

CATHOLIC SERVICES OF ACADIANA, INC.

FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS

For the Year Ended June 30, 2017

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INDEPENDENT AUDITOR'S REPORT

To the Managing Council
Catholic Services of Acadiana, Inc.
Lafayette, Louisiana

Report on the Financial Statements

We have audited the accompanying financial statements of Catholic Services of Acadiana, Inc. (CSA) (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express

no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of CSA as of June 30, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards and the Schedule of Grants Receivable are presented for purposes of additional analysis 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*, and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 20, 2017, on our consideration of CSA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CSA's internal control over financial reporting and compliance.



Louis R. Rolfes, II, CPA
Lafayette, Louisiana
September 20, 2017

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INDEPENDENT AUDITOR'S 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

To the Managing Council
Catholic Services of Acadiana, Inc.
Lafayette, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Catholic Services of Acadiana, Inc. (CSA) (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 20, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered CSA's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CSA's internal control. Accordingly, we do not express an opinion on the effectiveness of CSA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CSA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*.

Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Louis R. Rolfes, II, CPA
Lafayette, Louisiana
September 20, 2017

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Managing Council
Catholic Services of Acadiana, Inc.
Lafayette, Louisiana

Report on Compliance of Each Major Federal Program

We have audited Catholic Services of Acadiana, Inc.'s (CSA) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of CSA's major federal programs for the year ended June 30, 2017. CSA's major federal programs are identified in the accompanying Schedule of Expenditures of Federal Awards (Schedule A) and again in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of CSA's major federal programs based on our audit of the types of compliance requirements referred to above. 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). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CSA's compliance with those

requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of CSA's compliance.

Opinion on Each Major Federal Program

In our opinion, CSA 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 June 30, 2017.

Report on Internal Control Over Compliance

Management of CSA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CSA's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CSA's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or 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. *A significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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.

A handwritten signature in black ink, appearing to read 'L. Rolfes II', with a long horizontal flourish extending to the right.

Louis R. Rolfes II, CPA
Lafayette, Louisiana
September 20, 2017

Catholic Services of Acadiana, Inc.
Statement of Financial Position
June 30, 2017

ASSETS

CURRENT ASSETS

Cash & Cash Equivalents - Unrestricted	\$ 1,181,384	
Cash & Cash Equivalents - Restricted	48,521	
Other Receivables	374	
Grants Receivable- Restricted	774,837	
Grants Receivable - Unrestricted	500	
Food, Clothing, & Toiletry Inventory	<u>67,230</u>	
 Total Current Assets		 2,072,846

FIXED ASSETS

Land	111,800	
Buildings	4,143,969	
Leasehold Improvements - New Life Center	1,903,338	
Furniture & Equipment	929,530	
Autos & Trucks	<u>54,300</u>	
 Total Fixed Assets	 7,142,937	
 Less: Accumulated Depreciation	 <u>(3,975,614)</u>	
 Net Fixed Assets		 3,167,323

OTHER ASSETS

Investments	<u>4,192</u>	
		<u>4,192</u>

TOTAL ASSETS		<u><u>\$ 5,244,361</u></u>
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See Accompanying Notes to Financial Statements

Catholic Services of Acadiana, Inc.
Statement of Financial Position
June 30, 2017

LIABILITIES & NET ASSETS

CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	\$ 210,086	
Deferred Revenue Grants - Restricted	546,986	
Deferred Revenue Grants - Unrestricted	74,639	
Residents' Savings	<u>1,390</u>	
 Total Current Liabilities		 833,101

LONG-TERM LIABILITIES

Total Long-Term Liabilities	<u>-</u>	
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Total Liabilities		833,101
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NET ASSETS

Unrestricted		
Operations	968,955	
Physical Plant	<u>3,167,323</u>	
Total Unrestricted	4,136,278	
Temporarily Restricted	<u>274,982</u>	
 Total Net Assets		 <u>4,411,260</u>

TOTAL LIABILITIES & NET ASSETS		<u><u>\$ 5,244,361</u></u>
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See Accompanying Notes to Financial Statements.

