

**Community Support Programs, Inc.  
Shreveport, Louisiana**

**Financial Statements**

**As of and for the Years Ended June 30, 2023 and 2022**

Community Support Programs, Inc.

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## Independent Auditors' Report

To the Board of Directors  
Community Support Programs, Inc.  
Shreveport, Louisiana

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

#### ***Opinion***

We have audited the financial statements of Community Support Programs, Inc., (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Community Support Programs, Inc., (a nonprofit organization) 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 (*Government Auditing Standards*). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Community Support Programs, Inc. 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 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 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 Community Support Programs, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### ***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 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 Community Support Programs, Inc.'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 Community Support Programs, Inc.'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 audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, shown on pages 22-23, and the supplemental information schedules presented on pages 24 - 27, 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 additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2023, on our consideration of Community Support Programs, Inc.'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 Community Support Programs, Inc.'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 Community Support Programs, Inc.'s internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
December 21, 2023

Community Support Programs, Inc.  
 Statements of Financial Position  
 June 30, 2023 and 2022

	2023	2022
<b>Assets</b>		
Current assets:		
Cash	\$ 610,317	\$ 418,537
Grants receivable	271,955	315,258
Other receivable	3,300	113,789
Prepaid expenses	42,791	26,432
Total current assets	928,363	874,016
Property and equipment, net	2,224,745	2,332,135
Non-depreciable property and equipment	95,776	95,776
Operating lease right-of-use asset, net	392,789	76,682
Net property and equipment	2,713,310	2,504,593
<b>Total Assets</b>	\$ 3,641,673	\$ 3,378,609
<b>Liabilities and Net Assets</b>		
Current liabilities:		
Accounts payable	\$ 97,429	\$ 48,999
Accrued expenses	64,491	65,558
Security deposit liability	2,660	2,660
Line of credit		147,319
Current portion of long-term debt	12,347	11,717
Current portion of operating lease liability	74,611	61,790
Refundable advance	58,589	30,494
Total current liabilities	310,127	368,537
Long-term debt	548,285	561,002
Long-term portion of operating lease liability	330,476	14,892
HOME loan obligations	855,560	855,560
Accrued interest - HOME loans	372,676	341,145
Total long-term debt	2,106,997	1,772,599
<b>Total Liabilities</b>	2,417,124	2,141,136
Net assets:		
Without donor restrictions	970,032	1,118,145
With donor restrictions	254,517	119,328
Total net assets	1,224,549	1,237,473
<b>Total Liabilities and Net Assets</b>	\$ 3,641,673	\$ 3,378,609

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

Community Support Programs, Inc.  
Statement of Activities  
For the Year Ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Revenues, Gains, and Other Support:</b>			
Contractual revenue - grants	\$ 2,856,741	\$ 76,237	\$ 2,932,978
Client fees	176,348		176,348
Contributions of cash and other financial assets	20,808		20,808
Management fees	5,200		5,200
Interest and dividends	13,109		13,109
Insurance proceeds		58,952	58,952
Miscellaneous revenues	46,900		46,900
	<u>3,119,106</u>	<u>135,189</u>	<u>3,254,295</u>
<b>Expenses:</b>			
<b>Program services</b>			
Portals	472,990		472,990
Project reach II	608,289		608,289
Community Coalition	41,703		41,703
FEMA	18,600		18,600
Section 8 housing	370,656		370,656
LA partnership for success II	139,979		139,979
Cora allen housing	181,771		181,771
Crossroads II housing	361,853		361,853
Impact	577,567		577,567
Adult consumer care	71,832		71,832
Drug free	61,560		61,560
	<u>2,906,800</u>	<u></u>	<u>2,906,800</u>
Total program expense	2,906,800		2,906,800
General administration	360,419		360,419
	<u>3,267,219</u>	<u></u>	<u>3,267,219</u>
Total expenses	3,267,219		3,267,219
Changes in net assets	(148,113)	135,189	(12,924)
Net assets, beginning of year	1,118,145	119,328	1,237,473
Net assets, end of year	<u>\$ 970,032</u>	<u>\$ 254,517</u>	<u>\$ 1,224,549</u>

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

Community Support Programs, Inc.  
Statement of Activities  
For the Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Revenues, Gains, and Other Support:</b>			
Contractual revenue - grants	\$ 2,332,545	\$	\$ 2,332,545
Client fees	171,342		171,342
Contributions of cash and other financial assets	26,511		26,511
Management fees	25,405		25,405
Interest and dividends	14,747		14,747
Miscellaneous revenues	53,007		53,007
Net assets released from restriction Satisfaction of program restrictions	157,126	(157,126)	
Total revenues, gains, and other support	2,780,683	(157,126)	2,623,557
<b>Expenses:</b>			
<b>Program services</b>			
Portals	338,872		338,872
Project reach II	511,088		511,088
Healthy babies	21,693		21,693
FEMA	1,250		1,250
Section 8 housing	275,636		275,636
Project aware	38,736		38,736
LA partnership for success II	152,826		152,826
Cora allen housing	187,530		187,530
Crossroads II housing	372,705		372,705
Impact	351,151		351,151
Adult consumer care	65,718		65,718
Drug free	130,911		130,911
Total program expense	2,448,116		2,448,116
General administration	306,656		306,656
Total expenses	2,754,772		2,754,772
Changes in net assets	25,911	(157,126)	(131,215)
Net assets, beginning of year	1,092,234	276,454	1,368,688
Net assets, end of year	\$ 1,118,145	\$ 119,328	\$ 1,237,473

