Central Louisiana AIDS Support Services

Alexandria, Louisiana

Financial Statements

December 31, 2025

Table of Contents

KnightMasden
A Professional Accounting Corporation

John E. Theriot II, CPA, CGMA
Stephanie R. Lemoine, CPA

Independent Auditors' Report

To the Board of Directors of
Central Louisiana AIDS Support Services, Inc.
Alexandria, Louisiana

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of Central Louisiana AIDS Support Services (CLASS) (a nonprofit organization) which comprise the statement of financial position as of December 31, 2025, and the related statements of activities, cash flows and functional expenses for the year then ended and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Central Louisiana AIDS Support Services as of December 31, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Central Louisiana AIDS Support Services and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Central Louisiana AIDS Support Services' ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

5615 J Jackson Street
Alexandria, Louisiana 71303
PH: 318-445-9334
FAX: 318-445-0996
www.knightmasden.com

Auditors' 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 auditors' 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 generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Central Louisiana AIDS Support Services' 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 Central Louisiana AIDS Support Services' 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 audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of compensation, benefits and other payments to executive director and the schedule of expenditures of federal awards, as required by Title 2 *U.S. Code of Federal Regulations(CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedure, 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.

Report on Summarized Comparative Information
We have previously audited CLASS's 2024 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated June 30, 2025. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by *Government Auditing Standards*
In accordance with *Government Auditing Standards*, we have also issued our report dated June 23, 2026, on our consideration of Central Louisiana AIDS Support Services' 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 Central Louisiana AIDS Support Services' 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 Central Louisiana AIDS Support Services' internal control over financial reporting and compliance.

Knight Masden

Knight**Masden**
Alexandria, Louisiana
June 23, 2026

Central Louisiana AIDS Support Services
Statement of Financial Position
December 31

	2025	2024 Summarized Total
Assets		
Current Assets		
Cash and cash equivalents	$ 2,729,840	$ 2,249,310
Grants and pledges receivable	688,587	748,726
Prepaid expenses	12,772	12,700
Total Current Assets	3,431,199	3,010,736
Plant, Property and Equipment, net of accumulated depreciation	455,974	468,963
Other Assets		
Deposits	2,001	2,001
Total Other Assets	2,001	2,001
Total Assets	$ 3,889,174	$ 3,481,700
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	$ 33,511	$ 23,478
Payroll liabilities	12,720	9,100
Total Current Liabilities	46,231	32,578
Net Assets		
without Donor Restrictions	3,590,828	3,247,359
with Donor Restrictions	252,115	201,763
Total Net Assets	3,842,943	3,449,122
Total Liabilities and Net Assets	$ 3,889,174	$ 3,481,700

The accompanying notes are
an integral part of the financial statements.

Central Louisiana AIDS Support Services
Statement of Activities
December 31

	2025 without Donor Restrictions	2025 with Donor Restrictions	2025 Total	2024 Summarized Total
Revenues				
Contributions, gifts and grants	$ 5,923	$ 3,123,990	$ 3,129,913	$ 3,061,564
Fund raising income	16,183	-	16,183	28,861
Investment income	7,755	-	7,755	759
340B reimbursement	117,975	-	117,975	118,827
Other income	3,300	-	3,300	4,462
Total Revenues	151,136	3,123,990	3,275,126	3,214,473
Net Assets released from restrictions	3,073,638	(3,073,638)	-	-
Functional Expenses				
Program services	2,790,832	-	2,790,832	2,848,862
Management and general	84,384	-	84,384	42,509
Fundraising	6,089	-	6,089	15,145
Total Functional Expenses	2,881,305	-	2,881,305	2,906,516
Change in Net Assets	343,469	50,352	393,821	307,957
Net Assets - Beginning	3,247,359	201,763	3,449,122	3,141,165
Net Assets - Ending	$ 3,590,828	$ 252,115	$ 3,842,943	$ 3,449,122

The accompanying notes are
an integral part of the financial statements.