Catholic Services of Acadiana, Inc.
Statement of Activities
For the Year Ended June 30, 2017

	Unrestricted	Temporarily Restricted	Total
Support and Revenue:			
Support (Cash):			
Grants:			
Federal Grants	-	1,852,142	1,852,142
United Way Campaign	3,750	88,647	92,397
Local Government Grants	-	46,166	46,166
Other Private Grants	-	90,000	90,000
Opus Christi Magnum	385,516	-	385,516
Individual/Church Donations	406,357	20,000	426,357
Special Event Fundraisers	46,507	-	46,507
Diocesan Client Assistance	48,044	-	48,044
Utility Assistance	-	74,013	74,013
Disaster Relief		66,077	66,077
Total Cash Support	<u>890,174</u>	<u>2,237,045</u>	<u>3,127,219</u>
Support (In-Kind):			
Donated Clothing	3,837	-	3,837
Contributed Professional Services	65,900	-	65,900
Volunteer Labor	166,679	-	166,679
Donated Facilities	273,189	-	273,189
Food and Meals Provided	464,435	-	464,435
Furniture & Equipment	39,645	-	39,645
Medicine & Toiletries	<u>19,336</u>	<u>-</u>	<u>19,336</u>
Total In-Kind Support	<u>1,033,021</u>	<u>-</u>	<u>1,033,021</u>
Revenue:			
Insurance Proceeds	11,412	-	11,412
Interest/Dividend Income	1,105	-	1,105
Rent/Resident Fees	10,577	-	10,577
Other Income	<u>6,933</u>	<u>-</u>	<u>6,933</u>
Total Revenue	<u>30,027</u>	<u>-</u>	<u>30,027</u>
Net Assets Released from Restrictions	<u>2,225,930</u>	<u>(2,225,930)</u>	<u>-</u>
Total Support and Revenue	<u>\$ 4,179,152</u>	<u>\$ 11,115</u>	<u>\$ 4,190,267</u>

See Accompanying Notes to Financial Statements

Catholic Services of Acadiana, Inc.
Statement of Activities
For the Year Ended June 30, 2017

	Unrestricted	Temporarily Restricted	Total
Expenses:			
Program Services (Cash)	1,955,504	-	1,955,504
Program Services (In-Kind)	939,228	-	939,228
Depreciation Expense	<u>227,864</u>	<u>-</u>	<u>227,864</u>
Total Program Services Expenses	3,122,596	-	3,122,596
Supporting Services:			
Management & General	463,903	-	463,903
Fundraising Expenses	8,189	-	8,189
In-Kind	70,211	-	70,211
Depreciation Expense	<u>42,111</u>	<u>-</u>	<u>42,111</u>
Total Supporting Services	<u>584,414</u>	<u>-</u>	<u>584,414</u>
Total Expenses	<u>3,707,010</u>	<u>-</u>	<u>3,707,010</u>
Change in Net Assets	472,142	11,115	483,257
Net Assets, Beginning of Year	3,663,121	263,867	3,926,988
Unrealized Holding Gain (Loss)	<u>1,015</u>	<u>-</u>	<u>1,015</u>
Net Assets, End of Year	<u>\$ 4,136,278</u>	<u>\$ 274,982</u>	<u>\$ 4,411,260</u>

See Accompanying Notes to Financial Statements.

Catholic Services of Acadiana, Inc.
Statement of Cash Flows
For the Year Ended June 30, 2017

Cash Flows from Operating Activities:

Increase (Decrease) in Net Assets \$ 483,257

Adjustments to Reconcile Change in Net Assets
to Net Cash Provided by Operating Activities:

Depreciation	269,975	
Decrease in Grants and Other Receivables	683,858	
(Increase) in Inventory	(23,583)	
Increase in Accounts Payable and Accrued Expenses	60,908	
(Decrease) in Deferred Revenue	(681,687)	
(Decrease) in Other Liabilities	(4,538)	
Total Adjustments	(4,538)	304,933

Net Cash Provided by Operating Activities 788,190

Cash Flows from Investing Activities

Purchases and Donations of Fixed Assets	(681,088)	
Acquisition (Redemption) and Gain (Loss) on Investments	(1,154)	
	(682,242)	

Net Cash Provided (Used) by Investing Activities (682,242)

Cash Flows from Financing Activities

Payments on Long-Term Debt	-	
	-	

Net Cash Provided (Used) by Financing Activities -

Net Increase (Decrease) in Cash & Cash Equivalents 105,948

Cash & Cash Equivalents, Beginning of Year	1,123,957
Cash & Cash Equivalents, End of Year	\$ 1,229,905

Supplemental disclosure:

Interest paid amounted to \$0

See Accompanying Notes to Financial Statements.