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

Community Support Programs, Inc.  
Statement of Functional Expenses  
For the Year Ended June 30, 2023

	Program Services						
	Portals	Project Reach II	FEMA	Section 8 Housing	Community Coalition	Cora Allen Housing	LA Partnership for Success II
Salaries and wages	\$ 183,896	\$ 215,440	\$	\$	\$ 23,323	\$ 10,008	\$ 62,967
Payroll taxes and benefits	25,023	32,169			2,852	2,102	11,662
Travel	12,597	1,194				1,624	3,794
Operating services	127,387	1,120			15,528	20,844	3,696
Client needs		106,396	18,600				
Supplies	10,971	8,342				87	7,535
Professional fees	84,530	83,455				4,527	4,028
Housing assistance payments				370,656			
Equipment	9,322					42,103	
Utilities	7,326	24,407					
Interest						29,312	
Interest - HOME loan						9,000	
Depreciation		10,653				60,527	
Miscellaneous	11,938	125,113				1,637	46,297
<b>Total Expenses</b>	<b>\$ 472,990</b>	<b>\$ 608,289</b>	<b>\$ 18,600</b>	<b>\$ 370,656</b>	<b>\$ 41,703</b>	<b>\$ 181,771</b>	<b>\$ 139,979</b>

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

(Continued)

Community Support Programs, Inc.  
Statement of Functional Expenses  
For the Year Ended June 30, 2023  
(Continued)

	Program Services					Total
	Crossroads II		Adult		General	
	Housing	Impact	Consumer Care	Drug Free	Administration	
Salaries and wages	\$ 122,971	\$ 185,470	\$ 20,458	\$ 43,609	\$ 139,613	\$ 1,007,755
Payroll taxes and benefits	23,724	28,582	3,421	12,852	22,914	165,301
Travel	7	333		1,055	3,342	23,946
Operating services	60,920	11,353	8,465	828	37,553	287,694
Client needs		251,871	8,542			385,409
Supplies	671	6,796	765	1,158	26,127	62,452
Professional fees	57,945	4,042	1,120	754	40,150	280,551
Housing assistance payments						370,656
Equipment		3,440	718		18,959	74,542
Utilities	20,850	55,934	22,328		9,586	140,431
Interest					2,963	32,275
Interest - HOME loan	22,531					31,531
Depreciation	42,650	2,282			10,101	126,213
Miscellaneous	9,584	27,464	6,015	1,304	49,111	278,463
<b>Total Expenses</b>	<b>\$ 361,853</b>	<b>\$ 577,567</b>	<b>\$ 71,832</b>	<b>\$ 61,560</b>	<b>\$ 360,419</b>	<b>\$ 3,267,219</b>

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

Community Support Programs, Inc.  
Statement of Functional Expenses  
For the Year Ended June 30, 2022

	Program Services						
	Portals	Project Reach II	FEMA	Section 8 Housing	Project Aware	Cora Allen Housing	LA Partnership for Success II
Salaries and wages	\$ 149,707	\$ 184,284	\$	\$	\$ 14,655	\$ 11,096	\$ 67,906
Payroll taxes and benefits	21,950	28,158			3,860	2,216	11,609
Travel	3,490	722				663	1,334
Operating services	104,433		1,250		1,947		4,357
Client needs		92,895					
Supplies	7,661	6,057			13,168		21,025
Professional fees	27,119	88,821			4,621		2,127
Housing assistance payments				275,636			
Equipment	12,430						
Utilities	6,770	32,687					
Interest						30,465	
Interest - HOME loan						9,000	
Depreciation		10,653				60,527	
Miscellaneous	5,312	66,811			485	73,563	44,468
<b>Total Expenses</b>	<b>\$ 338,872</b>	<b>\$ 511,088</b>	<b>\$ 1,250</b>	<b>\$ 275,636</b>	<b>\$ 38,736</b>	<b>\$ 187,530</b>	<b>\$ 152,826</b>

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

(Continued)

Community Support Programs, Inc.  
Statement of Functional Expenses  
For the Year Ended June 30, 2022  
(Continued)

	Program Services					General Administration	Total
	Heathly Babies	Crossroads II Housing	Impact	Adult Consumer Care	Drug Free		
Salaries and wages	\$	\$ 133,442	\$ 123,141	\$ 18,713	\$ 79,849	\$ 125,952	\$ 908,745
Payroll taxes and benefits		23,653	25,523	4,079	16,586	23,761	161,395
Travel		305	601		4,829	2,495	14,439
Operating services		41,886	20,088	17,854	4,570	22,559	218,944
Client needs	21,693		113,043				227,631
Supplies		248		1,339	2,456	29,653	81,607
Professional fees		94,187	11,402	442	2,008	30,190	260,917
Housing assistance payments							275,636
Equipment			2,028	773		13,653	28,884
Utilities		13,803	35,715	17,181		6,761	112,917
Interest						375	30,840
Interest - HOME loan		22,531					31,531
Depreciation		42,650	1,550			10,101	125,481
Miscellaneous			18,060	5,337	20,613	41,156	275,805
<b>Total Expenses</b>	<b>\$ 21,693</b>	<b>\$ 372,705</b>	<b>\$ 351,151</b>	<b>\$ 65,718</b>	<b>\$ 130,911</b>	<b>\$ 306,656</b>	<b>\$ 2,754,772</b>

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

Community Support Programs, Inc.  
Statements of Cash Flows  
For the Years Ended June 30, 2023 and 2022

