethics training during the year.

Recommendation

State law requires each employee and board member to obtain an hour of ethics training each year. Personnel should be timely notified of any changes to the Ethics Policy.

Response

We will comply with the auditor's recommendation.

Debt Service

21. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued.

Results of Testing:

This is not applicable, since the Authority has no secured debt.

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

Results of Testing:

Not applicable.

Fraud Notice

23. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Results of Testing.

Management attests that they are not aware of any misappropriations of public funds or assets during the fiscal year. Other than the questioned costs noted in Finding 2022-001, which in a certain way may be construed as a misappropriation, we did not note any in our tests.

24. Observe that the entity has posted on its premises and website, the notice required by R.S. 24.523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Results of Testing:

The notice is properly posted.

Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**

- a. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
- b. Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- c. Obtain a listing of the entity’s computers currently in use, and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results of Testing:

We performed the procedure and discussed the results with management.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

Results of Testing.

Management did not provide us with any documentation of sexual harassment training.

Recommendation

Employees should obtain the necessary sexual harassment training each year. This can be obtained by accessing the State Civil Service website.

Response

We will follow the auditor's recommendation.

27. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Results of Testing.

As noted in Number 1, the Authority still needs to adopt a Sexual Harassment Policy. Once adopted, the policy should be properly posted.

Response

We will comply with the auditor's recommendation.

28. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344:
- a. Number and percentage of public servants in the agency who have completed the training requirements;
 - b. Number of sexual harassment complaints received by the agency;
 - c. Number of complaints which resulted in a finding that sexual harassment occurred;
 - d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and
 - e. Amount of time it took to resolve each complaint.

Results of Testing:

Management represents that they are not aware of any sexual harassments complaints that were filed in the audit year.

We were engaged by the St. Charles Parish Housing Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the St. Charles Parish Housing Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing 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.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
October 24, 2023

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED SEPTEMBER 30, 2022

Entity Wide Balance Sheet Summary						
	Project Total	14 871 Housing Choice Vouchers	97 109 Disaster Housing Assistance Grant	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$1,050,034	\$139,700		\$1,189,734		\$1,189,734
112 Cash - Restricted - Modernization and Development	\$599,572			\$599,572		\$599,572
113 Cash - Other Restricted			\$173,255	\$173,255		\$173,255
114 Cash - Tenant Security Deposits	\$14,879			\$14,879		\$14,879
115 Cash - Restricted for Payment of Current Liabilities						
100 Total Cash	\$1,664,485	\$139,700	\$173,255	\$1,977,440		\$1,977,440
121 Accounts Receivable - PHA Projects		\$24,728		\$24,728		\$24,728
122 Accounts Receivable - HUD Other Projects	\$368,530	\$26,193		\$394,723		\$394,723
124 Accounts Receivable - Other Government						
125 Accounts Receivable - Miscellaneous	\$0	\$2,676		\$2,676		\$2,676
126 Accounts Receivable - Tenants	\$14,277	\$0		\$14,277		\$14,277
126.1 Allowance for Doubtful Accounts - Tenants	-\$957	\$0		-\$957		-\$957
126.2 Allowance for Doubtful Accounts - Other	\$0	-\$2,313		-\$2,313		-\$2,313
127 Notes, Loans, & Mortgages Receivable - Current						
128 Fraud Recovery		\$11,452		\$11,452		\$11,452
128.1 Allowance for Doubtful Accounts - Fraud		-\$11,452		-\$11,452		-\$11,452
129 Accrued Interest Receivable						
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$381,850	\$51,284	\$0	\$433,134		\$433,134
131 Investments - Unrestricted						
132 Investments - Restricted						
135 Investments - Restricted for Payment of Current Liability						
142 Prepaid Expenses and Other Assets	\$54,929	\$1,416		\$56,345		\$56,345
143 Inventories	\$15,676			\$15,676		\$15,676
143.1 Allowance for Obsolete Inventories	-\$1,568			-\$1,568		-\$1,568
144 Inter Program Due From						
145 Assets Held for Sale						
150 Total Current Assets	\$2,115,372	\$192,400	\$173,255	\$2,481,027		\$2,481,027
161 Land	\$13,028			\$13,028		\$13,028
162 Buildings	\$8,356,146	\$2,080		\$8,360,226		\$8,360,226
163 Furniture, Equipment & Machinery - Dwellings	\$126,449			\$126,449		\$126,449
164 Furniture, Equipment & Machinery - Administration	\$131,206	\$37,793		\$168,999		\$168,999
165 Leasehold Improvements	\$755,940	\$1,241		\$757,181		\$757,181
166 Accumulated Depreciation	-\$8,146,082	-\$41,031		-\$8,187,113		-\$8,187,113
167 Construction in Progress	\$346,103			\$346,103		\$346,103
168 Infrastructure						
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,584,790	\$83	\$0	\$1,584,873		\$1,584,873
171 Notes, Loans and Mortgages Receivable - Non-Current						
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due						
173 Grants Receivable - Non Current						
174 Other Assets						
176 Investments in Joint Ventures						
180 Total Non-Current Assets	\$1,584,790	\$83	\$0	\$1,584,873		\$1,584,873
200 Deferred Outflow of Resources						
290 Total Assets and Deferred Outflow of Resources	\$3,700,162	\$192,483	\$173,255	\$4,065,900		\$4,065,900