Central Louisiana AIDS Support Services
Statement of Cash Flows
For the Year Ended December 31

	2025	2024 Summarized Total
Cash Flows from Operating Activities		
Change in Net Assets	$ 393,821	$ 307,957
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Depreciation	12,990	11,430
(Increase) decrease in receivables	60,138	(231,840)
(Increase) decrease in prepaid expenses	(72)	(3,507)
Increase (decrease) in current liabilities	13,653	134
Net Cash Provided (Used) by Operating activities	480,530	84,174
Cash flows from Investing Activities		
Purchase of plant, property and equipment	-	(104,295)
Net Cash Used by Investing Activities	-	(104,295)
Net Increase (Decrease) in Cash and Cash equivalents	480,530	(20,121)
Cash and Cash Equivalents - Beginning of Year	2,249,310	2,269,431
Cash and Cash Equivalents - End of Year	$2,729,840	$2,249,310

The accompanying notes are
an integral part of the financial statements.

Central Louisiana AIDS Support Services
Statement of Functional Expenses
For the Year Ended December 31

	2025							2024 Summarized Total
	Direct Services for AIDs Patients	Gay Men's Wellness	Prevention	Total Program Services	Management and General	Fundraising	Total Expenses	Summarized Expenses
Payroll expenses	$ 763,806	$ 47,640	$ 162,264	$ 973,710	$ 81,566	$ -	$ 1,055,276	$ 1,125,722
Contract labor	24,167	-	-	24,167	-	-	24,167	21,587
Travel	14,074	188	1,459	15,721	-	-	15,721	23,538
Professional fees	25,109	111	1,468	26,688	-	-	26,688	55,190
Bank charges	10,192	-	-	10,192	-	-	10,192	-
Depreciation	12,990	-	-	12,990	-		12,990	11,430
Dues and subscriptions	170	-	-	170	227	-	397	-
Education and seminars	1,133	-	-	1,133	-	-	1,133	1,018
Insurance	10,797	5,188	4,901	20,886	-	-	20,886	27,722
Repairs and maintenance	24,361	1,556	2,545	28,462	2,425	-	30,887	4,001
Office expense	67,993	321	45,989	114,303	1	6,089	120,393	102,247
Program expense	504,064	19,313	72,926	596,303	-	-	596,303	685,436
Telephone	5,937	582	1,191	7,710	-	-	7,710	8,584
Utilities	55,479	614	872	56,965	-	-	56,965	95,287
Advertising	-	-	-	-	-	-	-	2,201
Rent	901,432	-	-	901,432	-	-	901,432	737,310
Other Expense	-	-	-	-	165	-	165	5,243
Total	$ 2,421,704	$ 75,513	$ 293,615	$ 2,790,832	$ 84,384	$ 6,089	$ 2,881,305	$ 2,906,516

The accompanying notes are
an integral part of the financial statements.

Central Louisiana AIDS Support Services
Notes to the Financial Statements
December 31, 2025

Note 1 – Summary of Significant Accounting Policies

Organization

Central Louisiana AIDS Support Services (CLASS) is a nonprofit organization providing support and services to people infected and affected by acquired autoimmune deficiency syndrome (AIDS) and human immunodeficiency virus (HIV) in the Central Louisiana region. CLASS also offers educational programs and informational materials to the general public, in order to prevent more people from becoming infected and to build awareness of the serious medical, legal, social and emotional problems faced by those already infected. CLASS also provides a continuum of care and supportive services for individuals and families living with HIV disease. CLASS's programs are as follows:

Education
Education continues to be the best method for slowing the spread of HIV/AIDS. This program's goal is making the community aware that prevention is vital to reducing the spread of HIV. CLASS provides a prevention intervention program through street/community outreach; HIV prevention counseling, testing, referral and partner notification; community education and condom availability. Outreach is a person to person approach involving education to prevent the spread of HIV and other STDs. These services are funded through various programs including Ryan White Part B and Ryan White Part C, HIV/AIDS Prevention.

Case Management
CLASS provides case managers who serve as liaisons between clients and the network of community resources to ensure that the infected live comfortably and with dignity. Case managers work with those living with HIV and AIDS to develop a plan of care that addresses the medical, financial, emotional and social needs. Funding for these services is provided by Ryan White Part B and Part F and Housing Opportunities for Persons with AIDS.

Food Pantry
CLASS operates a food pantry which supplements the clients' needs with nonperishable food items and personal care items. This program is provided by Ryan White Part B and Broadway Cares.

Housing Support Services
Housing Support Services provides assistance to persons with significant disabilities to obtain and maintain housing in the community. The supports provided are rent and utilities assistance. Funding for this assistance is provided by Housing Opportunities for Persons with AIDS.

Transportation Services
CLASS provides clients with gas vouchers or bus tickets for medical appointments. Transportation services are funded through Ryan White Part B.