Catholic Services of Acadiana, Inc.
Statement of Functional Expenses
For the Year Ended June 30, 2017

	Program Services	Supporting Services	Total Expenses
<u>Cash Expenses</u>			
Advertising & Public Relations	118	12,754	12,872
Background Checks	576	-	576
Bank Fees	6,155	-	6,155
Client Financial Assistance	448,713	-	448,713
Conference & Seminars	105	3,415	3,520
Dues & Subscriptions	7,592	4,916	12,508
Fuel & Vehicle Maintenance	9,698	-	9,698
Fundraising/Newsletter	-	8,189	8,189
Furnishings/Equipment	185	2,086	2,271
Insurance	48,555	2,390	50,945
Janitorial & Trash Collection	20,315	1,237	21,552
Kitchen, Food, & Laundry	26,090	-	26,090
Miscellaneous	305	(192)	113
Materials & Supplies	29,544	7,459	37,003
Payroll Taxes & Benefits	250,788	67,076	317,864
Postage & Shipping	243	1,433	1,676
Professional Fees	-	28,828	28,828
Rent Expense (Equipment)	7,809	50	7,859
Repairs & Maintenance	81,917	13,077	94,994
Salaries & Contract Labor	822,045	286,600	1,108,645
Technology	30,668	10,852	41,520
Telephone	18,510	3,138	21,648
Travel & Transportation	26,674	16,467	43,141
Utilities	118,899	2,317	121,216
Total Cash Expenses	1,955,504	472,092	2,427,596
<u>Non-Cash Expenses (In-Kind)</u>			
Clothing Provided	3,837	-	3,837
Contributed Professional Services	62,500	3,400	65,900
Volunteer Labor	164,510	2,170	166,680
Donated Facilities	208,548	64,641	273,189
Food Distributed & Meals Served	448,415	-	448,415
Furniture Distributed	39,645	-	39,645
Medicine & Toiletries	11,773	-	11,773
Total Non-Cash Expenses	939,228	70,211	1,009,439
Total Expenses Before Depreciation	2,894,732	542,303	3,437,035
Depreciation Expense	227,864	42,111	269,975
Total Expenses	\$ 3,122,596	\$ 584,414	\$ 3,707,010

See Accompanying Notes to Financial Statements.

CATHOLIC SERVICES OF ACADIANA, INC.

Notes to Financial Statements For the Year Ended June 30, 2017

Note A - Summary of Significant Accounting Policies

This summary of significant accounting policies of Catholic Services of Acadiana, Inc. (CSA) is presented to assist in understanding CSA's financial statements.

Nature of Activities

CSA (formerly known as Lafayette Catholic Service Centers, Inc.) was established in 1973 under the auspices of the Roman Catholic Diocese of Lafayette and incorporated as a Louisiana (not-for-profit corporation) on October 8, 1981. Motivated by the Gospel, CSA offers services to preserve and enhance the lives of those experiencing hunger, poverty, and homelessness in Acadiana. The programs operating under the CSA corporation are: St. Joseph Shelter for Men, St. Joseph Diner, Monsignor A. O. Sigur Service Center, Shelter Plus Care (now LAPSHI), Housing Case Management, Permanent Supportive Housing, St. Michael's Center for Veterans, St. Michael's Emergency Shelter for Veterans, New Life Center, New Life Center for Female Veterans, Stella Maris Center, and Homeless Management Information Systems.

A portion of the CSA administration building also houses a health clinic operated by Our Lady of Lourdes Hospital called St. Bernadette Community Clinic. The Clinic provides free medical and dental services to the community with the assistance of Lourdes' staff nurses and physicians Monday through Friday. In fiscal year 2003-2004, St. Bernadette Community Clinic expanded into a 5,900 square foot facility in a new section of the building, which was paid for and is being operated by Our Lady of Lourdes Hospital. CSA records \$64,641 in annual donated facilities to reflect the annual rental value of the clinic portion of the building. Discussed in Note E.

The New Life Center building in Opelousas was purchased by the Roman Catholic Diocese of Lafayette on April 20, 1989 for the purpose of establishing a diocesan-sponsored agency serving the homeless women and children of the Diocese of Lafayette. This agency initially created as a separate corporation was merged into CSA in 2002. Primary services are food, shelter, clothing, after school tutoring, social service referrals, and life skills educational classes. Specific programs at the New Life Center include emergency and transitional housing for women and children and veterans. All of these programs are provided from the New Life Center's four-story building in Opelousas, Louisiana. The rent-free use of the 34,758 square foot facility runs through the year 2018 in a lease with the Diocese of Lafayette. CSA records \$208,548 in annual donated facilities to reflect the annual rental value of free usage of the building. Discussed in Note E.

Basis of Accounting

CSA's books and records are maintained on the accrual basis of accounting for both internal and external financial reporting purposes. Investments and other assets held for sale are reported

at fair market value. The financial statements presented herein have been prepared on the accrual basis.