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED SEPTEMBER 30, 2022

Entity Wide Balance Sheet Summary						
	Project Total	14 871 Housing Choice Vouchers	97.109 Disaster Housing Assistance Grant	Subtotal	ELIM	Total
311 Bank Overdraft						
312 Accounts Payable <= 90 Days	\$354,282			\$354,282		\$354,282
313 Accounts Payable >90 Days Past Due						
321 Accrued Wage/Payroll Taxes Payable						
322 Accrued Compensated Absences - Current Portion	\$4,111	\$1,415		\$5,526		\$5,526
324 Accrued Contingency Liability						
325 Accrued Interest Payable						
331 Accounts Payable - HUD PHA Programs						
332 Account Payable - PHA Projects		\$16,757		\$16,757		\$16,757
333 Accounts Payable - Other Government	\$5,667			\$5,667		\$5,667
341 Tenant Security Deposits	\$14,879			\$14,879		\$14,879
342 Unearned Revenue	\$4,711			\$4,711		\$4,711
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue						
344 Current Portion of Long-term Debt - Operating Borrowings						
345 Other Current Liabilities						
346 Accrued Liabilities - Other	\$9,846			\$9,846		\$9,846
347 Inter Program - Due To						
348 Loan Liability - Current						
310 Total Current Liabilities	\$393,496	\$18,172	\$0	\$411,668		\$411,668
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue						
352 Long-term Debt, Net of Current - Operating Borrowings						
353 Non-current Liabilities - Other						
354 Accrued Compensated Absences - Non Current	\$10,224	\$2,285		\$12,509		\$12,509
355 Loan Liability - Non Current						
356 FASB 5 Liabilities						
357 Accrued Pension and OPEB Liabilities						
350 Total Non-Current Liabilities	\$10,224	\$2,285	\$0	\$12,509		\$12,509
300 Total Liabilities	\$403,720	\$20,457	\$0	\$424,177		\$424,177
400 Deferred Inflow of Resources						
508 4 Net Investment in Capital Assets	\$1,584,790	\$83		\$1,584,873		\$1,584,873
511 4 Restricted Net Position	\$0		\$173,255	\$173,255		\$173,255
512 4 Unrestricted Net Position	\$1,711,652	\$171,943	\$0	\$1,883,595		\$1,883,595
513 Total Equity - Net Assets / Position	\$3,296,442	\$172,026	\$173,255	\$3,641,723		\$3,641,723
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$3,700,162	\$192,483	\$173,255	\$4,065,900		\$4,065,900

