

**GEO PREP ACADEMY OF GREATER BATON ROUGE**

**FINANCIAL STATEMENTS**

June 30, 2023 and 2022

GEO PREP ACADEMY OF GREATER BATON ROUGE

FINANCIAL STATEMENTS

June 30, 2023 and 2022

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## INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
GEO Prep Academy of Greater Baton Rouge  
Baton Rouge, Louisiana

**Report on the Audit of the Financial Statements*****Opinion***

We have audited the financial statements of GEO Prep Academy of Greater Baton Rouge (the School), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the school as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) 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 School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the 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 the 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 School's ability to continue as a going concern for one year from the date the financial statements are available to be issued.

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## ***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 opinion. 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 GAAS 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 GAAS 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 School'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 School'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.

### ***Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of compensation, benefits, and other payments to the agency head, schedule of financial position – by school, schedule of activities – by school, and 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 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 other 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.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated February 29, 2024 on our consideration of the School'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 School's 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 the School's internal control over financial reporting and compliance.

*Crowe LLP*

Crowe LLP

Indianapolis, Indiana  
February 29, 2024

GEO PREP ACADEMY OF GREATER BATON ROUGE  
STATEMENTS OF FINANCIAL POSITION  
June 30, 2023 and 2022

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|                                       | <u>2023</u>         | <u>2022</u>         |
|---------------------------------------|---------------------|---------------------|
| <b>ASSETS</b>                         |                     |                     |
| Cash and cash equivalents             | \$ 1,186,508        | \$ 886,732          |
| Restricted cash (Note 1)              | 393,131             | 348,293             |
| Accounts receivable                   | 787,297             | 131,353             |
| Grants receivable                     | 831,810             | 431,235             |
| Prepaid expenses                      | 112,915             | 195,802             |
| Property and equipment, net (Note 2)  | 6,471,327           | 6,317,562           |
| Right of use asset (Note 5)           | <u>28,000</u>       | <u>-</u>            |
| Total assets                          | <u>\$ 9,810,988</u> | <u>\$ 8,310,977</u> |
| <b>LIABILITIES AND NET ASSETS</b>     |                     |                     |
| Accounts payable and accrued expenses | \$ 840,859          | \$ 1,138,564        |
| Due to management company (Note 3)    | 806,161             | 920,996             |
| Notes payable (Note 4)                | 4,866,761           | 5,041,063           |
| Lease liability (Note 5)              | <u>28,000</u>       | <u>-</u>            |
| Total liabilities                     | 6,541,781           | 7,100,623           |
| <b>NET ASSETS</b>                     |                     |                     |
| Without donor restrictions            | <u>3,269,207</u>    | <u>1,210,354</u>    |
| Total liabilities and net assets      | <u>\$ 9,810,988</u> | <u>\$ 8,310,977</u> |

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See accompanying notes to financial statements.

GEO PREP ACADEMY OF GREATER BATON ROUGE  
STATEMENTS OF ACTIVITIES  
Years ended June 30, 2023 and 2022

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|   | <u>2023</u>         | <u>2022</u>         |
|---|---------------------|---------------------|
| <b>Public support and revenues</b>                        |                     |                     |
| State and local sources                                   | \$ 11,096,433       | \$ 9,132,813        |
| Federal sources   | 3,922,622           | 2,425,924           |
| Contributions and grants                                  | 1,136,430           | 47,500              |
| Other revenue   | <u>571,370</u>      | <u>202,452</u>      |
| Total revenue and support                                 | <u>16,726,855</u>   | <u>11,808,689</u>   |
| <b>Expenses</b>   |                     |                     |
| Program services:   |                     |                     |
| Instructional   | 12,710,210          | 11,375,549          |
| Supporting services:                                      |                     |                     |
| Management and general                                    | <u>1,957,792</u>    | <u>1,431,949</u>    |
| Total expenses  | <u>14,668,002</u>   | <u>12,807,498</u>   |
| <b>Change in net assets</b>                               | 2,058,853           | (998,809)           |
| Net assets without donor restrictions, beginning of year  | <u>1,210,354</u>    | <u>2,209,163</u>    |
| <b>Net assets without donor restrictions, end of year</b> | <u>\$ 3,269,207</u> | <u>\$ 1,210,354</u> |

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See accompanying notes to financial statements.

GEO PREP ACADEMY OF GREATER BATON ROUGE  
STATEMENTS OF CASH FLOWS  
Years ended June 30, 2023 and 2022

|  | <u>2023</u>         | <u>2022</u>         |
|--|---------------------|---------------------|
| <b>Cash flows from operating activities</b>  |                     |                     |
| Change in net assets   | \$ 2,058,853        | \$ (998,809)        |
| Adjustments to reconcile change in net assets to net cash from operating activities: |                     |                     |
| Depreciation and amortization expense  | 516,473             | 538,163             |
| Change in assets and liabilities:  |                     |                     |
| Accounts receivable  | (654,838)           | (76,962)            |
| Grants receivable  | (400,575)           | 68,608              |
| Prepaid expenses   | 82,887              | (115,527)           |
| Right of use asset   | (13,000)            | -                   |
| Lease liability  | 13,000              | -                   |
| Accounts payable and accrued expenses  | (297,705)           | 189,133             |
| Due to/from management company   | (114,835)           | 43,901              |
| Net cash from (used in) operating activities   | <u>1,190,260</u>    | <u>(351,493)</u>    |
| <b>Cash flows from investing activities</b>  |                     |                     |
| Disposal of property and equipment   | 47,127              | -                   |
| Purchase of property and equipment   | <u>(705,119)</u>    | <u>(191,894)</u>    |
| Net cash used in investing activities  | (657,992)           | (191,894)           |
| <b>Cash flows from financing activities</b>  |                     |                     |
| Principal payments on notes payable  | <u>(186,548)</u>    | <u>(229,186)</u>    |
| Net cash used in financing activities  | <u>(186,548)</u>    | <u>(229,186)</u>    |
| Net change in cash and cash equivalents  | 345,720             | (772,573)           |
| Cash and cash equivalents, beginning of year   | <u>1,233,919</u>    | <u>2,007,598</u>    |
| <b>Cash and cash equivalents, end of year</b>  | <u>\$ 1,579,639</u> | <u>\$ 1,235,025</u> |
| <b>Reconciliation of cash to the Statements of Financial Position:</b>               |                     |                     |
| Cash and cash equivalents  | \$ 1,186,508        | \$ 886,732          |
| Restricted cash  | <u>393,131</u>      | <u>348,293</u>      |
| Total cash and cash equivalents  | <u>\$ 1,579,639</u> | <u>\$ 1,235,025</u> |
| <b>Supplemental disclosure of cash flow information</b>                              |                     |                     |
| Cash paid during the year for interest   | \$ 254,723          | \$ 231,935          |
| Right of use asset   | 41,000              | -                   |
| Lease liability  | 41,000              | -                   |

See accompanying notes to financial statements.



GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Description of Organization: The GEO Prep Academy of Greater Baton Rouge (the School) is a nonprofit organization established in 2015 for the purpose of operating a kindergarten through 6<sup>th</sup> grade charter school located in Baton Rouge, Louisiana. The School was created to ensure that all students show growth in character, academics, life skills, the arts, and wellness using teaching skills tailored to meet the needs of each student.

The School's initial school year began in August 2015. The Louisiana State Board of Elementary and Secondary Education ("BESE") granted the School a Type 2 charter. The School has full responsibility for its finances and operations and operates under an 8-member School Board.

In 2023, the School opened a second school location, GEO Prep Baker (Baker), for the purpose of operating a kindergarten through 3<sup>rd</sup> grade charter school located in Baker, Louisiana. Baker is expected to grow by one grade every year through 8<sup>th</sup> grade.