Financial Statement Presentation

CSA adopted provisions of Statement of Financial Accounting Standards No. 116 (now FASB-ASC 958), *Accounting for Contributions Received and Contributions Made* and No. 117 (now FASB-ASC 958), *Financial Statements of Not-for-Profit Organizations* as of April 1, 1995. These standards require the Board to distinguish between contributions that increase permanently restricted net assets, temporarily restricted net assets and unrestricted net assets, as well as require recognition of contributed services meeting certain criteria at fair values. They also establish standards for general purposes external financial statements of not-for-profit organizations and requires a statement of financial position, a statement of activities and a statement of cash flows.

Accounting for Restricted/Unrestricted Support

CSA reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

CSA reports gifts of land, buildings, and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulation about how long those long-lived assets must be maintained, CSA reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Investments

The balance in the Investments account reflects the June 30, 2017 fair market value of the shares of a publicly traded company, which were donated to CSA. The fair market value at the time of donation was recorded as in-kind revenue. The value is updated every year to reflect the current fair market value with the change in value being recorded as Unrealized Holding Gain (Loss) in the Statement of Activities. This investment is held in a local brokerage account.

Deferred Revenue - Grants and Exchange Transactions

Some cost reimbursement type grants are actually "exchange transactions" that do not qualify as contributions under SFAS 116, (now FASB-ASC 958). In such cases, revenue is not recognized until the services required by the grant are rendered. Until the revenue is recognized, any cash or grant receivable asset must be offset by a "deferred or unearned revenue" liability. These exchange transactions differ from contributions in that the method or type of services reimbursed is stipulated by the granting authority and not by the nonprofit organization.

Fixed Assets and Depreciation

CSA follows the practice of capitalizing (at cost) all major expenditures for fixed assets; the fair market value of donated assets is similarly capitalized and the donation recorded as restricted or unrestricted support as described above.

Depreciation and amortization of furniture, equipment and leasehold improvements are computed using the straight-line method over useful lives of five to twenty-five years.

Inventory

Inventory consists primarily of donated supplies and food, which are stated at the estimated fair market value at the time of donation. Other donated items such as clothing, furniture, and household equipment are valued at thrift shop value.

Other Matters/Income Taxes

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor.

As a not-for-profit organization, CSA pays no state or federal income tax under the United States Catholic Conference group exemption as a 501(c) (3) organization. There is no 990 filing requirement and no issues relative to federal or state statutes of limitations.

Estimates

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

Compensated Absences

Under SFAS 43, an employer generally is required to accrue a liability for employees' rights to receive compensation for future absences. Accrued compensated absences were determined to be \$31,309 as of June 30, 2017. This amount has been included in "Accounts Payable and Accrued Expenses."

Statement of Cash Flows

For purposes of the Statement of Cash Flows, CSA considers the cash equivalents all highly liquid investments with initial maturities of three months or less.

Note B - Contributed Services and Volunteer Services

CSA complies with accounting standards as prescribed by SFAS 116 and 117 (now FASB-ASC 958). Accordingly, contributed services of volunteers shall only be recognized in the

statement of activities if the services received: a) create or enhance nonfinancial assets (land, buildings, etc.) or b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donations. CSA has recorded contributed professional services of \$65,900 and volunteer labor of \$166,679 (all departments and programs combined) as both revenue and expense, based on the criteria described above. Many other skilled services were provided but could not be measured and are not recorded. These include construction project management, computer consulting, legal consulting, advertising, management council services and others.

Donated facilities are considered contributed assets and not services, and are recognized in the statement of activities at the fair market value as both revenue and expense in the period it is received and used.

Note C - Accrued Expenses /Accounts Payable

Accrued expenses consist of payroll withholdings of \$16,239, accounts payable to vendors of \$133,988, accrued compensated absences of \$31,309, and accrued wages of \$28,550.

Note D - Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a program basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The statement of functional expenses gives a more detailed breakdown of the various expense categories for both program and supporting services by their natural accounting categories. Program services include permanent and transitional housing for men, women and single parent families, emergency and transitional shelter for homeless veterans, rental and utilities assistance, meals, food, medicine, case management and other assistance. Supporting services are administrative costs to administer the programs.

Note E - Donated Materials, Services and Facilities

Donated materials and services received by CSA make up a significant portion of total receipts. These donated materials and services are then used by CSA in rendering services provided to recipients. In such circumstances it is appropriate to value such donations received and used, and reflect the receipt and use of donated services and the receipt, use and inventory of donated materials in the financial statements. See additional requirements of SFAS 116, (now FASB-ASC 958) in Footnote B. Donated materials and services are reflected as contributions, services provided and inventories in the accompanying statements at their estimated values.

Free use of approximately 34,758 square feet for the New Life Center in Opelousas is allowed by the Diocese of Lafayette under a lease agreement which expires at the end of 2018. Contributions and related rental expense of \$208,548 are reflected in the financial statements for the year ended June 30, 2017, conservatively based on \$6.00 estimated square foot annual rental value.