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2022

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$206,521		\$206,521
70400 Tenant Revenue - Other	\$350		\$350
70500 Total Tenant Revenue	\$206,871	\$0	\$206,871
70600 HUD PHA Operating Grants	\$539,041	\$16,175	\$555,216
70610 Capital Grants			
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants			
71100 Investment Income - Unrestricted			
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue	\$2,314,463		\$2,314,463
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$3,060,375	\$16,175	\$3,076,550
91100 Administrative Salaries	\$140,341		\$140,341
91200 Auditing Fees	\$11,200		\$11,200
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing	\$173		\$173
91500 Employee Benefit contributions - Administrative	\$38,861		\$38,861
91600 Office Expenses	\$56,183		\$56,183
91700 Legal Expense	\$435		\$435
91800 Travel			
91810 Allocated Overhead			
91900 Other	\$60,817		\$60,817
91000 Total Operating - Administrative	\$308,010	\$0	\$308,010
92000 Asset Management Fee			
92100 Tenant Services - Salaries			
92200 Relocation Costs	\$213		\$213
92300 Employee Benefit Contributions - Tenant Services			
92400 Tenant Services - Other			
92500 Total Tenant Services	\$213	\$0	\$213
93100 Water	\$90,448		\$90,448
93200 Electricity	\$10,404		\$10,404
93300 Gas	\$61,287		\$61,287
93400 Fuel			
93500 Labor			
93600 Sewer	\$102,347		\$102,347

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2022

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$264,486	\$0	\$264,486
94100 Ordinary Maintenance and Operations - Labor	\$63,514		\$63,514
94200 Ordinary Maintenance and Operations - Materials and Other	\$29,035		\$29,035
94300 Ordinary Maintenance and Operations Contracts	\$114,396		\$114,396
94500 Employee Benefit Contributions - Ordinary Maintenance	\$25,247		\$25,247
94000 Total Maintenance	\$232,192	\$0	\$232,192
95100 Protective Services - Labor			
95200 Protective Services - Other Contract Costs	\$105		\$105
95300 Protective Services - Other			
95500 Employee Benefit Contributions - Protective Services			
95000 Total Protective Services	\$105	\$0	\$105
96110 Property Insurance	\$81,062		\$81,062
96120 Liability Insurance	\$10,531		\$10,531
96130 Workmen's Compensation	\$3,336		\$3,336
96140 All Other Insurance	\$4,566		\$4,566
96100 Total insurance Premiums	\$99,495	\$0	\$99,495
96200 Other General Expenses	\$57,601		\$57,601
96210 Compensated Absences	\$2,109		\$2,109
96300 Payments in Lieu of Taxes			
96400 Bad debt - Tenant Rents	\$24,314		\$24,314
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$84,024	\$0	\$84,024
96710 Interest of Mortgage (or Bonds) Payable			
96720 Interest on Notes Payable (Short and Long Term)			
96730 Amortization of Bond Issue Costs			
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$988,525	\$0	\$988,525
97000 Excess of Operating Revenue over Operating Expenses	\$2,071,850	\$16,175	\$2,088,025
97100 Extraordinary Maintenance			
97200 Casualty Losses - Non-capitalized	\$114,244		\$114,244
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$198,834		\$198,834
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$1,301,603	\$0	\$1,301,603

HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2022

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$16,175		\$16,175
10020 Operating transfer Out		-\$16,175	-\$16,175
10030 Operating Transfers from/to Primary Government			
10040 Operating Transfers from/to Component Unit			
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss			
10080 Special Items (Net Gain/Loss)			
10091 Inter Project Excess Cash Transfer In			
10092 Inter Project Excess Cash Transfer Out			
10093 Transfers between Program and Project - In			
10094 Transfers between Project and Program - Out			
10100 Total Other financing Sources (Uses)	\$16,175	-\$16,175	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$1,774,947	\$0	\$1,774,947
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,521,495	\$0	\$1,521,495
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors			
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1548		1548
11210 Number of Unit Months Leased	733		733
11270 Excess Cash	\$970,890		\$970,890
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$287,309	\$0	\$287,309
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED SEPTEMBER 30, 2022