	2023	2022
Operating Activities		
Change in net assets	\$ (12,924)	\$ (131,215)
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:		
Depreciation	126,213	125,481
Amortization on lease liability	74,088	44,311
(Increase) decrease in operating assets:		
Grants receivable	46,687	(126,552)
Other receivables	107,105	(96,459)
Prepaid insurance	(16,359)	9,558
Increase (decrease) in operating liabilities:		
Accounts payable	48,430	(16,400)
Accrued liabilities	(1,067)	(4,732)
Accrued interest - HOME loans	31,531	31,531
Refundable advance	28,095	(13,351)
Repayments of operating lease liabilities	(61,790)	(44,311)
Net cash provided by (used in) operating activities	370,009	(222,139)
Investing Activities		
Payments for property and equipment	(18,823)	
Net cash (used in) investing activities	(18,823)	
Financing Activities		
Proceeds from line of credit	594,231	330,627
Payments on line of credit	(741,550)	(183,308)
Payments of long-term debt	(12,087)	(10,933)
Net cash provided by (used in) financing activities	(159,406)	136,386
Net increase (decrease) in cash and cash equivalents	191,780	(85,753)
Cash, cash equivalents and restricted cash as of beginning of year	418,537	504,290
Cash, cash equivalents and restricted cash as of end of year	\$ 610,317	\$ 418,537

Supplemental Disclosure:

Operating activities reflect interest paid in 2023 and 2022 of \$32,275 and \$30,840, respectively.

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

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022

(1) Summary of Significant Accounting Policies

A. Nature of Activities

Community Support Programs, Inc., (CSP) is a nonprofit corporation under the laws of the State of Louisiana. CSP exists to serve the client/family and to enhance each person's opportunity to live successfully in the community. Through the provision of advocacy, direct and indirect services, housing, and coordination with other social service providers, CSP, Inc. offers unique and innovative programs. The following programs are administered by CSP with their approximate percentages of total revenues:

**Portals (15%)** — Provides parenting education (in group and individual setting), family skill building, and visit coaching. Program operates with two main goals; to increase family stability and to reduce incidents of child abuse and neglect. Program serves Bienville, Bossier, Caddo, Claiborne, Jackson, and Webster parishes. Funding is provided by federal funds passed through the State of Louisiana, Department of Social Services, Office of Community Services.

**Project Reach II (20%)** – Provides a residential facility that can accommodate twenty-three participants to aide them in attaining affordable housing. The supportive services portion of the grant focuses overcoming barriers by advocating for public benefits, vocational and employment programs, mental health and substance abuse programs. Funding is provided by federal funds from the U.S. Department of Housing and Urban Development.

**FEMA (1%)** – Provides funding to purchase food and shelter for people in emergency situations. Funding is provided by federal funds from the U.S. Department of Homeland Security.

**Section 8 Housing (12%)** – Provides Section 8 housing to eligible disabled clients in need by allowing clients to locate their own housing units and by supplementing their rent or utilities at the unit. Funding is provided by federal funds from the U.S. Department of Housing and Urban Development.

**Community Coalition (2%)** – Provides funding addressing alcohol, tobacco, and other substances use and misuse-related problems in Bienville and Sabine Parishes. Funding is provided by federal funds through the U.S. Department of Health and Human Services.

**Cora Allen Housing (4%)** – Community Support runs a twelve unit apartment complex for low income individuals and their families. Funding is provided by rent and fees from the tenants.

**Crossroads II Housing (14%)** – Provides funding for sixteen one-bedroom apartments with supportive services to individuals who are homeless and chronically mentally ill. Funding is provided by federal funds from the U.S. Department of Housing and Urban Development.

**Drug Free (3%)** – To increase the capacity of community coalitions to reduce substance abuse, and overtime, to reduce substance abuse among adults through strengthening collaboration among communities, public and private entities. Funding is provided by federal funds through the U.S. Department of Health and Human Services.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

**Impact (21%)** – Provides funding for a permanent supportive housing program for women and men who have substance abuse issues, including case management activities designed to assist the women with gaining their independence and achieving recovery from their addiction. Funding is provided by federal funds from the U.S. Department of Housing and Urban Development.

**Louisiana Partnership for Success II (5%)** – Provides funding for coalition building in high need communities. Funding is provided by federal funds passed through the Northwest Louisiana Human Services District.

**Consumer Care Resources (3%)** – Provides funding for needed support, services, or goods to achieve, maintain, or improve individual/family community living status and level of functioning in order to continue living in the community as well as provide for Peer Support services. Funding is provided by federal and state funds passed through the Northwest Louisiana Human Services District.

B. Basis of Accounting

The financial statements of CSP have been prepared on the accrual basis of accounting.

C. Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards. Under those standards, the Organization is required to report information regarding its financial position and activities according to two classes of net assets:

**Net assets without donor restrictions:** Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of the organization. These net assets may be used at the discretion of CSP's management and the board of directors.

**Net assets with donor restrictions:** Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of CSP or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities. CSP has adopted a policy to classify donor restricted contributions as without donor restrictions to the extent that donor restrictions were met in the year the contribution was received.

D. Income Tax Status

CSP is a tax-exempt organization as described in Section 501(c)(3) of the Internal Revenue Code, and therefore, is not subject to income taxes. However, income from certain activities not directly related to CSP's tax-exempt purpose is subject to taxation as unrelated business income. CSP had no such income for this audit period. The Organization's Form 990, Return of Organization exempt from Income Tax, for the years ended June 30, 2023, 2022, 2021, and 2020 are subject to examination by the IRS, generally three years after they were filed.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

E. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results could differ from those estimates.