Method of Accounting: The School maintains its accounts on the accrual basis of accounting and prepares its financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Income Taxes: The School is exempt from income taxes on income from related activities under Section 501(c)(3) of the U. S. Internal Revenue Code and corresponding state tax law. Accordingly, no provision has been made for federal or state income taxes. Additionally, the School is not considered to be a private foundation under Section 509(a) of the Internal Revenue Code.

The School has adopted applicable guidance with respect to accounting for uncertainty in income taxes. A tax position is recognized as a benefit only if it is "more likely than not" that the tax position would be sustained in a tax examination, with a tax examination being presumed to occur. The amount recognized is the largest amount of tax benefit that is greater than 50% likely of being realized on examination. For tax positions not meeting the "more likely than not" test, no tax benefit will be recorded.

The School does not expect the total amount of unrecorded tax benefits to significantly change in the next 12 months. The School recognizes interest and/or penalties related to income tax matters in income tax expense. The School did not have any amounts accrued for interest and penalties at June 30, 2023 and 2022.

Use of Estimates: The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses. Actual results could differ from those estimates.

Cash Equivalents: Cash and cash equivalents consist of bank deposits in accounts that are federally insured up to \$250,000. Bank balances may periodically exceed FDIC insured limits. For the purpose of the statement of cash flows, the School considers all highly liquid debt instruments, if any, purchased with a maturity of three months or less to be cash equivalent.

Restricted Cash: The School is required to maintain a capital asset reserve account under the terms of the note agreement disclosed in Note 4 which requires a monthly deposit to the account from the School. The funds may be used to reimburse the School for asset replacement and renovations of the building financed through the note agreement. As of June 30, 2023 and 2022, the School's restricted cash balance is \$393,131 and \$348,293, respectively.

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(Continued)

GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Accounts and Grants Receivable: Accounts and grants receivable balances consist of amounts billed or billable for services provided or contracted. Grants receivable includes receivables related to cost-reimbursement federal grants. The School does not accrue interest on any of its grants receivables.

Allowances: Allowances are based upon prior experience and management's analysis of specific receivables and promises to give. Losses are charged off to the reserve when management deems further collection efforts will no longer produce additional recoveries. The School currently considers all receivables to be fully collectible. The School had no allowance for doubtful accounts recorded as of June 30, 2023 and 2022.

Property and Equipment: Expenditures for property and equipment and items in excess of \$500 which substantially increase the useful lives of existing assets are capitalized at cost or at fair value at date of gift. Repairs and maintenance costs are expensed as incurred. Depreciation has been computed on straight-line method at rates designed to depreciate the costs of assets over their estimated useful lives as follows:

|                            |             |
|----------------------------|-------------|
| Buildings and improvements | 10-39 years |
| Property and equipment     | 3-7 years   |

Assets acquired with Department of Education funds are owned by the School while used in the purpose for which it was purchased. The Department of Education, however, has a reversionary interest in these assets. Should the charter not be renewed, title in any assets purchased with those funds will transfer to the appropriate agency.

Impairment of Long-Lived Assets: In accordance with GAAP, the School reviews its property and equipment for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. If the fair value is less than the carrying amount of the asset, an impairment loss is recognized for the difference. As of June 30, 2023 and 2022, management believes that no impairment exists.

Fair Value of Financial Instruments: Cash and cash equivalents and accounts payable approximate fair value because of the short maturity of these instruments. Grants receivable are not readily marketable. The School has estimated their fair value to be the carrying value. The carrying value of all the School's financial instruments, approximate fair value, except for notes payable.

Basis of Presentation: The School follows GAAP and reports information regarding its financial position and activities according to two classes of net assets:

Net Assets Without Donor Restrictions – The net asset without donor restrictions class includes general assets and liabilities of the School. The net asset without donor restrictions of the School may be used at the discretion of management to support the School's purposes and operations.

Net Assets With Donor Restrictions – The net asset with donor restrictions class includes assets of the School related to gifts and grants with explicit donor-imposed restrictions that have not been met as to specified purpose, or to later periods of time or after specified dates. The School had no net assets with donor restrictions of this nature as of June 30, 2023 and 2022. The net asset with donor restrictions that are kept in perpetuity class includes assets of the School related to contributions and other inflows of assets whose use by the School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the School. The School had no net assets with donor restrictions to be kept in perpetuity as of June 30, 2023 and 2022.

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(Continued)

GEO PREP ACADEMY OF GREATER BATON ROUGE  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2023 and 2022

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Public Support and Revenue: Government grants and contracts are generally subject to conditions that have a barrier and a right of return that must be met before the School is entitled to funding. Accordingly, advances from granting agencies are generally considered refundable in the unlikely event specified services are not performed. Grant expenditures are subject to audit and acceptance by the granting agency and, as a result of such audit, adjustments could be required.

Support funded by grants is recognized as the School satisfies the related conditions under various grant agreements. Grant revenue is typically recognized as eligible expenses are incurred or as eligible students are served. This includes the revenue from the Minimum Foundation Program (MFP) which is earned as received during the school year. The amount of the MFP funding is based on an allocation of funds provided by the State of Louisiana and local taxes. MFP funding represented approximately 66% and 77% of total public support and revenue for the years ended June 30, 2023 and 2022, respectively.

Contributions: Contributions are recognized in the period that an unconditional promise to give is received. Unless specifically restricted by the donor, all contributions are considered available for use without restrictions. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as support with donor restrictions and are recognized as revenue when the conditions are substantially met. If a restriction is fulfilled in the same time period in which the contribution is received, the School reports the support as without donor restrictions.

Functional and Allocated Expenses: Expenses have been classified as program services and supporting services based on the actual direct expenditures and estimated cost allocations. Salaries and related expenses are charged based upon time estimates of personnel. Supporting services include management and general activities of the School. The School did not incur any fundraising expenses for the years ended June 30, 2023 and 2022.

Reclassifications: Certain prior year balances have been reclassified to conform to the current year presentation. The reclassifications had no effect on the change in net assets or total net assets.

Subsequent Events: Management has performed an analysis of the activities and transactions subsequent to June 30, 2023, to determine the need for any adjustments or disclosures to the financial statements for the year ended June 30, 2023. Management has performed their analysis through February 29, 2024, the date of the financial statements were available to be issued.

**NOTE 2 - PROPERTY AND EQUIPMENT**

At June 30, the carrying value of furniture, equipment, and textbooks consists of the following:

|                                | <u>2023</u>         | <u>2022</u>         |
|--------------------------------|---------------------|---------------------|
| Building and improvements      | \$ 6,804,900        | \$ 6,847,541        |
| Computers and equipment        | 1,408,925           | 1,155,786           |
| Construction in progress       | 447,495             | -                   |
| Less: accumulated depreciation | <u>(2,189,993)</u>  | <u>(1,685,765)</u>  |
|                                | <u>\$ 6,471,327</u> | <u>\$ 6,317,562</u> |

Depreciation expense was \$504,227 and \$521,083 for the years ended June 30, 2023 and 2022, respectively.

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(Continued)

GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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**NOTE 3 - MANAGEMENT AGREEMENT**

In accordance with a management agreement, GEO Foundation will be responsible for all management, academic, operational and administrative services necessary for the operation of the School, in consultation and communication with the School's Board of Directors. For those services, the School paid GEO Foundation \$983,708 and \$831,380 for the years ended June 30, 2023 and 2022, respectively.

During the year ended June 30, 2016, the School entered into an operating cash flow revolving loan with GEO Foundation in the amount of \$345,345, at an interest rate of 0% per annum. The balance at June 30, 2023 and 2022 was \$205,744. The outstanding balance is included with "due to management company" on the statements of financial position. The School's Board of Directors is currently working with GEO Foundation to formalize the applicable terms.