St. Bernadette's Clinic- Our Lady of Lourdes Hospital (OLOL) built out the leasehold improvements and funds the annual operations of the medical and dental clinic portion of the CSA building. The annual rental value of the donated facilities provided by the Clinic is reflected at \$64,641 in the financial statements. The value of the donated services provided by OLOL doctors and nurses and volunteer dentists at the new dental clinic is not valued in the CSA financial statements since this is an outreach program run by OLOL. However there is great intangible value to CSA and their patrons by having the clinic available on site. Additionally, OLOL provides nursing and medical care services to the residents of the New Life Center. The annual cost of CSA providing this service would be hundreds of thousands of dollars. Under the terms of the lease, OLOL hospital has renewed for a 10 year term expiring July 31, 2022. The rent charged to the hospital is \$12 per year, paid annually.

Our Lady of Lourdes Hospital (OLOL) Dietary Program - Beginning in November 2014, St. Bernadette's Clinic is a recipient of a three year grant awarded to Our Lady of Lourdes Hospital (OLOL) for implementing a dietary program at St. Joseph's Diner with the intention of improving the general health of patrons. As part of the grant, the services of a dietician and cook are provided as diner support staff and all food acquisitions are made through St. Bernadette's Clinic. Donated labor for the diner support staff is \$55,000 and donated food totals \$45,000. CSA's budgeted amount of \$15,000 for food was forwarded to St. Bernadette's Clinic to help defray food costs incurred by St. Bernadette's Clinic on behalf of the diner.

Note F - Retirement Plan

In January 1995, CSA employees began participating in the Diocese of Lafayette group retirement plan. The plan is a 403 (B) profit-sharing plan whereby the employer is responsible to contribute 3% of the salary of eligible participants. Total retirement plan expense for the year ended June 30, 2017 was \$29,504 which is included in "Payroll Taxes and Benefits" in the statement of functional expenses.

Note G - Net Assets Released from Restrictions

Net assets were released from donor/grantor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors/grantors. Total amount released from restrictions during the year was \$2,225,930.

Note H - Revenue Concentration

For the year ended June 30, 2017, CSA had one major federal grantor-H.U.D., support from which was approximately 54% of total cash support/revenues. Total H.U.D. expenditures were \$1,694,955 for the year ended June 30, 2017. The concentration risk is mitigated by the fact that the \$1,694,955 is an aggregation of twelve different grants.

Note I - Subsequent Events

All existing Continuum of Care (CoC), Emergency Solutions (ESG), and VA housing grants are expected to be renewed at or near the same funding level as the current year grants. The Housing Case Management and NLC Transitional Housing grants are being phased-out and replaced by a Rapid Rehousing (CoC) grant for \$340,962. This rehousing program will provide rental assistance, housing relocation, and stabilization services to chronically homeless individuals and families up to an extended period of two years. United Way - Acadiana and United Way - St. Landry grants were also renewed, but at lower funding levels.

Community development block grants for the St. Joseph Men's Shelter renovations and the re-roofing of the Msgr. Sigur Center are non-recurring grants. The re-roofing project is complete and the renovations to the men's shelter are nearing completion. Also, renovations will continue on the Willow Street property, where CSA's New Life Center will eventually relocate.

Subsequent events were evaluated through September 20, 2017, which is the date the financial statements were available to be issued.

Note J - Concentration of Credit Risk

Each unique account at an institution is insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash in CSA's bank accounts in two banks does exceed federally insured limits as of June 30, 2017. An ad hoc investment committee has been formed to provide investment guidance.

Note K - Share the Light Program/Lights On Program

CSA serves as distribution agent for the Lafayette Utilities System "Share the Light" program and SLEMCO's "Lights On" program. Under these programs, utility customers are provided the opportunity to contribute funds in excess of their utility bill and the proceeds are used to assist clients in paying delinquent utility balances. During the fiscal year 2016-2017, \$39,013 was received and \$41,257 was distributed in utility assistance through "Share the Light". Another \$20,000 was received through "Share the Light" to cover administrative expenses.

CSA received \$15,000 and distributed \$15,570 through the "Lights On" program, a program similar in nature and operation for customers of the SLEMCO utility system.

Note L - Lafayette City/Parish Consolidated Government

During 2016-17, CSA recognized \$9,318 from one external agency grant (EAG) from the Lafayette Consolidated Government (LCG) for the purpose of providing operating funds for St. Joseph's Men's Shelter. This amount has been included in temporarily restricted support, and is released from restrictions as CSA incurs expenditures in compliance with the specific restrictions. As of June 30, 2017, \$7,212 remains eligible to be drawn against the grant.