Note 1 – Summary of Significant Accounting Policies (Continued)

Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with the generally accepted accounting principles. Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of CLASS and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions – Net assets not subject to donor-imposed stipulations.

Net Assets with Donor Restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of CLASS and/or the passage of time, or be permanently maintained by CLASS. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Tax Status

CLASS is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code. Furthermore, CLASS is not classified as a "private foundation" by the Internal Revenue Service. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the organization and recognize a tax liability (or asset) if the organization has undertaken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the organization, and has concluded that as of December 31, 2025, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or assets) or disclosure in the financial statements.

Accounts Receivable

Accounts receivable are comprised primarily of reimbursements from federal agencies. CLASS uses the allowance method to account for uncollectible receivables. Reimbursements are charged against the allowance when deemed to be uncollectible. The allowance is based on management's estimate of possible uncollectible reimbursements. Due to reimbursements being due primarily from federal agencies with minimal risks of nonpayment based on CLASS's past experience with these agencies, all amounts due are considered collectible and therefore no allowance is recorded.

Cash and Cash Equivalents

CLASS considers all demand deposits and highly liquid investments with an initial maturity of three months or less to be cash equivalents. Cash and cash equivalents include monies designated for specific programs or held for others.

Note 1 – Summary of Significant Accounting Policies (Continued)

Equipment, Furniture and Buildings

Equipment and furniture are recorded at cost. Depreciation is provided over the estimated useful lives of the respective assets on a straight-line basis. The estimated useful lives of assets range from three to seven years for equipment and furniture and thirty-nine years for buildings.

Donated Property and Equipment

Donations of property and equipment are recorded as support at their estimated fair value at the date of donation. Such donations are reported as unrestricted support, unless the donor has restricted the donated asset to a specific purpose or for use for a specified period of time. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support.

Functional Allocation of Expenses

The costs of providing the various programs and other activities of CLASS have been summarized on a functional basis in the accompanying statements of functional expenses.

Advertising and Promotion

Advertising costs are expensed as incurred. The primary purpose of these appeals is to promote CLASS's fund-raising events and raise awareness of the disease and its prevention.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. CLASS's estimates include those regarding the fair value of donated materials and services.

Note 2 – Fair Value Measurement

FASB ACS 820-10, Fair Value Measurement, defines fair value, establishes a framework for measuring fair value, establishes a three-level valuation hierarchy for disclosure of fair value measurement and enhances disclosure requirements for fair value measurements. The valuation hierarchy is based upon the transparency of inputs to the valuation of the fair value of an asset or liability as of the measurement date. The three levels are defined as follows:

Note 2 – Fair Value Measurement (continued)

Level 1 – Represented by quoted prices that are available in an active market. Level 1 securities include checking and savings accounts, certificates of deposit, highly liquid government bonds, treasury securities, mortgage products and exchange traded equities.

Level 2 – Represented by assets and liabilities similar to Level 1 where quoted prices are not available, but are observable, either directly or indirectly through corroboration with observable market data and estimated using pricing models or discounted cash flows. Level 2 securities would include U.S. agency securities, mortgage-backed agency securities, obligations of states and political subdivisions, and certain corporate, asset backed securities, and swap agreements.

Level 3 – Represented by financial instruments where there is limited activity or unobservable market prices and pricing models significant to determining the fair value measurement include the reporting entity's own assumptions about the market risk. Level 3 securities would include hedge funds, private equity securities, and private investments in public entities.

Fair value of assets measured on a recurring basis at December 31, 2025 are as follows:

		Fair Value Measurement at December 31, 2025 Using		
Description	Fair Value	Level 1	Level 2	Level 3
Cash	$2,729,840	$2,729,840	$ -	$ -

Note 3 – Grants Receivable

Grants receivable at December 31, 2025 consists of the following programs:

State of Louisiana – Ryan White II	$534,149
State of Louisiana – HIV/AIDS Prevention	15,270
State of Louisiana – Gay Men's Wellness	13,162
Syringe Program	30,365
Radar	56,536
340B	8,965
Project Access	12,500
CLHSD	17,640
Total Grants Receivable	$688,587

Note 4 – Equipment and Furniture

The following schedule summarizes estimated useful life, cost and accumulated depreciation of property, plant and equipment as of December 31, 2025:

Description	Life	
Building	39 years	$491,686
Equipment & Furniture	5 to 10 years	169,594
Land		58,495
Less: Accumulated Depreciation		(263,801)
Net Fixed Assets		$455,974

Depreciation expense for the year ended December 31, 2025 was $12,990.