In June 2019, the School entered into an agreement to purchase property and improvements from GEO Foundation for a sales price of \$1,250,000. The School entered into a \$750,000 promissory note with GEO Foundation and utilized \$500,000 of debt issuance proceeds in fiscal year 2019 to finance the acquisition. The promissory note requires monthly payments of principal and interest of \$14,870 through June 1, 2024, however, the agreement may be extended past the repayment terms mentioned in the agreement as needed, as agreed to by GEO Foundation, in order to support the academic needs of the School. Monthly payments have been paused while the School and GEO Foundation revise the payment terms. In January 2020, the School repaid \$154,787 of the outstanding balance with a portion of proceeds from the debt issuance disclosed in Note 4. At June 30, 2023 and 2022, the balance on the note payable is \$595,213.

At June 30, 2023 and 2022, the School had a payable to GEO Foundation of \$5,204 and \$23,202, respectively, for management services provided. At June 30, 2023, GEO Prep Baker had a receivable from GEO Foundation for \$436,430 related to reimbursement for items collected by GEO Foundation on behalf of GEO Prep Baker.

**NOTE 4 - NOTES PAYABLE**

Notes payable consisted of the following at June 30:

|  | <u>2023</u>         | <u>2022</u>         |
|--|---------------------|---------------------|
| <p>In January 2020, the School refinanced the promissory note in the principal amount of \$5,450,000 with a fixed interest rate of 4.73%. Monthly principal and interest payments of \$35,440 began on March 1, 2020 through the loan's maturity date of February 1, 2025 when all unpaid principal and interest is due. The loan agreement requires a capital asset reserve account to be established by the School and requires monthly deposits to fund asset replacement and renovations as they come due. The refinancing agreement removes the collateral deposit requirement and GEO Foundation's guarantee on the previous outstanding note.</p> | \$ 4,875,865        | \$ 5,062,413        |
| <p>Debt issuance costs, net of accumulated amortization</p>  | <u>(9,104)</u>      | <u>(21,350)</u>     |
| <p style="padding-left: 20px;">Total notes payable, net</p>  | <u>\$ 4,866,761</u> | <u>\$ 5,041,063</u> |

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(Continued)

GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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**NOTE 4 - NOTES PAYABLE** (Continued)

The estimated future principal payments due on long term debt are:

|      |                     |
|------|---------------------|
| 2024 | \$ 199,495          |
| 2025 | <u>4,676,370</u>    |
|      | <u>\$ 4,875,865</u> |

Total interest expense during the years ended June 30, 2023 and 2022 was \$254,723 and \$231,935, respectively.

**NOTE 5 – LEASES**

Right of use (“ROU”) assets represent the School’s right to use the underlying assets for the lease term and lease liabilities represent the net present value of the School’s obligation to make payments arising from these leases. The lease liabilities are based on the present value of fixed lease payments over the lease term using the School’s incremental borrowing rate on the lease commencement date. If the lease includes one or more options to extend the term of the lease, the renewal option is considered in the lease term if it is reasonably certain the School will exercise the options. In accordance with GAAP, operating lease expense is recognized on a straight-line basis over the term of the lease. As permitted by ASC 842, leases with an initial term of twelve months or less (“short-term leases”) are not recorded on the accompanying statement of financial position.

In 2022, the School entered into a copier lease agreement through 2025. The School had recognized a right of use asset and a lease liability of \$28,000, on the statements of financial position as of June 30, 2023. The School utilized a Treasury rate to determine the net present value of the lease liability which approximated 3.07% at lease inception. Rent expense totaled \$14,670 for the year ending June 30, 2023.

The future minimum rental payments required under the operating lease for the years subsequent to June 30, 2023, are as follows:

|                        |                  |
|------------------------|------------------|
| 2024                   | \$ 14,670        |
| 2025                   | <u>14,670</u>    |
|                        | 29,340           |
| Present value discount | <u>(1,340)</u>   |
| Lease liability        | <u>\$ 28,000</u> |

**NOTE 6 - RETIREMENT PLAN**

Employees of the School may participate in a 403(b) defined contribution plan. Eligible employees may elect to contribute a portion of their salaries to the plan. The School may elect to make a discretionary contribution equal to 200% of the participant’s contributions not to exceed 3% of the participant’s compensation. The School made contributions to the plan of \$146,353 and \$118,155 for the years ended June 30, 2023 and 2022, respectively.

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(Continued)

GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

**NOTE 7 - FUNCTIONAL EXPENSES BY NATURAL CLASSIFICATION**

The statements of activities report certain categories of expenses attributable to the program and supporting functions of the School. Functions include program expense for instructional services and management and general activities. The table below presents these functional expenses by their natural classification for the years ended June 30, 2023 and 2022, respectively.

|  | <u>Instructional</u> | <u>Management<br/>and General</u> | <u>Total</u>         |
|--|----------------------|-----------------------------------|----------------------|
| <u>June 30, 2023</u>                     |                      |                                   |                      |
| Salaries                                 | \$ 6,929,577         | \$ 192,463                        | \$ 7,122,040         |
| Purchased property services              | 840,889              | 94,916                            | 935,805              |
| Professional purchased services          | 344,248              | 983,708                           | 1,327,956            |
| Employee benefits                        | 1,178,474            | 131,418                           | 1,309,892            |
| Food service                             | 754,642              | -                                 | 754,642              |
| Utilities                                | 222,412              | 30,971                            | 253,383              |
| Marketing                                | -                    | 101,113                           | 101,113              |
| Materials and supplies                   | 506,824              | -                                 | 506,824              |
| Insurance                                | 63,737               | 7,255                             | 70,992               |
| Interest                                 | 254,723              | -                                 | 254,723              |
| Textbooks, books, workbooks, periodicals | 244,143              | -                                 | 244,143              |
| Transportation services                  | 702,243              | -                                 | 702,243              |
| Other purchased services                 | 209,798              | 314,697                           | 524,495              |
| Other expenses                           | 305                  | 42,973                            | 43,278               |
| Depreciation and amortization            | <u>458,195</u>       | <u>58,278</u>                     | <u>516,473</u>       |
| Total expenses                           | <u>\$ 12,710,210</u> | <u>\$ 1,957,792</u>               | <u>\$ 14,668,002</u> |
| <br>                                     |                      |                                   |                      |
|  | <u>Instructional</u> | <u>Management<br/>and General</u> | <u>Total</u>         |
| <u>June 30, 2022</u>                     |                      |                                   |                      |
| Salaries                                 | \$ 6,286,631         | \$ -                              | \$ 6,286,631         |
| Purchased property services              | 709,981              | 78,887                            | 788,868              |
| Professional purchased services          | 467,642              | 831,380                           | 1,299,022            |
| Employee benefits                        | 1,106,388            | 122,932                           | 1,229,320            |
| Food service                             | 677,434              | -                                 | 677,434              |
| Utilities                                | 166,493              | 18,499                            | 184,992              |
| Marketing                                | -                    | 50,969                            | 50,969               |
| Materials and supplies                   | 350,009              | -                                 | 350,009              |
| Insurance                                | 56,912               | 6,323                             | 63,235               |
| Interest                                 | 231,935              | -                                 | 231,935              |
| Textbooks, books, workbooks, periodicals | 297,811              | -                                 | 297,811              |
| Transportation services                  | 418,035              | -                                 | 418,035              |
| Other purchased services                 | 121,932              | 182,898                           | 304,830              |
| Other expenses                           | -                    | 86,245                            | 86,245               |
| Depreciation and amortization            | <u>484,346</u>       | <u>53,816</u>                     | <u>538,162</u>       |
| Total expenses                           | <u>\$ 11,375,549</u> | <u>\$ 1,431,949</u>               | <u>\$ 12,807,498</u> |