F. Cash and Cash Equivalents

CSP's cash, as stated for cash flow purposes, consists of interest bearing and non-interest bearing bank accounts. CSP has no other assets that are considered cash equivalents.

G. Property and Equipment

All acquisitions of property and equipment in excess of \$5,000 and all expenditures for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful life of each asset. The State of Louisiana and the federal government have a reversionary interest in property purchased with state and federal funds. Its disposition as well as the ownership of any proceeds there from is subject to state and federal regulations.

H. Contributions

Contributions received are recorded as increase in net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor restrictions. When restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished), 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. In the absence of donor restrictions to the contrary, restrictions on contributions of property or equipment or on assets restricted to acquiring property or equipment expire when the property or equipment is placed in service.

I. Compensated Absences

Employees may accrue annual leave up to 15 days. Upon an employee's separation of employment, earned and/or accrued leave will be paid up to a maximum of 15 days. Employees can also accrue sick leave, but accumulated sick leave is forfeited upon separation of employment.

J. Functional Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities and the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Costs are directly charged to the function they benefit. Facility related expenses are allocated to each function based upon square footage utilized by the function.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

(2) Concentrations of Credit Risk

Financial instruments that potentially subject CSP to concentrations of credit risk consist principally of temporary cash investments and grants receivable. Concentrations of credit risk with respect to grants receivable are limited due to these amounts being due from governmental agencies under contractual terms. As of June 30, 2023 and 2022, CSP had no significant concentrations of credit risk in relation to grant receivables. CSP maintains cash balances at several financial institutions. Accounts at each institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to certain limits. At June 30, 2023, total cash balances held at financial institutions was \$663,735. Of this amount, \$605,968 was secured by FDIC, and the remaining \$57,767 was not collateralized. At June 30, 2022, total cash balances held at financial institutions was \$469,037, all of which was secured by FDIC.

(3) Grants Receivable

Various funding sources provide reimbursement of allowable costs under contracts or agreements. This balance represents amounts due from funding sources at June 30, 2023 and 2022, but received after those dates.

(4) Refundable Advance

CSP records federal funds received in excess of expenditures as a refundable advance until they are expended for the purpose of the contract or until the funds are returned to the appropriate funding source.

(5) Contractual Revenue – Grants

During the years ended June 30, 2023 and 2022, CSP received contractual revenue from federal and state grants in the amount of \$2,932,978 and \$2,332,545, respectively. The continued existence of these funds is based on annual contract renewals with various funding sources.

(6) Accrued Expenses

An analysis of accrued expenses at June 30, 2023 and 2022 is as follows:

	2023	2022
Accrued leave payable	\$ 17,728	\$ 17,728
Accrued salaries	40,972	41,313
Accrued payroll taxes	5,791	6,517
	\$ 64,491	\$ 65,558

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

(7) Property and Equipment

Property and equipment consisted of the following at June 30, 2023:

	<u>Estimated Depreciable Life</u>	<u>Purchased With State Or Federal Funds</u>	<u>Purchased With Operating Funds</u>	<u>Total</u>
Land	n/a	\$ 46,607	\$ 49,169	\$ 95,776
Buildings and improvements	20–30 years	2,964,021	627,712	3,591,733
Vehicles	5 years	6,271	8,488	14,759
Furniture and equipment	5–7 years	131,319	9,134	140,453
Accumulated depreciation		<u>(1,250,830)</u>	<u>( 271,370)</u>	<u>(1,522,200)</u>
Net investment in property and equipment		<u>\$ 1,897,388</u>	<u>\$ 423,133</u>	<u>\$2,320,521</u>

Depreciation expense for the year ended June 30, 2023 was \$126,213.

Property and equipment consisted of the following at June 30, 2022:

	<u>Estimated Depreciable Life</u>	<u>Purchased With State Or Federal Funds</u>	<u>Purchased With Operating Funds</u>	<u>Total</u>
Land	n/a	\$ 46,607	\$ 49,169	\$ 95,776
Buildings and improvements	20–30 years	2,964,021	627,712	3,591,733
Vehicles	5 years	6,271	8,488	14,759
Furniture and equipment	5–7 years	112,496	9,134	121,630
Accumulated depreciation		<u>(1,126,257)</u>	<u>( 269,730)</u>	<u>(1,395,987)</u>
Net investment in property and equipment		<u>\$ 2,003,138</u>	<u>\$ 424,773</u>	<u>\$2,427,911</u>

Depreciation expense for the year ended June 30, 2022 was \$125,481.

(8) Line of Credit

The agency has a line of credit at a local bank, with an adjustable interest rate of .5% per annum plus than the prime lending rate of Chase Bank (5.25% at June 30, 2023). The loan is secured by certain real estate owned by CSP. The line of credit has a limit of \$200,000 and had an outstanding balance as of June 30, 2023 and 2022 of \$0 and \$147,319, respectively. Interest expense incurred on the line of credit for the years ended June 30, 2023 and 2022 was \$2,963 and \$375, respectively.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

(9) Right-of-Use Operating Leases

CSP leases certain properties under short term leases greater than one month totaling \$277,830 at June 30, 2023.

CSP leases certain office space under long-term, non-cancellable operating leases. The leases expire at various dates through 2028. The risk-free discount rate with a period comparable with that of the individual lease term was used which range from 3.64% to 4.87%.