Note 5 – Concentrations

Grants received require the fulfillment of certain conditions as set forth in the grant instruments; CLASS intends to fulfill the conditions of all grants, recognizing that failure to fulfill the conditions could result in the return of the funds to donors. CLASS, by accepting the grants and their terms, has agreed to the conditions of the donors. Government grants represented approximately 82% of CLASS's total support and revenue for year 2025. In addition, the balance of accounts receivable is comprised primarily of government grants.

The Company maintains cash balances with a regional bank. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. At December 31, 2025, there was $2,495,612 in cash on deposit that was in excess of the federally-insured limits.

Note 6 – Restricted Net Assets

Net assets with donor restrictions as of December 31, 2025 totaled $201,763 and were restricted for the following purposes:

Food pantry	$ 15,000
Syringe service	141,731
Mural	12,500
Nastad	43,832
Direct services for AIDS patients	39,052
Total	$252,115

Note 6 – Restricted Net Assets (continued)

Net assets with donor restriction income was generated through both cost reimbursements and "pay for services" type funding. The amounts reported as grant and contract income exceeded program expenses due to the fact that the "pay for services" funding is not directly related to an offsetting program expense. Net assets were released from restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by the grants.

Note 7 – Taxes

CLASS's tax returns for the years ended December 31, 2022 through December 31, 2024, remain open and subject to examination by taxing authorities. The tax return for the year ended December 31, 2025 has not been filed as of the report date.

Note 8 – Liquidity and Availability of Financial Assets

Financial assets, consisting of cash and accounts receivable, that are available for general expenditure, that is, without donor or other restrictions limiting their use, amounted to $3,145,833 at December 31, 2025. CLASS has a goal to maintain sufficient financial resources on hand to meet sixty days of normal operating expenses.

Note 9 – Summarized Comparative Data

The financial statements include certain prior-year summarized comparative information on the financial statements but not in the statement of functional expenses and notes to the financial statements. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the organization's financial statements for the year ended December 31 of the prior year, from which the summarized information was derived.

Note 10 – Subsequent Events

CLASS has no material subsequent events that would require disclosure. Subsequent events have been evaluated through June 23, 2026, which is the date the report was issued.

Supplementary Schedule

Central Louisiana AIDS Support Services
Schedule of Compensation, Benefits and Other Payments to Ann Lowrey,
Executive Director
For the Year Ended December 31, 2025

Purpose	Amount
Salary	$ 114,076
Retirement	3,352
Travel (mileage)	394
	$ 117,822

The accompanying notes are
an integral part of the financial statements.

Reports on Internal Control, Compliance, and Other Matters

KnightMasden
A Professional Accounting Corporation

John E. Theriot II, CPA, CGMA
Stephanie R. Lemoine, CPA

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

To the Board of Directors of
Central Louisiana AIDS Support Services
Alexandria, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial statement audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Louisiana AIDS Support Service (CLASS) (a nonprofit organization) which comprise that statement of financial position as of December 31, 2025, and the related statements of activities, cash and functional expenses flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 23, 2026.

Report on Internal Control over Financial Reporting
In planning and performing our audit of the financial statements, we considered CLASS'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 CLASS's internal control. Accordingly, we do not express an opinion on the effectiveness of CLASS'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.

5615 J Jackson Street
Alexandria, Louisiana 71303
PH: 318-445-9334
FAX: 318-445-0996
www.knightmasden.com

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 were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether CLASS'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 matter that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

Knight Masden

Knight**Masden**
Alexandria, Louisiana
June 23, 2026

KnightMasden
A Professional Accounting Corporation

John E. Theriot II, CPA, CGMA
Stephanie R. Lemoine, CPA

Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance

Board of Directors
Central Louisiana AIDS Support Services
Alexandria, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Central Louisiana AIDS Support Services' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Central Louisiana AIDS Support Services' major federal programs for the year ended December 31, 2025. Central Louisiana AIDS Support Services' major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, Central Louisiana AIDS Support Services complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2025.