(Continued)

GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2023 and 2022

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**NOTE 8 - LIQUIDITY AND AVAILABILITY**

The School's financial assets available within one year of the statement of financial position date for general expenditure are as follows:

|   | <u>2023</u>         | <u>2022</u>         |
|---|---------------------|---------------------|
| Cash and cash equivalents   | \$ 1,186,508        | \$ 886,732          |
| Restricted cash   | 393,131             | 348,293             |
| Accounts receivable   | 787,297             | 131,353             |
| Grants receivable   | <u>831,810</u>      | <u>431,235</u>      |
|   | 3,198,746           | 1,797,613           |
| Less amounts not available to be used within one year:                  |                     |                     |
| Restricted cash   | <u>393,131</u>      | <u>348,293</u>      |
| Financial assets available to meet general expenditures within one year | <u>\$ 2,805,615</u> | <u>\$ 1,449,320</u> |

As part of the School's liquidity management, the School invests its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**NOTE 9 – COVID-19 IMPACT**

In fiscal year 2020, the School was awarded an allocation of Elementary and Secondary School Emergency Relief Funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act totaling \$361,729, of which \$3,703 was recognized as federal grant revenue during the year ended June 30, 2022.

In fiscal year 2021, the School received additional allocations of Elementary and Secondary School Emergency Relief through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Plan (ARP) totaling \$472,440 and \$424,413.

In fiscal year 2022, the school received additional allocations of Elementary and Secondary School Emergency Relief through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Plan Act (ARP) totaling \$572,051 and \$1,931,080.

In fiscal year 2023, the school received additional allocation of Elementary and Secondary School Emergency Relief through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) totaling \$350,000.

The school recognized \$2,290,082 and \$893,257 as federal grant revenue and included the amount within the Federal sources line on the statement of activities during the years ended June 30, 2023 and 2022, respectively.

All remaining grant funds that have not yet been recognized are considered conditional and will be recognized as revenue when eligible expenses are incurred in fiscal year 2024.

**SUPPLEMENTARY INFORMATION**



GEO PREP ACADEMY OF GREATER BATON ROUGE  
SCHEDULE OF FINANCIAL POSITION – BY SCHOOL  
June 30, 2023

|                                       | GEO Prep<br>Academy of<br>Greater Baton<br>Rouge | GEO Prep<br>Baker   | Eliminations       | Total               |
|---------------------------------------|--|---------------------|--------------------|---------------------|
| <b>ASSETS</b>                         |  |                     |                    |                     |
| Cash and cash equivalents             | \$ 991,711                                       | \$ 194,797          | \$ -               | \$ 1,186,508        |
| Restricted cash (Note 1)              | 393,131  | -                   | -                  | 393,131             |
| Accounts receivable                   | 145,414  | 694,439             | (52,556)           | 787,297             |
| Grants receivable                     | 674,772  | 157,038             | -                  | 831,810             |
| Prepaid expenses                      | 105,415  | 7,500               | -                  | 112,915             |
| Property and equipment, net (Note 2)  | 6,305,203  | 166,124             | -                  | 6,471,327           |
| Right of use asset                    | -  | 28,000              | -                  | 28,000              |
|                                       | <u>-</u>   | <u>28,000</u>       | <u>-</u>           | <u>28,000</u>       |
| Total assets                          | <u>\$ 8,615,646</u>                              | <u>\$ 1,247,898</u> | <u>\$ (52,556)</u> | <u>\$ 9,810,988</u> |
| <b>LIABILITIES AND NET ASSETS</b>     |  |                     |                    |                     |
| Accounts payable and accrued expenses | \$ 765,141                                       | \$ 123,992          | \$ (48,274)        | \$ 840,859          |
| Due to management company (Note 3)    | 810,443  | -                   | (4,282)            | 806,161             |
| Notes payable (Note 4)                | 4,866,761  | -                   | -                  | 4,866,761           |
| Lease liability                       | -  | 28,000              | -                  | 28,000              |
| Total liabilities                     | <u>6,442,345</u>                                 | <u>151,992</u>      | <u>(52,556)</u>    | <u>6,541,781</u>    |
| <b>NET ASSETS</b>                     |  |                     |                    |                     |
| Without donor restrictions            | <u>2,173,301</u>                                 | <u>1,095,906</u>    | <u>-</u>           | <u>3,269,207</u>    |
| Total liabilities and net assets      | <u>\$ 8,615,646</u>                              | <u>\$ 1,247,898</u> | <u>\$ (52,556)</u> | <u>\$ 9,810,988</u> |

GEO PREP ACADEMY OF GREATER BATON ROUGE  
SCHEDULE OF ACTIVITIES – BY SCHOOL  
Year ended June 30, 2023

|   | GEO Prep<br>Academy of<br>Greater Baton<br>Rouge | GEO Prep<br>Baker   | Eliminations | Total               |
|---|--|---------------------|--------------|---------------------|
| <b>Public support and revenues</b>                        |  |                     |              |                     |
| State and local sources                                   | \$ 10,316,644                                    | \$ 779,789          | \$ -         | \$ 11,096,433       |
| Federal sources   | 3,484,497  | 438,125             | -            | 3,922,622           |
| Contributions and grants                                  | -  | 1,136,430           | -            | 1,136,430           |
| Other revenue   | 498,199  | 73,171              | -            | 571,370             |
| Total revenue and support                                 | <u>14,299,340</u>                                | <u>2,427,515</u>    | -            | <u>16,726,855</u>   |
| <b>Expenses</b>   |  |                     |              |                     |
| Program services:   |  |                     |              |                     |
| Instructional   | 11,750,121                                       | 960,089             | -            | 12,710,210          |
| Supporting services:                                      |  |                     |              |                     |
| Management and general                                    | 1,586,272  | 371,520             | -            | 1,957,792           |
| Total expenses  | <u>13,336,393</u>                                | <u>1,331,609</u>    | -            | <u>14,668,002</u>   |
| <b>Change in net assets</b>                               | 962,947  | 1,095,906           | -            | 2,058,853           |
| Net assets without donor restrictions, beginning of year  | <u>1,210,354</u>                                 | -                   | -            | <u>1,210,354</u>    |
| <b>Net assets without donor restrictions, end of year</b> | <u>\$ 2,173,301</u>                              | <u>\$ 1,095,906</u> | <u>\$ -</u>  | <u>\$ 3,269,207</u> |

GEO PREP ACADEMY OF GREATER BATON ROUGE  
 SUPPLEMENTARY INFORMATION  
 SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER  
 PAYMENTS TO THE AGENCY HEAD  
 Year ended June 30, 2023

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| Entity:                        | Baker                    | GBR                     | GBR                       |
|--------------------------------|--------------------------|-------------------------|---------------------------|
| Agency Head Name:              | Kimberly<br><u>Baker</u> | Terry<br><u>Pickett</u> | Samantha<br><u>Carter</u> |
| <u>Purpose</u>                 | <u>Amount</u>            | <u>Amount</u>           | <u>Amount</u>             |
| Salary                         | \$ 78,069                | \$ 45,950               | \$ 65,057                 |
| Bonus                          | 1,250                    | 3,250                   | -                         |
| Benefits-insurance             | 8,867                    | 2,969                   | -                         |
| Benefits-retirement            | 5,165                    | 3,054                   | 4,168                     |
| Benefits-FICA and Medicare     | 5,985                    | 3,490                   | 4,913                     |
| Car allowance                  | -                        | -                       | 364                       |
| Vehicle provided by government | -                        | -                       | -                         |
| Per diem                       | -                        | -                       | -                         |
| Reimbursements                 | -                        | -                       | -                         |
| Travel                         | -                        | -                       | -                         |
| Registration fees              | -                        | -                       | -                         |
| Conference travel              | -                        | -                       | -                         |
| Housing                        | -                        | -                       | -                         |
| Unvouchered expense            | -                        | -                       | -                         |
| Special meals                  | -                        | -                       | -                         |
| Other                          | -                        | -                       | -                         |
|                                | <u>          -</u>       | <u>          -</u>      | <u>          -</u>        |
| Total expenses                 | <u>\$ 99,336</u>         | <u>\$ 58,713</u>        | <u>\$ 74,502</u>          |

\*Note: The School (GBR) includes two locations with separate agency heads at each location. The Platt facility contains students from kindergarten through second grade while the Sherwood facility contains students from third through eighth grade.