Entity Wide Revenue and Expense Summary						
	Project Total	14 871 Housing Choice Vouchers	97 109 Disaster Housing Assistance Grant	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$206,521			\$206,521		\$206,521
70400 Tenant Revenue - Other	\$350			\$350		\$350
70500 Total Tenant Revenue	\$206,871	\$0	\$0	\$206,871	\$0	\$206,871
70600 HUD PHA Operating Grants	\$555,216	\$1,937,587		\$2,492,803		\$2,492,803
70610 Capital Grants						
70710 Management Fee						
70720 Asset Management Fee						
70730 Book Keeping Fee						
70740 Front Line Service Fee						
70750 Other Fees						
70700 Total Fee Revenue				\$0	\$0	\$0
70800 Other Government Grants						
71100 Investment Income - Unrestricted						
71200 Mortgage Interest Income						
71300 Proceeds from Disposition of Assets Held for Sale						
71310 Cost of Sale of Assets						
71400 Fraud Recovery		\$6,176		\$6,176		\$6,176
71500 Other Revenue	\$2,314,463	\$45,469		\$2,359,932		\$2,359,932
71600 Gain or Loss on Sale of Capital Assets						
72000 Investment Income - Restricted						
70000 Total Revenue	\$3,076,550	\$1,989,232	\$0	\$5,065,782	\$0	\$5,065,782
91100 Administrative Salaries	\$140,341	\$38,945		\$179,286		\$179,286
91200 Auditing Fees	\$11,200	\$2,800		\$14,000		\$14,000
91300 Management Fee						
91310 Book-keeping Fee						
91400 Advertising and Marketing	\$173			\$173		\$173
91500 Employee Benefit contributions - Administrative	\$38,861	\$3,038		\$41,899		\$41,899
91600 Office Expenses	\$56,183	\$21,543		\$77,726		\$77,726
91700 Legal Expense	\$435			\$435		\$435
91800 Travel						
91810 Allocated Overhead						
91900 Other	\$60,817	\$24,991		\$85,808		\$85,808
91000 Total Operating - Administrative	\$308,010	\$91,317	\$0	\$399,327	\$0	\$399,327
92000 Asset Management Fee						
92100 Tenant Services - Salaries						
92200 Relocation Costs	\$213			\$213		\$213
92300 Employee Benefit Contributions - Tenant Services						
92400 Tenant Services - Other						
92500 Total Tenant Services	\$213	\$0	\$0	\$213	\$0	\$213
93100 Water	\$90,448			\$90,448		\$90,448
93200 Electricity	\$10,404			\$10,404		\$10,404
93300 Gas	\$61,287			\$61,287		\$61,287
93400 Fuel						
93500 Labor						
93600 Sewer	\$102,347			\$102,347		\$102,347