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

We are required to be independent of Central Louisiana AIDS Support Services 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 each major federal program. Our audit does not provide a legal determination of Central Louisiana AIDS Support Services' 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

5615 J Jackson Street
Alexandria, Louisiana 71303
PH: 318-445-9334
FAX: 318-445-0996
www.knightmasden.com

requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to Central Louisiana AIDS Support Services' federal programs.

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Central Louisiana AIDS Support Services' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Central Louisiana AIDS Support Services' 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 Central Louisiana AIDS Support Services' 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 Auditors' 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.

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.

Knight Masden

Knight**Masden**
Alexandria, Louisiana
June 23, 2026

Central Louisiana AIDS Support Services
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025

Federal Grantor/Pass-through Grantor	Federal CDFA Number	Pass-through Identifying Number	Pass-through to Sub-recipients	Federal Expenditures
U. S. Department of Health and Human Services				
Indirect Programs:				
Louisiana Department of Health and Hospitals:				
HIV Prevention Activities Health Department Based	93.940		$ -	$ 223,389
HIV Care Formula Grants	93.917		-	1,951,646
Total Louisiana Department of Health and Hospitals				2,175,035
National Harm Reduction Technical Assistance and Syringe Servies Program	93.488		-	64,508
Total U.S. Department of Health and Human Services			-	2,239,543
U. S. Department of Housing and Urban Development				
Indirect Programs:				
Louisiana Department of Health and Hospitals:				
Housing Opportunities for Persons with AIDS	14.241		-	354,599
Total Expenditures of Federal Awards			$ -	$2,594,142

Central Louisiana AIDS Support Services
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025

Note A – Basis of Presentation

The accompanying schedule of expenditures of federal awards includes the federal grant activity of Central Louisiana AIDS Support Services and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the Uniform Guidance. Therefore, some amounts presented in this may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Note B – Indirect Cost Rate Election

The Central Louisiana AIDS Support Services did not elect to use the 15% de minims indirect cost rate during the year ended December 31, 2025.

Note C – Reconciliation of Expenses to Federal Expenditures

Program expenses	$2,881,305
Non-cash adjustment – depreciation	(12,990)
Non-federal expenditures	(274,173)
Total Federal Expenditures	$2,594,142

Central Louisiana AIDS Support Services
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2025

Summary of Auditors' Results

Financial Statements

1. Type of auditors' report	Unmodified
2. Internal control over financial reporting:	
a. Material weakness identified?	No
b. Significant deficiencies identified not considered material weakness?	None noted
c. Noncompliance material to the financial statements noted?	No

Federal Awards

1. Type of auditors' report issued on compliance for major programs	Unmodified
2. Internal control over financial reporting:	
a. Material weakness identified?	No
b. Significant deficiencies identified not considered material weakness?	None noted
3. Any audit findings disclosed that are required to be reported in the accordance with 2CFR section 200.516(a)?	No
4. Identification of major programs	

Federal Assistance Listing Number	Federal Program
93.917	HIV Care Formula Grants
14.241	Housing Opportunities for Persons with AIDS

5. Dollar threshold used to distinguish between type A and type B programs	$1,000,000
6. Auditee qualified as low-risk under 2CFR 200.520	Yes

B. Findings – Financial Statement Audit

INTERNAL CONTROL AND COMPLIANCE FINDING

No Findings

C. Findings and Questioned Costs – Major Federal Award Programs Audit

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Passed through the State of Louisiana

No Findings

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Passed through the State of Louisiana

No Findings

Central Louisiana AIDS Support Services
Management's Corrective Action Plan
For the Year Ended December 31, 2025

No current year findings.

Central Louisiana AIDS Support Services
Summary of Prior Year Audit Findings
For the Year Ended December 31, 2025

No prior year findings.

KnightMasden
A Professional Accounting Corporation

John E. Theriot II, CPA, CGMA
Stephanie R. Lemoine, CPA

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Central Louisiana AIDS Support Services and the Louisiana Legislative Auditor

We have performed the procedures enumerated below 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 January 1, 2025 through December 31, 2025. Central Louisiana AIDS Support Services management is responsible for those C/C areas identified in the SAUPs.

Central Louisiana AIDS Support Services 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 January 1, 2025 through December 31, 2025. 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 findings are as follows:

1) Written Policies and Procedures

A) Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

i) Budgeting, including

(1) preparing,

Policy is present in the written policies and procedures manual.

(2) adopting,

Policy is not present in the written policies and procedures manual.