**UNIFORM GUIDANCE REPORTING PACKAGE**

GEO PREP ACADEMY OF GREATER BATON ROUGE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year ended June 30, 2023

| Federal Grantor/Pass-Through Grantor/<br>Program Title      | Assistance<br>Listing Number | Pass Through<br>Number | Total Federal<br>Expenditures |
|---|------------------------------|------------------------|-------------------------------|
| <u>U.S. Department of Agriculture</u>                       |                              |                        |                               |
| <i>Pass through the Louisiana Department of Education</i>   |                              |                        |                               |
| Child Nutrition Cluster                                     |                              |                        |                               |
| School Breakfast Program                                    | 10.553                       | WAU001                 | \$ 260,599                    |
| National School Lunch Program                               | 10.555                       | WAU001                 | <u>596,893</u>                |
| Total Child Nutrition Cluster                               |                              |                        | 857,492                       |
| Child and Adult Care Food Program                           | 10.558                       | WAU001                 | <u>120,744</u>                |
| Total U.S. Department of Agriculture                        |                              |                        | 978,236                       |
| <br>  |                              |                        |                               |
| <u>U.S. Department of Education</u>                         |                              |                        |                               |
| <i>Passed through the Louisiana Department of Education</i> |                              |                        |                               |
| Title I Grants to Local Educational Agencies                | 84.010A                      | S010A220018            | 451,331                       |
| Special Education Cluster                                   |                              |                        |                               |
| Special Education Grants to States                          | 84.027A                      | H027A220033            | 157,426                       |
| COVID-19 – Education Stabilization Fund                     |                              |                        |                               |
| Discretionary Grants – Rethink K-12                         |                              |                        |                               |
| Education Models Grants                                     | 84.425B                      | FY 2021-2023           | 38,549                        |
| Elementary and Secondary School                             |                              |                        |                               |
| Emergency Relief Fund                                       | 84.425D                      | S425D210003            | 630,012                       |
| American Rescue Plan - Elementary and                       |                              |                        |                               |
| Secondary School Emergency Relief Fund                      | 84.425U                      | S425U21003             | <u>1,660,070</u>              |
| Total Elementary and Secondary School                       |                              |                        | <u>2,328,631</u>              |
| Total U.S. Department of Education                          |                              |                        | 2,937,388                     |
| LDH Safer Smarter Schools                                   | 93.323                       | 6 NU50CK000532-02      | <u>7,000</u>                  |
| Total expenditures of federal awards                        |                              |                        | <u>\$ 3,922,624</u>           |

See accompanying note to the Schedule of Expenditures of Federal Awards.

GEO PREP ACADEMY OF GREATER BATON ROUGE  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
Year ended June 30, 2023

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**NOTE 1 - BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of the School under programs of the federal government for the year ended June 30, 2022. 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 the School, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the School.

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. The School has elected not to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 2 – OTHER INFORMATION**

The School did not have any subrecipient activity for the period of July 1, 2022 through June 30, 2023.

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*

The Board of Directors  
GEO Prep Academy of Greater Baton Rouge  
Baton Rouge, 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 GEO Prep Academy of Greater Baton Rouge (the School), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated February 29, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School'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 or significant deficiencies may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School'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 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

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(Continued)

## 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.

A handwritten signature in black ink that reads "Crowe LLP". The letters are cursive and slightly slanted to the right.

Crowe LLP

Indianapolis, Indiana  
February 29, 2024



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE

The Board of Directors  
GEO Prep Academy of Greater Baton Rouge  
Baton Rouge, Louisiana

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited GEO Prep Academy of Greater Baton Rouge's (the School) 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 the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal program for the year ended June 30, 2023.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States (*Government Auditing Standards*); 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 School and to meet our other 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 the each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for 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 School's federal program.

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(Continued)

## ***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 School'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 GAAS, *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 School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *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 School'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 School'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 School'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.

### **Report on 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 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. *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 charged with governance.

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. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

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(Continued)

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.

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.

*Crowe LLP*

Crowe LLP

Indianapolis, Indiana  
February 29, 2024



**SCHEDULES REQUIRED BY STATE LAW**  
**(R.S. 24:514 - PERFORMANCE AND STATISTICAL DATA)**

INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES

The Board of Directors  
GEO Prep Academy of Greater Baton Rouge  
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the performance and statistical data accompanying the annual financial statements of the School for the fiscal year ended June 30, 2023; and to determine whether the specified schedules are free of obvious errors and omissions, in compliance with Louisiana Revised Statute 24:514 I. Management of the School is responsible for its performance and statistical data.

The School has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the performance and statistical data accompanying the annual financial statements. Additionally, the Louisiana Department of Education and the Louisiana Legislative Auditor have agreed to and acknowledged that the procedures performed are appropriate for their 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. An agreed-upon procedures engagement involves performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed.

The procedures and associated findings are as follows:

**General Fund Instructional and Support Expenditures and Certain Local Revenue Sources (Schedule 1)**

1. We selected a random sample of 25 transactions, traced to supporting documentation, and observed that the sampled expenditures/revenues are classified correctly and are reported in the proper amounts among the following amounts reported on the schedule:
  - Total General Fund Instructional Expenditures
  - Total General Fund Equipment Expenditures
  - Total Local Taxation Revenue
  - Total Local Earnings on Investment in Real Property
  - Total State Revenue in Lieu of Taxes
  - Nonpublic Textbook Revenue
  - Nonpublic Transportation Revenue

**Results of Procedure:** No exceptions noted.

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(Continued)

### **Class Size Characteristics (Schedule 2)**

2. We obtained a list of classes by school, school type, and class size as reported on the schedule. We then traced a random sample of 10 classes to the October 1 roll books for those classes and observed that the class was properly classified on the schedule.

**Results of Procedure:** No exceptions noted.

### **Education Levels/Experience of Public School Staff (NO SCHEDULE)**

3. We obtained October 1<sup>st</sup> Profile of Educational Personnel (PEP) data submitted to the Department of Education (or equivalent listing prepared by management), including full-time teachers, principals, and assistant principals by classification, as well as their level of education and experience, and obtained management's representation that the data/listing was complete. We then selected a random sample of 25 individuals, traced to each individual's personnel file, and observed that each individual's education level and experience was properly classified on the PEP data or equivalent listing prepared by management.

**Results of Procedure:** We noted one instance in our random sample of 25 individuals where the employee education level reported to the Department of Education did not agree to the employee's personnel file. We also noted eleven instances in our random sample of 25 individuals where the employee experience level reported to the Department of Education did not agree to the employee's personnel file.

**Management's Response:** Management will refine the onboarding process to include an additional verification process for receipt of all necessary paperwork. Management will also review all current staff files to ensure all verified information is correct and entered into the system.