The right-of-use operating assets and operating lease liabilities at June 30, 2023 and 2022, are as follows:

	2023	2022
Lease Assets		
Operating lease right-of-use assets	<u>\$ 392,789</u>	<u>\$ 76,682</u>
Lease Liabilities		
Operating lease liabilities at June 30	\$ 405,087	\$ 76,682
Less current portion	( 74,611)	( 61,790)
Operating lease liabilities	<u>\$ 330,476</u>	<u>\$ 14,892</u>
Total lease costs were as follows:		
Operating lease costs	<u>\$ 77,654</u>	<u>\$ 47,517</u>
Weighted-average remaining lease term – months	56	15
Weighted-average discount rate	<u>3.64%</u>	<u>4.87%</u>

Future minimum payments required under operating leases that have an initial or remaining non-cancelable lease term in excess of one year are as follows:

For the Year Ending June 30,	Principle	Interest	Total
2024	\$ 74,611	\$ 13,600	\$ 88,211
2025	81,823	10,674	92,497
2026	84,851	7,645	92,496
2027	87,992	4,504	92,496
2028	75,810	1,270	77,080
Total lease payments	<u>\$ 405,087</u>	<u>\$ 37,693</u>	<u>\$ 442,780</u>

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

(10) Net Assets

Net assets at June 30, 2023 and 2022, consisted of the following:

	2023	2022
Net Assets Without Donor Restrictions:		
Undesignated	\$ ( 10,027)	\$ 42,783
Net investment in property and equipment	904,329	999,632
Designated for Section 8	75,730	75,730
Total net assets without donor restrictions	970,032	1,118,145
Net Assets With Donor Restrictions:		
Subject to expenditure for specified purpose –		
Restricted for repairs	58,952	
Restricted for Impact program	44,410	
Restricted for Adult Consumer Care program	29,515	21,414
Restricted for LA Partnership for Success II	12,124	13,885
Restricted for Section 8 housing	94,163	72,364
Restricted for Drug Free	15,353	11,665
Total net assets with donor restrictions	254,517	119,328
Total Net Assets	\$ 1,224,549	\$ 1,237,473

(11) Liquidity and Availability of Financial Assets

CSP monitors its liquidity so that it is able to meet its operating needs and other contractual commitments while maximizing the investment of its excess operating cash. CSP has the following financial assets that could readily be made available within one year of the balance sheet to fund expenses without limitations:

Financial assets at year-end:	2023	2022
Cash and cash equivalents	\$ 610,317	\$ 418,537
Grant receivables	271,955	315,258
Other receivables	3,300	113,789
Total financial assets	885,572	847,584
Less amounts not available to be used within one year:		
Net assets with donor restrictions	( 254,517)	( 119,328)
Less designated net assets which are designated for program use	( 75,730)	( 75,730)
Financial assets available to meet cash needs for general expenditures within one year	\$ 555,325	\$ 652,526

As reflected above, certain designated assets are designated for program use. These assets limited to use, as reflected in Note 10, are not available for general expenditures within the next year and are, therefore, deducted from the amounts noted above. However, designated amounts could be made available, if necessary.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

In addition to financial assets available to meet general expenditures over the year, CSP operates with a balanced budget and anticipates covering its general expenditures using the income generated from contractual agreements with governmental agencies and contributions. The Statement of Cash Flows identifies the sources and uses of the CSP's cash and shows positive cash generated by operations of \$370,009 for the year ended June 30, 2023 and negative cash generated by operations of \$(222,139) for the year ended June 30, 2022. CSP also has a \$200,000 line of credit available to meet cash flow needs. Balance outstanding on the line of credit at June 30, 2023, was \$0.

(12) Long-term Debt

Long-term debt at June 30, 2023 and 2022 consisted of the following:

	2023	2022
Mortgage payable to a bank, interest rate 5.25%, payable in 120 monthly installments of \$3,450, including interest with one final payment due on August 25, 2027, secured by real estate.	\$ 560,632	\$ 572,719
Less current installments	( 12,347)	( 11,717)
Long-term portion	\$ 548,285	\$ 561,002

Approximate maturities of long-term debt are summarized as follows:

For the Year Ending June 30,	Approximate Amount
2024	\$ 12,347
2025	13,011
2026	13,711
2027	14,448
2028 and after	507,115
	\$ 560,632

For the years ended June 30, 2023 and 2022, CSP incurred interest expense on the mortgage payable of \$29,311 and \$30,465, respectively.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

(13) HOME Loan Obligations

CSP entered into a mortgage with Louisiana Housing Corporation (LHC) pursuant to a Home Affordable Rental Housing Program Regulatory Agreement. The loan proceeds were utilized in the funding of construction of the Crossroads II project. The mortgage has a stated interest rate of 4% per annum; payable in annual installments in the amount equal to 75% of surplus cash of the project due on the first day of April, 2010; provided, however, that all payments due hereunder shall be payable only out of and to the extent of the net cash flow to be determined after payment of all operating expenses approved by LHFA and after a cash distribution to the Owner of not more than 25% of the surplus cash determined by LHFA. Any accrued but unpaid amounts due under this note shall be paid on April 1, 2039, the note maturity date. No payments were made on this loan during the years ended June 30, 2023 and 2022.