5615 J Jackson Street
Alexandria, Louisiana 71303
PH: 318-445-9334
FAX: 318-445-0996
www.knightmasden.com

(3) monitoring, and

Policy is present in the written policies and procedures manual.

(4) amending the budget.

Policy is present in the written policies and procedures manual.

ii) Purchasing, including

(1) how purchases are initiated;

Policy is present in the written policies and procedures manual.

(2) how vendors are added to the vendor list;

Policy is not present in the written policies and procedures manual.

(3) the preparation and approval process of purchase requisitions and purchase orders;

Policy is present in the written policies and procedures manual.

(4) controls to ensure compliance with the Public Bid Law; and

Policy is not present in the written policies and procedures manual.

(5) documentation required to be maintained for all bids and price quotes.

Policy is not present in the written policies and procedures manual.

iii) Disbursements, including

(1) processing,

Policy is present in the written policies and procedures manual.

(2) reviewing, and

Policy is present in the written policies and procedures manual.

(3) approving.

Policy is present in the written policies and procedures manual.

iv) Receipts/Collections, including

(1) receiving,

Policy is present in the written policies and procedures manual.

(2) recording, and

Policy is present in the written policies and procedures manual.

(3) preparing deposits.

Policy is present in the written policies and procedures manual.

(4) 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.

Policy is present in the written policies and procedures manual.

v) Payroll/Personnel, including

(1) payroll processing,

Policy is present in the written policies and procedures manual.

(2) reviewing and approving time and attendance records, including leave and overtime worked, and

Policy is present in the written policies and procedures manual.

(3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

Policy is present in the written policies and procedures manual.

vi) Contracting, including

(1) types of services requiring written contracts,

Policy is not present in the written policies and procedures manual.

(2) standard terms and conditions,

Policy is not present in the written policies and procedures manual.

(3) legal review,

Policy is not present in the written policies and procedures manual.

(4) approval process, and

Policy is not present in the written policies and procedures manual.

(5) monitoring process.

Policy is not present in the written policies and procedures manual.

vii) Travel and expense reimbursement, including

(1) allowable expenses,

Policy is present in the written policies and procedures manual.

(2) dollar thresholds by category of expense,

Policy is present in the written policies and procedures manual.

(3) documentation requirements, and

Policy is present in the written policies and procedures manual.

(4) required approvers.

Policy is present in the written policies and procedures manual.

viii) Credits Cards (and debit cards, fuels cards, purchase cards, if applicable), including

(1) how cards are to be controlled,

Policy is present in the written policies and procedures manual.

(2) allowable business uses,

Policy is present in the written policies and procedures manual.

(3) documentation requirements, and

Policy is present in the written policies and procedures manual.

(4) monitoring card usage.

Policy is present in the written policies and procedures manual.

ix) Ethics, including

(1) the prohibitions as defined in Louisiana Revised Statue 42:1111-1121,

Not applicable to non-profits.

(2) actions to be taken if an ethics violation takes place,

Not applicable to non-profits.

(3) system to monitor possible ethics violations, and

Not applicable to non-profits.

(4) requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

Not applicable to non-profits.

x) Debt Service, including

(1) debt issuance approval,

Not applicable to non-profits.

(2) continuing disclosure/EMMA reporting requirements,

Not applicable to non-profits.

(3) debt reserve requirements, and

Not applicable to non-profits.

(4) debt service requirements.

Not applicable to non-profits.

xi) Information Technology Disaster Recovery/Business Continuity

(1) Identification of critical data and frequency of data backups,

Policy is present in the written policies and procedures manual.

(2) storage of backups in a separate physical location isolated from the network,

Policy is present in the written policies and procedures manual.

(3) periodic testing/verification that backups can be restored,

Policy is present in the written policies and procedures manual.

(4) antivirus software on all systems,

Policy is present in the written policies and procedures manual.

(5) timely application of all available system and software patches/updates, and

Policy is present in the written policies and procedures manual.

(6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Policy is present in the written policies and procedures manual.

xii) Prevention of Sexual Harassment, including R.S. 42:342-344

(1) agency responsibilities and prohibitions,

Policy is present in the written policies and procedures manual.

(2) annual employee training, and

Policy is not present in the written polices and procedures manual.

(3) annual reporting.

Policy is not present in the written policies and procedures manual.

Management's Response to Section Findings: Exceptions noted above have been added to the policies and procedures manual but are pending board approval.