### **Public School Staff Data: Average Salaries (NO SCHEDULE)**

4. We obtained June 30<sup>th</sup> PEP data submitted to the Department of Education (or equivalent listing provided by management) of all classroom teachers, including base salary, extra compensation, and ROTC or rehired retiree status, as well as full-time equivalents, and obtained management's representation that the data/listing was complete. We then selected a random sample of 25 individuals, traced to each individual's personnel file, and observed that each individual's salary, extra compensation, and full-time equivalents were properly included on the PEP data (or equivalent listing prepared by management).

**Results of Procedure:** No exceptions noted.

We were engaged by the School 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 the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the performance and statistical data. 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 School 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 the performance and statistical data accompanying the annual financial statements of the School, as required by Louisiana Revised Statute 24:514.I, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

  
Crowe LLP

Indianapolis, Indiana  
February 29, 2024

GEO PREP ACADEMY OF GREATER BATON ROUGE  
BATON ROUGE, LOUISIANA  
SCHEDULES REQUIRED BY STATE LAW  
(R.S. 24:514 – PERFORMANCE AND STATISTICAL DATA)  
As of and for the Year ended June 30, 2023

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**Schedule 1 - General Fund Instructional and Support Expenditures and Certain Local Revenue Sources**

This schedule includes general fund instructional and equipment expenditures. It also contains local taxation revenue, earnings on investments, revenue in lieu of taxes, and nonpublic textbook and transportation revenue. This data is used either in the Minimum Foundation Program (MFP) formula or is presented annually in the MFP 70% Expenditure Requirement Report.

**Schedule 2 (Formerly Schedule 6) Class Size Characteristics**

This schedule includes the percent and number of classes with student enrollment in the following ranges: 1-20, 21-26, 27-33, and 34+ students.



GEO PREP ACADEMY OF GREATER BATON ROUGE  
 SCHEDULE 1: GENERAL FUND INSTRUCTIONAL AND SUPPORT EXPENDITURES  
 AND CERTAIN LOCAL REVENUE SOURCES  
 Year ended June 30, 2023  
 (Unaudited)

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**GEO Prep Academy of Greater Baton Rouge**

| <u>General Fund Instructional and Equipment Expenditures</u> | <u>Column A</u> | <u>Column B</u>     |
|--|-----------------|---------------------|
| General fund instructional expenditures:                     |                 |                     |
| Teacher and student interaction activities:                  |                 |                     |
| Classroom teacher salaries                                   | \$ 2,334,717    |                     |
| Other instructional staff activities                         | 735,278         |                     |
| Instructional staff employee benefits                        | 849,899         |                     |
| Purchased professional and technical services                | 212,431         |                     |
| Instructional materials and supplies                         | 436,702         |                     |
| Instructional equipment                                      | <u>37,899</u>   |                     |
| Total teacher and student interaction activities             |                 | \$ 4,606,926        |
| Other instructional activities                               |                 | <u>272,729</u>      |
| Pupil support activities                                     | 709,498         |                     |
| Less: equipment for pupil support activities                 | <u>-</u>        |                     |
| Net pupil support activities                                 |                 | <u>709,498</u>      |
| Instructional staff services                                 | 52,767          |                     |
| Less: equipment for instructional staff services             | <u>-</u>        |                     |
| Net instructional staff services                             |                 | <u>52,767</u>       |
| School administration  | 1,860,918       |                     |
| Less: equipment for school administration                    | <u>-</u>        |                     |
| Net school administration                                    |                 | <u>1,860,918</u>    |
| Total general fund instructional expenditures                |                 | <u>\$ 7,502,838</u> |
| Total general fund equipment expenditures                    |                 | <u>\$ 27,741</u>    |

Certain local revenue sources

This section is not applicable to GEO Prep Academy of Greater Baton Rouge.

GEO PREP ACADEMY OF GREATER BATON ROUGE  
SCHEDULE 2: CLASS SIZE CHARACTERISTICS

As of October 1, 2022

(Unaudited)

**GEO Prep Academy of Greater Baton Rouge**

| <b>School Type</b> | <b>Class Type</b> | <b>01-20</b> | <b>Percent 01-20</b> | <b>21-26</b> | <b>Percent 21-26</b> | <b>27-33</b> | <b>Percent 27-33</b> | <b>34+</b> | <b>Percent 34+</b> |
|--------------------|-------------------|--------------|----------------------|--------------|----------------------|--------------|----------------------|------------|--------------------|
| Elementary         | Regular           | 51           | 22.7%                | 143          | 63.6%                | 31           | 13.8%                | 0          | 0%                 |
| Elementary         | Activity          | 0            | 0.0%                 | 24           | 80.0%                | 6            | 20.0%                | 0          | 0%                 |

Note: The Board of Elementary and Secondary Education has set specific limits on the maximum size of classes at various grade levels. The maximum enrollment in grades K-3 is 26 students and maximum enrollment in grades 4-12 is 33 students. These limits do not apply to activity classes such as physical education, chorus, band, and other classes without maximum enrollment standards. Therefore, these classes are included only as separate line items.

INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES

The Board of Directors  
GEO Prep Baker  
Baker, Louisiana

We have performed the procedures on GEO Prep Baker enumerated below on the performance and statistical data accompanying the annual financial statements for the fiscal year ended June 30, 2023; and to determine whether the specified schedules are free of obvious errors and omissions, in compliance with Louisiana Revised Statute 24:514 I. Management of GEO Prep Baker is responsible for its performance and statistical data.

GEO Prep Baker has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the performance and statistical data accompanying the annual financial statements. Additionally, the Louisiana Department of Education and the Louisiana Legislative Auditor have agreed to and acknowledged that the procedures performed are appropriate for their 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. An agreed-upon procedures engagement involves performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting on findings based on the procedures performed.

The procedures and associated findings are as follows:

**General Fund Instructional and Support Expenditures and Certain Local Revenue Sources (Schedule 1)**

1. We selected a random sample of 25 transactions, traced to supporting documentation, and observed that the sampled expenditures/revenues are classified correctly and are reported in the proper amounts among the following amounts reported on the schedule:
  - Total General Fund Instructional Expenditures
  - Total General Fund Equipment Expenditures
  - Total Local Taxation Revenue
  - Total Local Earnings on Investment in Real Property
  - Total State Revenue in Lieu of Taxes
  - Nonpublic Textbook Revenue
  - Nonpublic Transportation Revenue

**Results of Procedure:** No exceptions noted.

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(Continued)

### **Class Size Characteristics (Schedule 2)**

2. We obtained a list of classes by school, school type, and class size as reported on the schedule. We then traced a random sample of 10 classes to the October 1 roll books for those classes and observed that the class was properly classified on the schedule.

**Results of Procedure:** No exceptions noted.

### **Education Levels/Experience of Public School Staff (NO SCHEDULE)**

3. We obtained October 1st Profile of Educational Personnel (PEP) data submitted to the Department of Education (or equivalent listing prepared by management), including full-time teachers, principals, and assistant principals by classification, as well as their level of education and experience, and obtained management's representation that the data/listing was complete. We then selected a random sample of 11 individuals, traced to each individual's personnel file, and observed that each individual's education level and experience was properly classified on the PEP data or equivalent listing prepared by management.

**Results of Procedure:** We noted one instance in our random sample of 11 individuals where the employee education level reported to the Department of Education did not agree to the employee's personnel file. We also noted five instances in our random sample of 11 individuals where the employee experience level reported to the Department of Education did not agree to the employee's personnel file.

**Management's Response:** Management will refine the onboarding process to include an additional verification process for receipt of all necessary paperwork. Management will also review all current staff files to ensure all verified information is correct and entered into the system.

### **Public School Staff Data: Average Salaries (NO SCHEDULE)**

4. We obtained June 30th PEP data submitted to the Department of Education (or equivalent listing provided by management) of all classroom teachers, including base salary, extra compensation, and ROTC or rehired retiree status, as well as full-time equivalents, and obtained management's representation that the data/listing was complete. We then selected a random sample of 11 individuals, traced to each individual's personnel file, and observed that each individual's salary, extra compensation, and full-time equivalents were properly included on the PEP data (or equivalent listing prepared by management).