Additionally, LCG funds a Homeless Outreach Coordinator through a cooperative endeavor agreement with CSA for \$40,000 per year. This agreement commenced on November 10, 2015 and was subsequently renewed on November 10, 2016. As of June 30, 2017, \$36,848 of revenue and expense has been recognized.

Note M - Major Federal Program-HUD Housing/Shelter Grants

In accordance with the Single Audit Act and the Uniform Guidance, CSA considers \$750,000 to be the threshold for determining Type A/B programs. Despite being below the Type A program threshold, all of the following HUD *Continuum of Care* grants were considered in the aggregate to be one major program, since they have been audited in the past years as a major program:

	<u>Federal Funds Expended</u>
HUD Housing Case Management	\$ 73,789
HUD HMIS	139,549
HUD OASIS - Stella Maris	41,972
NLC HUD Transitional Housing	308,713
HUD Permanent Supportive Housing-I	99,040
HUD Permanent Supportive Housing-II	<u>63,971</u>
Total	<u>\$ 727,034</u>

All of the above grants fall under CFDA number 14.267, and have been audited for compliance under the compliance requirements of the Uniform Guidance in the required areas of allowable activities, allowable costs, cash management, eligibility, matching funds, procurement, reporting and special tests and provisions. These grants for supportive housing comprise about 23% of all cash funds and 39% of all federal funds received and expended by CSA.

Note N - LA Continuum of Care Permanent Supportive Housing Initiative (LAPSHI)

CSA entered into a cooperate endeavor agreement on June 30, 2009 with the State of Louisiana, Louisiana Housing Authority to implement a grant under Shelter Plus Care Program (S+C). The Louisiana S+C Permanent Supportive Housing Program can provide rental assistance for up to 23 rental vouchers through HUD's Shelter Plus Care Program. CSA (the Subsidy Administrator) administers and manages S+C rental assistance to eligible participants in Lafayette and St. Landry Parishes. The Shelter Plus Care Program phased out on April 30, 2016 and was replaced with the LA Continuum of Care Permanent Supportive Housing Initiative (LAPSHI). Under this new initiative, CSA was awarded a grant for \$216,285 on May 1, 2016 with the grant being renewed on May 1, 2017 at about the same funding level. As of June 30, 2017, \$140,297 of revenue was recognized.

Note O - Veterans' Administration (VA) Grants

CSA was awarded a Veterans' Affairs Grant and Per Diem Grant in June 2006 to create a twelve bed transitional housing facility for homeless male veterans (St. Michael's Center for Veterans) with disabilities. In 2008, CSA was awarded a VA per diem grant for the purpose of establishing a six bed program at the New Life Center to provide transitional housing for female veterans. Last fiscal year, the New Life Center VA program was reduced to four beds. In the FYE June 30, 2017, the grants provided \$157,187 to St. Michael's Center and the New Life Center VA programs combined.

Note P - Related Party Transactions

The New Life Center building is owned by the Diocese of Lafayette and CSA is allowed free use of the entire building and grounds at no cost. See Note E for discussion of donated facilities.

Note Q - Special Assistance/Direct Assistance

The Msgr. Sigur Center provides special (direct) assistance to clients for rent, utilities, transportation, fuel, prescription medication, funerals, etc. for qualified applicants. These expenses are funded by grants and donations from churches, foundations, individuals, and \$4,000 a month from the Diocese of Lafayette. The Homeless Diversion Assistance initiative, which was established last year is an integral part of direct client assistance and is funded by private donations, foundations, and the United Way of Acadiana. The Disaster Relief program was added this year to provide special assistance to individuals impacted by the August 2016 flood. Funding from this program is provided by individuals and the Diocese of Lafayette, which pays the salary of the disaster relief coordinator. In fiscal year 2016-17, CSA received \$429,606 and spent \$448,713 for direct client assistance.

Note R - HMIS (Homeless Management Information System)

In February 2012, CSA became the HMIS grant recipient. This program is funded through the U.S. H.U.D. with assistance authorized by the *Hearth Act*. Grant funds are used to maintain an online statewide database of information on homeless individuals and service providers. The purpose of this "service point" software is to match up homeless needs with available homeless assistance. The total award amount expended this fiscal year was \$139,549.

Note S - OASIS (Stella Maris Center)

In February 2012, CSA began administering the Oasis grant (name changed to Stella Maris Center), funded through H.U.D. as part of the *Hearth Act*. The Stella Maris Center was opened in June 2012 to provide coordinated entry assessments and hygiene services to non-sheltered homeless individuals, including shower and laundry facilities. As of June 30, 2017, the total award

amount expended was \$41,972. Additional funds of \$33,332 were allocated to the Stella Maris Center from the Opus Christi fundraiser.