CSP entered into a mortgage with the City of Shreveport pursuant to a Home CHDO Funds Multifamily Rental Housing Loan Agreement dated January, 2017. The loan proceeds were used to construct twelve (12) two and three bedrooms townhome units of affordable rental housing for low-income families. The mortgage has a stated interest rate of 3% per annum; payable in annual installments in the amount equal to 100% of surplus cash of the project due on the first day of April, 2017; provided, however, that all payments due hereunder shall be payable only out of and to the extent of the net cash flow to be determined after payment of all operating expenses, payment of all sums due or currently required to be paid under the terms of any permanent mortgage loan encumbering the project that is senior to this note and the promissory note secured by such permanent mortgage loan, and payment of all amounts required to be deposited into any reserve funds. The note is secured by a second mortgage and security interest on all land, buildings, and improvements located on the project site, and movable property. Interest on the note may be compounded no more frequently than annually. Any accrued but unpaid amounts due under this note shall be paid on April 1, 2046, the note maturity date, when all sums due under this note shall be due and payable (unless forgiven as provided for in the note and mortgage). No payments were made on this loan during the years ended June 30, 2023 and 2022.

Outstanding loan balances on each of the HOME loans as of June 30, 2023 and 2022 were as follows:

Home Loan – LHC	\$ 555,560
Home Loan – City of Shreveport	<u>300,000</u>
Total	<u>\$ 855,560</u>

(14) Pension Plan

CSP has a defined contribution pension plan in which employees meeting certain criteria are eligible to participate in the plan. CSP's employer's contribution on behalf of the participant is 4% of the participant's compensation. The amount contributed by CSP during the years ended June 30, 2023 and 2022 was approximately \$27,384 and \$26,752, respectively.

(15) Accrued Interest HOME Loan

This amount represents accrued interest payable on the HOME loan obligations, subject to the payment terms, as detailed in the mortgage with Louisiana Housing Corporation and the City of Shreveport. No interest was paid on these loans during the years ended June 30, 2023 and 2022.

(Continued)

Community Support Programs, Inc.  
Notes to Financial Statements  
June 30, 2023 and 2022  
(Continued)

(16) Partnership Investments

CSP has entered into limited partnerships as a General Partner for various Louisiana Partnerships in Commendam. The partnerships are organized and operated for the construction, ownership and management of apartment complexes in Louisiana. The complexes are operated under the HOME Affordable Rental Housing Program through regulatory agreements with the Louisiana Housing Finance Agency. CSP entered into Management Sub-Contracts, in which they will co-manage the Partnerships. CSP's ownership percentage of each partnership is .05%.

(17) Other Receivables

Other receivables at June 30, 2023 and 2022, consist of reimbursements for expenses, insurance proceeds, and other miscellaneous amounts.

(18) Adoption of New Accounting Pronouncement

Effective January 1, 2021, CSP adopted FASB ASC 842, *Leases*. CSP determines if an arrangement contains a lease at inception based on whether the Organization has the right to control the asset during the contract period and other facts and circumstances. The Organization elected the package of practical expedients permitted under the transition guidance within the new standard, which among other things, allowed it to carry forward the historical lease classification.

The adoption of FASB ASC 842 resulted in the recognition of operating right-of-use-assets and operating lease liabilities. Results for periods beginning prior to July 1, 2021 continue to be reported in accordance with our historical accounting treatment. The adoption of FASB ASC 842 did not have a material impact on the Organization's statement of activities, cash flows or debt covenants.

(19) Contingency

CSP is a defendant in a lawsuit, the ultimate outcome of which is not presently determinable. An estimate of possible loss or range of loss cannot be reasonably estimated at this time.

(20) Subsequent Events

Subsequent events have been evaluated through December 21, 2023, the date the financial statements were available to be issued.

Community Support Programs, Inc.  
 Shreveport, Louisiana  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended June 30, 2023

Federal Grantor / Pass-Through Grantor / Program Title	Federal Assistance Listing Number	Project Number	Passed Through to Subrecipients	Expenditures
<u>U.S. Department of Housing and Urban Development</u>				
Direct Programs:				
Supportive Housing Program - Project Reach II	14.267	LA0246L6H022005 & LA0246L6H022106	\$	\$ 645,328
Supportive Housing Program - Crossroads II	14.267	LA0152L6H022113 & LA0152L6H022214		338,202
Continuum of Care Program - Impact	14.267	LA0034L6H022114 & LA0034L6H022215		652,473
Housing Voucher Cluster				
Direct Program				
Mainstream Vouchers	14.879	LA888	_____	399,123
Total Housing Voucher Cluster			_____	399,123
Passed through the City of Shreveport				
CHDO Home Set-Aside Funds	14.239	2017 - 00000017		300,000
Passed through Louisiana Housing Corporation				
Home Investment Partnership Program	14.239	N/A		555,560
Total U.S. Department of Housing and Urban Development			_____	2,890,686
<u>U.S. Department of Health and Human Services</u>				
Direct Programs:				
Bienville Community Coalition's Drug Free Community Project	93.276	1H79SP080097-01		66,738
Bienville and Sabine Community Coalition	93.243	N/A		42,223
Passed through the State of Louisiana, Department of Children and Family Services				
Portals	93.556	18640		512,538
Passed through the Northwest Louisiana Human Services District				
Consumer Care Resources	93.958	N/A		32,132
Louisiana Partnership for Success II	93.243	N/A		150,265
Total U.S. Department of Health and Human Services			_____	803,896
<u>U.S. Department of Homeland Security</u>				
Emergency Food and Shelter	97.024	N/A	_____	18,600
Total Federal Expenditures			\$ _____	\$ 3,713,182

See accompanying notes to the schedule of expenditures of federal awards.