**Results of Procedure:** No exceptions noted.

We were engaged by GEO Prep Baker 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 the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the performance and statistical data. 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 GEO Prep Baker 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 the performance and statistical data accompanying the annual financial statements of GEO Prep Baker, as required by Louisiana Revised Statute 24:514.I, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Crowe LLP*

Crowe LLP

Indianapolis, Indiana  
February 29, 2024

GEO PREP ACADEMY OF GREATER BATON ROUGE  
BATON ROUGE, LOUISIANA  
SCHEDULES REQUIRED BY STATE LAW  
(R.S. 24:514 – PERFORMANCE AND STATISTICAL DATA)  
As of and for the Year ended June 30, 2023

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**Schedule 1 - General Fund Instructional and Support Expenditures and Certain Local Revenue Sources**

This schedule includes general fund instructional and equipment expenditures. It also contains local taxation revenue, earnings on investments, revenue in lieu of taxes, and nonpublic textbook and transportation revenue. This data is used either in the Minimum Foundation Program (MFP) formula or is presented annually in the MFP 70% Expenditure Requirement Report.

**Schedule 2 (Formerly Schedule 6) Class Size Characteristics**

This schedule includes the percent and number of classes with student enrollment in the following ranges: 1-20, 21-26, 27-33, and 34+ students.

GEO PREP ACADEMY OF GREATER BATON ROUGE  
 SCHEDULE 1: GENERAL FUND INSTRUCTIONAL AND SUPPORT EXPENDITURES  
 AND CERTAIN LOCAL REVENUE SOURCES  
 Year ended June 30, 2023  
 (Unaudited)

**GEO Prep Baker**

| <u>General Fund Instructional and Equipment Expenditures</u> | <u>Column A</u> | <u>Column B</u>   |
|--|-----------------|-------------------|
| General fund instructional expenditures:                     |                 |                   |
| Teacher and student interaction activities:                  |                 |                   |
| Classroom teacher salaries                                   | \$ 169,294      |                   |
| Other instructional staff activities                         | 52,769          |                   |
| Instructional staff employee benefits                        | 21,807          |                   |
| Purchased professional and technical services                | 43,590          |                   |
| Instructional materials and supplies                         | 148,157         |                   |
| Instructional equipment                                      | <u>190,683</u>  |                   |
| Total teacher and student interaction activities             |                 | \$ 626,300        |
| Other instructional activities                               |                 | <u>22,803</u>     |
| Pupil support activities                                     | 62,633          |                   |
| Less: equipment for pupil support activities                 | <u>-</u>        |                   |
| Net pupil support activities                                 |                 | <u>62,633</u>     |
| Instructional staff services                                 | 3,600           |                   |
| Less: equipment for instructional staff services             | <u>-</u>        |                   |
| Net instructional staff services                             |                 | <u>3,600</u>      |
| School administration  | 184,716         |                   |
| Less: equipment for school administration                    | <u>-</u>        |                   |
| Net school administration                                    |                 | <u>184,716</u>    |
| Total general fund instructional expenditures                |                 | <u>\$ 900,052</u> |
| Total general fund equipment expenditures                    |                 | <u>\$ -</u>       |

Certain local revenue sources

This section is not applicable to GEO Prep Baker.

GEO PREP ACADEMY OF GREATER BATON ROUGE  
 SCHEDULE 2: CLASS SIZE CHARACTERISTICS  
 As of October 1, 2022  
 (Unaudited)

**GEO Prep Baker**

| <b>School Type</b> | <b>Class Type</b> | <b>01-20</b> | <b>Percent 01-20</b> | <b>21-26</b> | <b>Percent 21-26</b> | <b>27-33</b> | <b>Percent 27-33</b> | <b>34+</b> | <b>Percent 34+</b> |
|--------------------|-------------------|--------------|----------------------|--------------|----------------------|--------------|----------------------|------------|--------------------|
| Elementary         | Regular           | 7            | 33.3%                | 14           | 66.7%                | 0            | 0%                   | 0          | 0%                 |
| Elementary         | Activity          | 1            | 33.3%                | 2            | 66.7%                | 0            | 0%                   | 0          | 0%                 |

Note: The Board of Elementary and Secondary Education has set specific limits on the maximum size of classes at various grade levels. The maximum enrollment in grades K-3 is 26 students and maximum enrollment in grades 4-12 is 33 students. These limits do not apply to activity classes such as physical education, chorus, band, and other classes without maximum enrollment standards. Therefore, these classes are included only as separate line items.

**GEO PREP ACADEMY OF GREATER BATON ROUGE**

**STATEWIDE AGREED-UPON  
PROCEDURES REPORT**

June 30, 2023



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

Board of Directors  
GEO Prep Academy of Greater Baton Rouge  
Baton Rouge, Louisiana  
and  
Louisiana Legislative Auditor  
New Orleans, Louisiana

We have performed the procedures enumerated below, which were agreed to by GEO Prep Academy of Greater Baton Rouge (the "School") and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The School's management is responsible for those C/C areas identified in the SAUPs.

The School has agreed to and 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 July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to 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 results 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

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- c) **Disbursements**, including processing, reviewing, and approving

**Results:** No exceptions noted.

- 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).

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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).

**Results:** No exceptions noted.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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:** Management has indicated the following requirement was not completed during 2023. Management noted that the School is in the process of completing the requirements noted above and anticipates them being completed during FY 2024

**Board (or Finance Committee, if applicable)**

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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.

**Results:** No exceptions noted.

- b) For those entities reporting on the governmental accounting model, observe whether 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.*

**Results:** No exceptions noted.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

**Results:** Not applicable as the School is not a governmental entity.

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Results:** No exceptions noted.

## Bank Reconciliations

---

3. Obtain a listing of client 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 for 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, electronically logged);

**Results:** No exceptions noted.

- 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

**Results:** No exceptions noted.

- 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:** No exceptions noted.

## Collections

---

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:** No exceptions noted.

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

**Results:** The School has a policy in place in which employees 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 documentation (e.g. pre-numbered receipts) to the deposit.

**Results:** No exceptions noted.

- c) Each employee(s) 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.

**Results:** No exceptions noted.

- 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 verifies the reconciliation.

**Results:** No exceptions noted.

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

**Results:** Per inquiry of management, the School's general liability insurance policy that covers employee theft.

- 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

**Results:** No exceptions noted.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

**Results:** No exceptions noted.

- c) Trace deposit slip total to the actual deposit per the bank statement.

**Results:** No exceptions noted.

- d) Observed 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).

**Results:** No exceptions noted.

- e) Trace the actual deposit per the bank statement to the general ledger.

**Results:** No exceptions noted

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

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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:** List obtained and management's representation obtained.

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.

**Results:** No exceptions noted.

- b) At least two employees are involved in processing and approving payments to vendors.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

**Results:** No exceptions noted.

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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

**Results:** No exceptions noted.

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

**Results:** No exceptions noted.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

**Results:** No exceptions noted.

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

---

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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:** We obtained the list and management's representation.

13. 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 on monthly bank statement), obtain supporting documentation and:

- a) Observe whether 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) were 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.

**Results:** For all selections, we noted that there was evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

**Results: No exceptions noted.**

14. Using the monthly statements or combined statements selected under #13 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:** No exceptions noted.

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

---

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

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

**Results:** No exceptions noted.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

**Results:** No exceptions noted.

- 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).