2) Board or Finance Committee

A) 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

i) 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.

The board met with a quorum, quarterly.

ii) For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparison on the general fund, quarterly budget-to-actual comparison, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. Alternatively, for those entities reporting on the not-for-profit 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.

Financial activity and public funds grants are discussed at each meeting.

iii) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Not applicable to non-profit.

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

No prior year finding.

Management's Response to Section Findings: No findings.

3) Bank Reconciliations

A) Obtain a listing of entity's 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 operation account. Select the entity's main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account and observe that:

List was obtained, and client represented that it was complete.

i) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;

All reconciliations were prepared within two months of related statement closing date.

ii) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared; and

The bank reconciliations do not include written evidence that a person who is not involved in the cash receipts or cash disbursements process has reviewed the reconciliation.

iii) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

There was no written documentation that reconciling items that have been outstanding for more than 12 months from the closing date have been reviewed.

Management's Response to Section Findings: Management is working on internal procedures to address the exceptions noted.

4) Collections

A) 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 five deposit sites (or all deposit sites if less than five).

List was obtained, and client represented that it was complete.

B) 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, obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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:

i) Employees responsible for cash collection do not share cash drawers/register.

Cash drawers are not used because very little actual cash is collected. All funds are in the form of checks received in the mail and ACH.

ii) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation to the deposit.

Employee responsible for posting collection entries is also responsible for collecting funds.

iii) Each employee responsible for collecting cash is not also 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; and

Employee responsible for collecting cash is responsible for posting collection entries.

iv) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Employee responsible for reconciling cash to the general ledger is responsible for collecting cash.

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

Employees are covered by an insurance policy.

D) Randomly select two deposit dates for each of the five bank accounts selected for Bank Reconciliations in procedure #3A (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). Alternatively, 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:

i) Observe that receipts are sequentially pre-numbered.

Receipts are not sequentially numbered.

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

Not applicable, as receipts are not issued.

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

For deposits tested, the deposit slip agreed to the bank statement.

iv) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the location or the deposit is less than $100 and the cash is stored in a locked safe or drawer).

For deposits tested, deposits were timely made.

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

For deposits tested, deposits per bank statement agreed to general ledger.

Management's Response to Section Findings: The majority of funds the organization receives is through ACH or EFT. Management does not feel the small amount of funds received as checks require another employee involved in the collection process.

5) Non-Payroll Disbursements

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

A list was obtained. Client represented that it was complete.

B) For each location selected under #5A 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:

i) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

Two people are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

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

Two people are involved in processing and approving payments to vendors.

iii) 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.

Person responsible for processing payments does add and/or modify vendor files.

iv) 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; and

Employee responsible for signing checks does not mail the payment or give the signed check to an individual to mail who is not responsible for processing payments.

v) 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.

Employee not authorized to sign checks, approves the electronic disbursements of funds.

C) For each location selected under #5A 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 five disbursements for each location, obtain supporting documentation for each transaction and:

i) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

The disbursements tested matched the related original invoice/billing statement.

ii) Observe whether the disbursement documentation included evidence of segregation of duties tested under procedure #5B above, as applicable.

The disbursements tested included evidence of segregation of duties.

D) Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select five non-payroll-related electronic disbursements (or all electronic disbursements if less than five) and observe that each electronic disbursement was:

i) Approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and

Electronic disbursements not approved by a person authorized to disburse funds.

ii) Approved by the required number of authorized signers per the entity's policy.

Electronic disbursements were not approved by required number of authorized signers.

Management's Response to Section Findings: Management is in the process of addressing finance/accounting duties and exceptions noted in this section.

6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards

A) 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.

A list was obtained. Client represented that it was complete.

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

i) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation were reviewed and approved, in writing, by someone other than the authorized card holder.

All statements selected included written evidence that it was reviewed and approved by someone other than the authorized card holder.

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

No finance or late charges were assessed on the selected statements.

C) Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transaction (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions. For each transaction, observe that it is supported by:

i) An original itemized receipt that identifies precisely what was purchased,

An original itemized receipt was present for all transactions tested.

ii) Written documentation of the business/public purpose, and

All but three transactions tested included written documentation of the business purpose.

iii) Documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

None of the meal transactions tested had written documentation of individuals participating in meals.