Community Support Programs, Inc.  
 Shreveport, Louisiana  
 Notes to the Schedule of Expenditures of Federal Awards  
 For the Year Ended June 30, 2023

NOTE 1: Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Community Support Programs, Inc. under programs of the federal government for the year ended June 30, 2023. 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 Community Support Programs, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of Community Support Programs, Inc.

NOTE 2: Summary of Significant Accounting Policies

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

NOTE 3: Indirect Cost Rate

Community Support Programs, Inc. does not utilize an indirect cost rate.

NOTE 4: Loan Balances Outstanding

Community Support Programs, Inc. has the following loan balances outstanding at June 30, 2023:

<i>Federal Assistance</i> <u>Listing #</u>	<u>Program Name</u>	<i>Outstanding Balance at June 30, 2023</i>
14.239	Home Investment Partnership Program	\$ 555,560
14.239	Home Investment Partnership Program	300,000

Community Support Programs, Inc.  
Shreveport, Louisiana  
Schedule of Compensation, Benefits and Other Payments to Agency Head  
For the Year Ended June 30, 2023

Agency Head: Veronica Glover, Chief Executive Officer

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 119,556
Benefits - insurance	5,728
Benefits - retirement	4,598
Benefits - group life/disability insurance	2,431
Reimbursements	600
Continuing professional education	375
Registration fees	212
Meals	208

Community Support Programs, Inc.  
Supplemental Information Schedule  
Schedule of Financial Position - Crossroads II Program  
June 30, 2023

<b>Assets</b>	
Current assets:	
Cash	\$ 83,229
Grants receivable	29,141
Interagency receivable	174,328
Total current assets	286,698
Property and equipment:	
Property and equipment	1,299,510
Accumulated depreciation	(607,013)
Net property and equipment	692,497
<b>Total Assets</b>	<b>\$ 979,195</b>
<b>Liabilities and Net Assets</b>	
Current liabilities:	
Accounts payable	\$ 12,870
Accrued expenses	9,718
Total current liabilities	22,588
HOME loan obligation	555,560
Accrued interest - HOME loan	318,676
Total liabilities	896,824
Net assets:	
Without donor restrictions	23,419
With donor restrictions	58,952
Total net assets	82,371
<b>Total Liabilities and Net Assets</b>	<b>\$ 979,195</b>

Community Support Programs, Inc.  
Supplemental Information Schedule  
Schedule of Activities - Crossroads II Program  
For the Year Ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
Revenues and Other Support:			
Contractual revenue - grants	\$ 338,202	\$	\$ 338,202
Client fees - rent	22,520		22,520
Interest	2,743		2,743
Miscellaneous revenues		58,952	58,952
Total revenues and other support	363,465	58,952	422,417
Expenses:			
Salaries and wages	136,554		136,554
Payroll taxes and benefits	25,789		25,789
Travel	181		181
Operating services	68,300		68,300
Supplies	707		707
Professional fees	65,778		65,778
Utilities	21,081		21,081
Interest - HOME loan	22,531		22,531
Depreciation	42,650		42,650
Miscellaneous	19,570		19,570
Total expenses	403,141		403,141
Changes in net assets	(39,676)	58,952	19,276
Net assets, beginning of year	63,095		63,095
Net assets, end of year	\$ 23,419	\$ 58,952	\$ 82,371

Community Support Programs, Inc.  
Supplemental Information Schedule  
Schedule of Cash Flows - Crossroads II Program  
For the Year Ended June 30, 2023

Operating Activities	
Change in net assets	\$ 19,276
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	42,650
(Increase) decrease in operating assets:	
Grants receivable	33,768
Other receivable	50,000
Interagency receivable	(162,377)
Increase (decrease) in operating liabilities:	
Accounts payable	9,666
Accrued expenses	1,603
Accrued interest - HOME loan	22,531
Net cash provided by operating activities	<u>17,117</u>
Net increase in cash	17,117
Cash as of beginning of year	<u>66,112</u>
Cash as of end of year	<u><u>\$ 83,229</u></u>

# COOK & MOREHART

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

Independent Auditors' Report

To the Board of Directors  
Community Support Programs, Inc.  
Shreveport, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of Community Support Programs, Inc., (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 21, 2023.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Community Support Programs, Inc.'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 Community Support Programs, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Community Support Programs, Inc.'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 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 were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Community Support Programs, Inc.'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*.

### **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.



Cook & Morehart  
Certified Public Accountants  
December 21, 2023

# COOK & MOREHART

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## Report on Compliance for Each Major Program and on Internal Control Over Compliance Required By the Uniform Guidance

### Independent Auditors' Report

To the Board of Directors  
Community Support Programs, Inc.

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

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

We have audited Community Support Programs, Inc.'s compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Community Support Programs, Inc.'s major federal programs for the year ended June 30, 2023. Community Support Programs, Inc.'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, Community Support Programs, Inc. 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 programs for the year ended June 30, 2023.

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

We conducted our audits 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 responsibility 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 Community Support Programs, Inc. 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 Community Support Programs, Inc.'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 Community Support Programs, Inc.'s 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 Community Support Programs, Inc.'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 judgement made by a reasonable user of the report on compliance about Community Support Programs, Inc.'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 judgement and maintain professional skepticism throughout the audit.
- identify and assess the risk 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 Community Support Programs, Inc.'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 Community Support Programs, Inc.'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 Community Support Programs, Inc.'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 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 requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Cook & Morehart  
Certified Public Accountants  
December 21, 2023

Community Support Programs, Inc.  
Shreveport, Louisiana  
Summary Schedule of Prior Audit Findings  
June 30, 2023

There were no findings or questioned costs for the prior year audit for the year ended June 30, 2022.