**Results:** No exceptions noted.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Results:** No exceptions noted.

## Contracts

---

16. 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:

**Results:** We obtained the list and managements representation.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

**Results:** No exceptions noted.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

**Results:** No exceptions noted.



- 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).

**Results:** No contract amendments were noted.

- 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:** No exceptions noted.

## **Payroll and Personnel**

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

**Results:** We obtained the list and management's representation.

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

- a) Observe all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

**Results:** No exceptions noted.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

**Results:** No exceptions noted.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

**Results:** No exceptions noted.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

**Results:** No exceptions noted.

19. 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's policy on termination payments. Agree the hours to the employee or officials' cumulative 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:** We obtained management's representation that there were no termination payments made during the fiscal period.

20. 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:** We obtained management's representation.

## Ethics

---

21. Using the five randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

**Results:** No exceptions noted.

- b) Observe whether the entity maintains documentation which demonstrates each employee/official were notified of any changes to the entity's ethics policy during the fiscal period as applicable.

**Results:** No exceptions noted.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Results:** No exceptions noted.

## Debt Service

---

23. 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 as required by Article VII, Section 8 of the Louisiana Constitution.

**Results:** No exceptions noted

24. 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:** No exceptions noted

### **Fraud Notice**

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25. 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:** Management stated the School had no misappropriations of public funds or assets during the fiscal period.

26. 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:** The School has posted the notice and has properly included information regarding the LLA Hotline on the School website.

### **Information Technology Disaster Recovery/Business Continuity**

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27. 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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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:** No exceptions noted.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**Results:** No exceptions noted.

### **Prevention of Sexual Harassment**

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29. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

**Results:** Management has indicated the following requirement was not completed during 2023. Management noted that the school is in the process of completing the requirements noted above and anticipates them being completed during FY 2024.

30. Observe 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:** Management has indicated the following requirement was not completed during 2023. Management noted that the school is in the process of completing the requirements noted above and anticipates them being completed during FY 2024

31. 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 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 (to A to E above):** Management has indicated the following requirement was not completed during 2023. Management noted that the school is in the process of completing the requirements noted above and anticipates them being completed during FY 2024

We were engaged by the School 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 School 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.

*Crowe LLP*

Crowe LLP

Indianapolis, Indiana  
February 29, 2024

**GEO PREP BAKER**  
**STATEWIDE AGREED-UPON**  
**PROCEDURES REPORT**  
June 30, 2023

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

Board of Directors  
GEO Prep Baker  
Baker, Louisiana  
and  
Louisiana Legislative Auditor  
New Orleans, Louisiana

We have performed the procedures enumerated below, which were agreed to by GEO Prep Baker (the "School") and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. The School's management is responsible for those C/C areas identified in the SAUPs.

The School has agreed to and 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 July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to 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 results are as follows:

### Written Policies and Procedures

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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

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- c) **Disbursements**, including processing, reviewing, and approving

**Results:** No exceptions noted.

- 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).

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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).

**Results:** No exceptions noted.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

**Results:** Not applicable as the School has no issued debt.

- 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.

**Results:** No exceptions noted..



- 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:** Management has indicated the following requirement was not completed during 2023. Management noted that the School is in the process of completing the requirements noted above and anticipates them being completed during FY 2024

**Board (or Finance Committee, if applicable)**

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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.

**Results:** No exceptions noted.

- b) For those entities reporting on the governmental accounting model, observe whether 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.*

**Results:** No exceptions noted.

- c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

**Results:** Not applicable as the School is not a governmental entity.

- d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Results:** No exceptions noted.

## Bank Reconciliations

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3. Obtain a listing of client 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 for 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, electronically logged);

**Results:** No exceptions noted.

- 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

**Results:** No exceptions noted.

- 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:** No exceptions noted.

## Collections

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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:** No exceptions noted.

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

**Results:** The School has a policy in place in which employees 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 documentation (e.g. pre-numbered receipts) to the deposit.

**Results:** No exceptions noted.

- c) Each employee(s) 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.

**Results:** No exceptions noted.

- 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 verifies the reconciliation.

**Results:** No exceptions noted.

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

**Results:** Per inquiry of management, the School's general liability insurance policy that covers employee theft.

- 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

**Results:** No exceptions noted.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

**Results:** No exceptions noted.

- c) Trace deposit slip total to the actual deposit per the bank statement.

**Results:** No exceptions noted.

- d) Observed 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).

**Results:** No exceptions noted.

- e) Trace the actual deposit per the bank statement to the general ledger.

**Results:** No exceptions noted

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

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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:** List obtained and management's representation obtained.

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.

**Results:** No exceptions noted.

- b) At least two employees are involved in processing and approving payments to vendors.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

**Results:** No exceptions noted.

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 whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

**Results:** No exceptions noted.

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

**Results:** No exceptions noted.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

**Results:** No exceptions noted.

### **Credit Cards/Debit Cards/Fuel Cards/P-Cards**

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12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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:** We obtained the list and management's representation.

13. 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 on monthly bank statement), obtain supporting documentation and:

- a) Observe whether 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) were 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.

**Results:** For all selections, we noted that there was evidence that the monthly statement or combined statement and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

**Results: No exceptions noted.**

14. Using the monthly statements or combined statements selected under #13 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:** No exceptions noted.

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

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

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

**Results:** No exceptions noted.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

**Results:** No exceptions noted.

- 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).

**Results:** No exceptions noted.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Results:** No exceptions noted.

## Contracts

---

16. 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:

**Results:** We obtained the list and managements representation.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

**Results:** No exceptions noted.

- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

**Results:** No exceptions noted.

- 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).

**Results:** No contract amendments were noted.

- 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:** No exceptions noted.

## **Payroll and Personnel**

---

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

**Results:** We obtained the list and management's representation.

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

- a) Observe all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

**Results:** No exceptions noted.

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.

**Results:** No exceptions noted.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

**Results:** No exceptions noted.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

**Results:** No exceptions noted.

19. 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's policy on termination payments. Agree the hours to the employee or officials' cumulative 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:** We obtained management's representation that there were no termination payments made during the fiscal period.

20. 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:** We obtained management's representation.

## Ethics

---

21. Using the five randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain ethics documentation from management and:

- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

**Results:** No exceptions noted.

- b) Observe whether the entity maintains documentation which demonstrates each employee/official were notified of any changes to the entity's ethics policy during the fiscal period as applicable.

**Results:** No exceptions noted.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Results:** No exceptions noted.

## Debt Service

---

23. 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 as required by Article VII, Section 8 of the Louisiana Constitution.

**Results:** This step is not applicable. The School has no debt that requires State Bond Commission approval.



24. 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:** This step is not applicable. The School's has no outstanding debt or notes

### **Fraud Notice**

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25. 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:** Management stated the School had no misappropriations of public funds or assets during the fiscal period.

26. 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:** The School has posted the notice and has properly included information regarding the LLA Hotline on the School website.

### **Information Technology Disaster Recovery/Business Continuity**

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27. 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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

**Results:** No exceptions noted.

- 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.

**Results:** No exceptions noted.

- 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:** No exceptions noted.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**Results:** No exceptions noted.

### **Prevention of Sexual Harassment**

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29. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

**Results:** Management has indicated the following requirement was not completed during 2023. Management noted that the school is in the process of completing the requirements noted above and anticipates them being completed during FY 2024.

30. Observe 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:** Management has indicated the following requirement was not completed during 2023. Management noted that the school is in the process of completing the requirements noted above and anticipates them being completed during FY 2024

31. 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 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 (to A to E above):** Management has indicated the following requirement was not completed during 2023. Management noted that the school is in the process of completing the requirements noted above and anticipates them being completed during FY 2024

We were engaged by the School 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 School 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.

*Crowe LLP*

Crowe LLP

Indianapolis, Indiana  
February 29, 2024