D) Using the list of terminated employees obtained in Payroll and Personnel procedure #9C identify those individuals who had access to cards and randomly select five terminated employees (or all terminated employees with card access if less than five) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

No terminated employees had access to cards.

Management's Response to Section Findings: Management is in the process of addressing finance/accounting duties and exceptions noted in this section.

7) Travel and Travel-Related Expense Reimbursements

A) 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 five reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:

A list was obtained. Client represented that it was complete.

i) If reimbursed using a per diem, observe that the approved reimbursement rate is no more that those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov);

No travel reimbursements tested used per diem rate.

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

Itemized receipts were present for all transactions tested.

iii) 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 Policies and Procedures procedure #1A (vii); and

Business purpose was present for all transactions tested.

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

All reimbursements tested were reviewed and approved in writing by someone other than the person being reimbursed.

Management's Response to Section Findings: No findings.

8) Contracts

A) 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. Alternatively, 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 five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and

A list was obtained. Client represented that it was complete.

i) 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.

No contracts were subject to the Louisiana Bid Law.

ii) Observe whether the contract was approved by the governing body/board, if required by policy or law.

No contracts required approval by governing board.

iii) If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms, and

No contracts were amended.

iv) Randomly select one payment from the fiscal period for each of the five 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.

All transactions tested had supporting invoice and agreed to terms of the contract.

Management's Response to Section Findings: No findings.

9) Payroll and Personnel

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

A list was obtained. Client represented that it was complete.

B) Randomly select one pay period during the fiscal period. For the five employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

i) Observe that all selected employees or officials documented their daily attendance and leave.

Documentation of daily attendance and leave taken was present for all employees tested.

ii) Observe whether supervisor approved the attendance and leave of the selected employees or officials;

Supervisor approved attendance and leave for all employees tested.

iii) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

Leave taken during pay period was reflected in entity's cumulative leave records.

iv) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Rate of pay agreed for all employees tested.

C) 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 and 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's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Listing obtained. For items tested hours paid agreed to documentation, and pay rate agreed to personnel file.

D) Obtain management's representation that employer and employee portion of third-party payroll related amounts have been paid, and any associated forms have been filed, by required deadlines.

Representation that payments and forms have been filed and paid by required deadlines.

Management's Response to Section Findings: No findings.

10) Ethics

A) Using the five randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

i) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S 42:1170; and

Not applicable to non-profits.

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

Not applicable to non-profits.

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

Not applicable to non-profits.

Management's Response to Section Findings: No findings.

11) Debt Service

A) 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.

Not applicable to non-profits.

B) 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.

Not applicable to non-profits.

Management's Response to Section Findings: No findings.

12) Fraud Notice

A) 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 as required by R.S. 24:523.

No misappropriation of public funds in current year.

B) 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.

Entity has notice posted.

Management's Response to Section Findings: No findings.

13) Information Technology Disaster Recovery/Business Continuity

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:

i) occurred within the past week,

ii) was not stored on the government's local server or network, and

iii) was encrypted.

We performed the procedure and discussed the results with management.

B) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquired of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past three months.

We performed the procedure and discussed the results with management.

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 five computers and observe while management demonstrates the selected computers have current and active antivirus software and that the operation system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

D) Randomly select five terminated employees (or all terminated employees if less than five) using the list of terminated employees obtained in Payroll and Personnel procedure #9C.

Observe evidence that the selected terminated employees have been removed or disabled from the network.

We performed the procedure and discussed the results with management.

E) Using the five randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows: hired before June 9, 2020-completed the training; and hired on or after June 9, 2020-completed the training within 30 days of initial service or employment.

We performed the procedure and discussed the results with management.

Management's Response to Section Findings: No findings.

14) Prevention of Sexual Harassment

A) Using the five randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Documentation was presented that demonstrates all employees completed sexual harassment training.

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

Client has sexual harassment policy posted.

C) Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

Report obtained.

i) Number and percentage of public servants in the agency who have completed the training requirements;

Reported.

ii) Number of sexual harassment complaints received by the agency;

Reported.

iii) Number of complaints which resulted in a finding that sexual harassment occurred;

Reported.

iv) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

Reported.

v) Amount of time it took to resolve each complaint.

Reported.

Management's Response to Section Findings: No findings

We were engaged by Central Louisiana AIDS Support Services 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 Central Louisiana AIDS Support Services 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.

Knight Masden

Knight**Masden**
Alexandria, Louisiana
June 23, 2026