Schedule of Findings and Questioned Costs  
June 30, 2023

**A. Summary of Audit Results**

Financial Statements

Type of audit report issued : Unmodified

Internal control over financial reporting :

Material weaknesses identified :                           yes      √   no  
Significant deficiencies identified :                       yes      √   none reported

Noncompliance material to financial  
statements noted :

       yes      √   no

Federal Awards

Internal control over major programs :

Material weaknesses identified :                           yes      √   no  
Significant deficiencies identified :                       yes      √   none reported

Type of auditors' report issued on compliance  
for major federal programs: Unmodified

Any audit findings disclosed that are required to  
be reported in accordance with 2 CFR section  
200.516(a)

       yes      √   no

Identification of major federal programs :

Federal Assistance Listing # 14.267  
Supportive Housing Program - Project Reach II  
Supportive Housing Program - Crossroads II  
Supportive Housing Program - Impact

Dollar threshold used to distinguish between  
type A and type B programs : \$750,000

Auditee qualified as low risk :                      √   yes           no

**B. Findings – Financial Statements Audit: None.**

**C. Findings and Questioned Costs – Major Federal Award Programs Audit: None.**

Community Support Programs, Inc.  
Shreveport, Louisiana  
Summary Schedule of Prior Year Audit Findings  
Schedule for Louisiana Legislative Auditor  
June 30, 2023

There were no findings or questioned costs for the prior year audit ended June 30, 2022.

Summary Schedule of Current Year Audit Findings  
Schedule for Louisiana Legislative Auditor  
June 30, 2023

There are no findings or questioned costs for the current year audit period ended June 30, 2023.

# COOK & MOREHART

*Certified Public Accountants*

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## Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Board of Directors  
Community Support Programs, Inc.  
Shreveport, Louisiana  
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 July 1, 2022 through June 30, 2023. Community Support Programs, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Community Support Programs, Inc. 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 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 preparing, adopting, monitoring, and amending the budget.
  - ii. ***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.
  - iii. ***Disbursements***, including processing, reviewing, and approving.
  - iv. ***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).

- v. **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 rates of pay or approval and maintenance of pay rate schedules.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase 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).
- ix. **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.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **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.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Procedures performed. No exceptions noted.

## 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.
  - ii. 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. *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.*

- 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.
- iv. 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.

Procedures performed. No exceptions noted.

### **3) Bank Reconciliations**

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - 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 (e.g., initialed and dated, electronically logged); and
  - 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.

Procedures performed. Noted the following exception:

*Exception:* Management has not documented that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

### **4) Collections (excluding electronic funds transfers)**

- 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 5 deposit sites (or all deposit sites if less than 5).
- 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 (e.g., 5 collection locations for 5 deposit sites), 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 collections do not share cash drawers/registers;
  - 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 (e.g., pre-numbered receipts) to the deposit;

- 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
  - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- 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 was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations 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.
  - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - iii. Trace the deposit slip total to the actual deposit per 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 collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - v. Trace the actual deposit per the bank statement to the general ledger.
- Procedures performed. No exceptions noted.

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

- A. 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).
- B. For each location selected under procedure #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, then 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 or making the purchase;
  - ii. At least two employees 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;
  - 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

- 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.
- C. For each location selected under procedure #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 5 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
  - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. 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.

Procedures performed. Noted the following exception:

*Exception:* The employee responsible for processing payments is the same employee who add/modifies vendor files.

#### 6) Credit Cards/Debit Cards/Fuel Cards/P-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.
- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. 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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
  - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #7B 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 (e.g., each card should have 10 transactions subject to inspection). 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 observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Procedures performed. No exceptions noted.

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

- 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 5 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 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
  - 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
  - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Procedures performed. No exceptions noted.

#### **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 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- 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;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - iii. 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, the documented approval); and
  - iv. 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.

Procedures performed. No exceptions noted.

**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 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 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 (e.g., vacation, sick, compensatory);
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- 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.
- D. 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.

Procedures performed. No exceptions noted.

**10) Ethics**

Not applicable to nonprofit organizations.

**11) Debt Service**

Not applicable to nonprofit organizations.

**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.

Management represented that there were no misappropriations of public funds or assets during the 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.

Procedures performed. No exceptions noted.

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

- A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
  - i. 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.
  - ii. 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 inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - iii. 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.
- B. 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.

We performed the procedures and discussed the results with management.

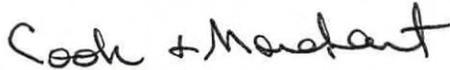
### **14) Prevention of Sexual Harassment**

Not applicable to Community Support Programs, Inc..

We were engaged by Community Support Programs, Inc., 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 Community Support Programs, Inc., 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.



Cook & Morehart  
Certified Public Accountants  
December 21, 2023

# Community

Support Programs, Inc.

December 21, 2023

Cook & Morehart, CPAs  
1215 Hawn Ave  
Shreveport, LA 71107

Community Support Programs, Inc. submits the following responses to the exceptions identified in the Statewide Agreed-Upon Procedures Report for the year ended June 30, 2023:

*Exception:* Management has not documented that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date.

*Response:* Management will research items outstanding for more than 12 months and will document such review.

*Exception:* The employee responsible for processing payments is the same employee that adds/modifies vendor files.

*Response:* All vendor payments are approved by management.

Sincerely,

  
Veronica Glover  
Chief Executive Officer