Note T - Case Management for Homeless Families with Children

In February 2012, CSA began administering a H.U.D. Supportive Housing grant which was previously administered as a sub-recipient grant. Funds through this grant are used to provide case management to homeless individuals and families to find and maintain permanent housing. This program is a service of the Msgr. Sigur Center. The total award expended was \$73,789.

Note U - Permanent Supportive Housing Programs- PSHI/PSHII

In December 2014, CSA began administering a H.U.D. Permanent Supportive Housing grant which provides permanent housing to chronically homeless, disabled individuals who are at high risk to remain homeless without intervention. CSA is the lessee and secures permanent housing for a client directly with the lessor. This year two grants (PSHI & PSHII) ran concurrently with these grants being able to serve a maximum of 23 individuals at a time. The total award expended this year for both grants was \$163,011. Additionally, a special gift of \$60,000 was bequeathed for the permanent supportive housing youth program.

Note V - Client Services Provided

For the year ended June 30, 2017, CSA agencies (combined) provided shelter for 234 individuals, plus 30 single mothers with 66 children, for a total of 330 people and 32,091 nights of lodging. Further, 113,844 meals were served and 684 families and individuals received direct financial assistance. 25 households were assisted through the Louisiana Permanent Supportive Housing Initiative (LAPSHI) program. Also this year 42 individuals received housing through the Permanent Supportive Housing program.

Note W - Opus Christi Magnum (OCM) Fundraisers

Opus Christi Magnum (OCM), meaning “The Great Work of Christ”, is the primary annual fundraiser for CSA. OCM is the successor to the Bishop’s Charity Gala, which operated for 20 years. In 2008 Bishop Michael Jarrell restructured the format of the Bishop’s Charity Gala to reduce overhead costs, thereby increasing net donations to CSA. Beginning with the year ended June 30, 2013, CSA has accounted for all OCM income and expenses in the financial statements. CSA recognized \$385,516 in revenue this year from the OCM fundraiser. Unspent cash reserves are recorded on CSA’s balance sheet as \$72,884 in deferred revenue.

Conclusion

SUPPLEMENTAL INFORMATION

CATHOLIC SERVICES OF ACADIANA, INC.

SUMMARY OF AUDIT RESULTS

Type of Auditor's Report: *Unqualified*

Report on Major Programs: *Unqualified*

Report on Compliance and Controls: *Unqualified*

Material Noncompliance: *None*

Internal Control Over Financial Reporting -

- Material Weakness Identified: *None*
- Significant Deficiency Identified: *None*

Federal Awards/Major Programs -

- Material Weakness Identified: *None*
- Significant Deficiency Identified: *None*

Uniform Guidance Findings: *None*

Major Program: *HUD Continuum of Care (CFDA: 14.267)*

Dollar Threshold for Type A/B Program Determination : *\$750,000*

Qualifies as Low Risk Auditee: *Yes*

See Independent Auditor's Report

CATHOLIC SERVICES OF ACADIANA, INC.

SCHEDULE A – EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2017

<u>Federal Grantor/Pass-through Grantor/ Program & Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Federal Award/ Pass-Through Entity ID Number</u>	<u>Total Federal Expenditures</u>
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)			
<u>Direct Payments:</u>			
Continuum of Care			
• Case Mgt. for Homeless Families With Children	14.267	N/A	\$ 73,789
• HMIS	14.267	N/A	\$ 139,549
• Oasis/Stella Maris	14.267	N/A	\$ 41,972
• New Life Center Transitional Housing	14.267	N/A	\$ 308,713
• Permanent Supportive Housing-I	14.267	N/A	\$ 99,040
• Permanent Supportive Housing-II	14.267	N/A	<u>\$ 63,971</u>
<i>Total Direct Payments from HUD (CFDA 267) Cluster</i>			\$ 727,034
<u>Passed through Louisiana Housing Authority:</u>			
• La. Permanent Supportive Housing Initiative (LAPSHI)	14.238	N/A	\$ 140,297
• Emergency Solutions Grant- Coordinated Entry	14.231	N/A	<u>\$ 54,761</u>
<i>Total Grants Passed through Louisiana Housing Authority</i>			\$ 195,058
<u>Other Emergency Shelter Grants Passed Through:</u>			
• City of Opelousas, La. – Emergency Solutions Grant-NLC	14.231	N/A	\$ 30,000
• City of Lafayette, La. – Emergency Solutions Grant-M/S	14.231	N/A	<u>\$ 60,000</u>
<i>Total Other Total Emergency Shelter Grants</i>			<u>\$ 90,000</u>

CATHOLIC SERVICES OF ACADIANA, INC.