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED SEPTEMBER 30, 2022

Entity Wide Revenue and Expense Summary						
	Project Total	14 871 Housing Choice Vouchers	97 109 Disaster Housing Assistance Grant	Subtotal	ELIM	Total
93700 Employee Benefit Contributions - Utilities						
93800 Other Utilities Expense						
93000 Total Utilities	\$264,486	\$0	\$0	\$264,486	\$0	\$264,486
94100 Ordinary Maintenance and Operations - Labor	\$63,514	\$21,237		\$84,751		\$84,751
94200 Ordinary Maintenance and Operations - Materials and Other	\$29,035			\$29,035		\$29,035
94300 Ordinary Maintenance and Operations Contracts	\$114,396			\$114,396		\$114,396
94500 Employee Benefit Contributions - Ordinary Maintenance	\$25,247	\$1,625		\$26,872		\$26,872
94000 Total Maintenance	\$232,192	\$22,862	\$0	\$255,054	\$0	\$255,054
95100 Protective Services - Labor						
95200 Protective Services - Other Contract Costs	\$105			\$105		\$105
95300 Protective Services - Other						
95500 Employee Benefit Contributions - Protective Services						
95000 Total Protective Services	\$105	\$0	\$0	\$105	\$0	\$105
96110 Property Insurance	\$81,062	\$897		\$81,959		\$81,959
96120 Liability Insurance	\$10,531	\$4,552		\$15,083		\$15,083
96130 Workmen's Compensation	\$3,336	\$2,909		\$6,245		\$6,245
96140 All Other Insurance	\$4,566	\$3,816		\$8,382		\$8,382
96100 Total insurance Premiums	\$99,495	\$12,174	\$0	\$111,669	\$0	\$111,669
96200 Other General Expenses	\$57,601	\$3,487		\$61,088		\$61,088
96210 Compensated Absences	\$2,109	\$376		\$2,485		\$2,485
96300 Payments in Lieu of Taxes						
96400 Bad debt - Tenant Rents	\$24,314			\$24,314		\$24,314
96500 Bad debt - Mortgages						
96600 Bad debt - Other						
96800 Severance Expense						
96000 Total Other General Expenses	\$84,024	\$3,863	\$0	\$87,887	\$0	\$87,887
96710 Interest of Mortgage (or Bonds) Payable						
96720 Interest on Notes Payable (Short and Long Term)						
96730 Amortization of Bond Issue Costs						
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$988,525	\$130,216	\$0	\$1,118,741	\$0	\$1,118,741
97000 Excess of Operating Revenue over Operating Expenses	\$2,088,025	\$1,859,016	\$0	\$3,947,041	\$0	\$3,947,041
97100 Extraordinary Maintenance						
97200 Casualty Losses - Non-capitalized	\$114,244			\$114,244		\$114,244
97300 Housing Assistance Payments		\$1,801,660		\$1,801,660		\$1,801,660
97350 HAP Portability-In		\$42,757		\$42,757		\$42,757
97400 Depreciation Expense	\$198,834	\$83		\$199,917		\$199,917
97500 Fraud Losses						
97600 Capital Outlays - Governmental Funds						
97700 Debt Principal Payment - Governmental Funds						
97800 Dwelling Units Rent Expense						
90000 Total Expenses	\$1,301,603	\$1,974,716	\$0	\$3,276,319	\$0	\$3,276,319

**HOUSING AUTHORITY OF ST. CHARLES PARISH, LOUISIANA
FINANCIAL DATA SCHEDULES**

YEAR ENDED SEPTEMBER 30, 2022

Entity Wide Revenue and Expense Summary						
	Project Total	14 871 Housing Choice Vouchers	97 109 Disaster Housing Assistance Grant	Subtotal	ELIM	Total
10010 Operating Transfer In	\$16,175			\$16,175	-\$16,175	\$0
10020 Operating transfer Out	-\$16,175			-\$16,175	\$16,175	\$0
10030 Operating Transfers from/to Primary Government						
10040 Operating Transfers from/to Component Unit						
10050 Proceeds from Notes, Loans and Bonds						
10060 Proceeds from Property Sales						
10070 Extraordinary Items, Net Gain/Loss						
10080 Special Items (Net Gain/Loss)						
10091 Inter Project Excess Cash Transfer In						
10092 Inter Project Excess Cash Transfer Out						
10093 Transfers between Program and Project - In						
10094 Transfers between Project and Program - Out						
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$1,774,947	\$14,516	\$0	\$1,789,463	\$0	\$1,789,463
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$1,521,495	\$157,510	\$173,255	\$1,852,260		\$1,852,260
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors		\$0		\$0		\$0
11050 Changes in Compensated Absence Balance						
11060 Changes in Contingent Liability Balance						
11070 Changes in Unrecognized Pension Transition Liability						
11080 Changes in Special Term/Severance Benefits Liability						
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents						
11100 Changes in Allowance for Doubtful Accounts - Other						
11170 Administrative Fee Equity		\$172,026		\$172,026		\$172,026
11180 Housing Assistance Payments Equity		\$0		\$0		\$0
11190 Unit Months Available	1548	2368	0	3916		3916
11210 Number of Unit Months Leased	733	2368	0	3101		3101
11270 Excess Cash	\$970,890			\$970,890		\$970,890
11610 Land Purchases	\$0			\$0		\$0
11620 Building Purchases	\$287,309			\$287,309		\$287,309
11630 Furniture & Equipment - Dwelling Purchases	\$0			\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$0			\$0		\$0
11650 Leasehold Improvements Purchases	\$0			\$0		\$0
11660 Infrastructure Purchases	\$0			\$0		\$0
13510 CFFP Debt Service Payments	\$0			\$0		\$0
13901 Replacement Housing Factor Funds	\$0			\$0		\$0