SCHEDULE A – EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2017

<u>Federal Grantor/Pass-through Grantor/ Program & Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Federal Award/ Pass-Through Entity ID Number</u>	<u>Total Federal Expenditures</u>
<i><u>Other Grants Passed Through:</u></i>			
• Lafayette Consolidated Government (LCG) Community Development Block Grant (Men’s Shelter Renovations)	14.218	N/A	\$ 610,486
• Lafayette Consolidated Government (LCG) Community Development Block Grant (Roof Replacement – Admin Bldg.)	14.218	N/A	<u>\$ 72,377</u>
<i>Total Community Development Block Grants</i>			<u>\$ 682,863</u>
TOTAL HUD GRANTS			\$1,694,955
U.S. DEPARTMENT OF VETERANS AFFAIRS (VA)			
• St. Michael’s Per Diem/Fees	64.024	N/A	\$ 120,035
• New Life Center Per Diem/Fees	64.024	N/A	<u>\$ 37,152</u>
TOTAL VA GRANTS			<u>\$ 157,187</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$1,852,142</u>

See Accompanying Notes to Schedule of Expenditures of Federal Awards

CATHOLIC SERVICES OF ACADIANA, INC.

NOTES TO SCHEDULE A - EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2017

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (Schedule A) includes the federal award activity of CSA under programs of the federal government for the year ended June 30, 2017. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of CSA, it is not intended to and does not present the financial position, changes in net assets, or cash flows of CSA.

NOTE B – 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 C – INDIRECT COST RATE

CSA has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance. Indirect costs are allocated based on actual expenditures.

CATHOLIC SERVICES OF ACADIANA, INC.

SCHEDULE B – SCHEDULE OF GRANTS RECEIVABLE

For the Year Ended June 30, 2017

Unrestricted Grants Receivable:

- United Way – St. Landry \$ 500

Total Unrestricted Grants Receivable \$ **500**

Restricted Grants Receivable:

- HUD - HMIS \$ 8,252
- HUD - OASIS (dba Stella Maris) \$ 39,330
- HUD - Transitional Housing (New Life Center) \$ 88,048
- HUD - Permanent Supportive Housing-I \$ 63,955
- HUD - Permanent Supportive Housing-II \$ 124,141
- HUD – LA Permanent Supportive Housing Initiative (2016/17) \$ 17,426
- HUD – LA Permanent Supportive Housing Initiative (2017/18) \$ 210,947
- HUD – Emergency Solutions Grant (Coordinated Entry) \$ 25,030
- HUD – Emergency Solutions Grant (City of Opelousas) \$ 2,073
- HUD – Emergency Solutions Grant (LCG) \$ 8,958
- HUD – CDBG – Men’s Shelter Renovations \$ 114,488
- VA – St. Michael’s Center \$ 9,046
- VA – New Life Center \$ 2,855
- External Agency Grant – Men’s Shelter (LCG) \$ 11,188
- Homeless Outreach Coordinator – (LCG) \$ 26,217
- United Way – Lafayette \$ 22,883

Total Restricted Grants Receivable \$ **774,837**

Total Grants Receivable \$ **775,337**

Note - All HUD, EAG, VA, and United Way-Acadiana grants are restricted. The United Way-St. Landry grant is unrestricted.

See Independent Auditor’s Report

CATHOLIC SERVICES OF ACADIANA, INC.

SCHEDULE C – SUMMARY OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

AND RELATED CORRECTIVE ACTION

For the Year Ended June 30, 2017

PRIOR YEAR FINANCIAL STATEMENT FINDINGS:

QUESTIONED COSTS:

NONE

See Independent Auditor's Report

CATHOLIC SERVICES OF ACADIANA, INC.

SCHEDULE D – SUMMARY OF CURRENT YEAR FINDINGS AND QUESTIONED
COSTS

AND RELATED CORRECTIVE ACTION

For the Year Ended June 30, 2017

CURRENT YEAR FINANCIAL STATEMENT FINDINGS:

QUESTIONED COSTS:

NONE

See Independent Auditor's Report

CATHOLIC SERVICES OF ACADIANA, INC.

SCHEDULE E – SCHEDULE OF COMPENSATION, BENEFITS & OTHER PAYMENTS TO
AGENCY HEAD OR CHIEF EXECUTIVE OFFICER

For the Year Ended June 30, 2017

Agency Head Name: Kimberly J. Boudreaux – *Executive Director*

<u>Purpose</u>	<u>Amount</u>
Salary (7/1/2016-6/30/2017)	\$91,986
Benefits – Health Insurance	\$ 6,984
Benefits – Life Insurance	\$ 312
Benefits – Retirement	\$ 2,755

See Independent Auditor's Report