

**HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED SEPTEMBER 30, 2023**

**Mike Estes, P.C.**

A Professional Accounting Corporation

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and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

## Independent Auditor's Report

Board of Commissioners  
Housing Authority of Haynesville  
Haynesville, Louisiana

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

#### ***Qualified Opinion***

We have audited the accompanying financial statements of the Housing Authority of the Town of Haynesville, Louisiana as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Housing Authority of Haynesville, Louisiana basic financial statements as listed in the table of contents.

In our opinion, except for the effects of the matters described in the Basis for Qualified Opinion section of our report, the accompanying financial statements referred to above present fairly, in all material respects, the respective position, of the Housing Authority of the Town of Haynesville, Louisiana as of and for the year ended September 30, 2023, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Qualified 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 the Housing Authority of Haynesville, Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Matters Giving Rise to Qualified Opinion on the General Fund***

Management has not adopted an acceptable methodology for reviewing the collectability of \$61,878 of tenants' accounts receivable, the amount which is disclosed in Note 3. Accordingly, management has not established an amount for an allowance for uncollectible accounts for this \$61,878. Accounting principles generally accepted in the United States of America require that an adequate allowance be provided for uncollected receivables, which would decrease the assets, deferred inflows of resources, and fund balances and change the revenues of the General Fund. The amount by which this departure would affect the assets, deferred inflows of resources, fund balances, and revenues of the General Fund has not been determined.

### ***Emphasis of Matter***

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

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

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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

### ***Required Supplementary Information***

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

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

### ***Supplementary Information***

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 14, 2024 on our consideration of the Housing Authority of the Town of Haynesville, Louisiana's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Housing Authority of the Town of Haynesville, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of the Town of Haynesville, Louisiana's internal control over financial reporting and compliance.



Mike Estes, P.C.  
Fort Worth, Texas  
June 14, 2024

**HOUSING AUTHORITY OF HAYNESVILLE, LA**  
**REQUIRED SUPPLEMENTAL INFORMATION**  
**MANAGEMENT DISCUSSION AND ANALYSIS (MD&A)**  
**SEPTEMBER 30, 2023**

**The management of Housing Authority of Haynesville, LA presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending September 30, 2023. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.**

### **FINANCIAL HIGHLIGHTS**

- The primary source of funding for these activities continues to be subsidies and grants from the Department of Housing and Urban Development (HUD), whereas tenant rentals provide a secondary but also significant source of funding.
- The Housing Authority's assets exceeded its liabilities by \$1,521,489 at the close of the fiscal year ended 2023.
  - ✓ Of this amount \$1,011,524 represents a restriction equal to the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
  - ✓ The remainder of \$509,965 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount equals 55% of the total operating expenses of \$921,859 for the fiscal year 2023, which means the Authority might be able to operate about 7 months using the unrestricted assets alone, compared to 7 months in the prior fiscal year.
- The Housing Authority's total net position increased by \$50,302, a 3% increase from the prior fiscal year 2022.
- The increase in net position of these funds was accompanied by a decrease in unrestricted cash by \$102,832 from fiscal year 2022.
- The Authority Spent \$215,002 on capital asset additions.
- These changes led to an increase in total assets by \$50,249 and a decrease in total liabilities by \$53. As related measure of financial health, there are still over \$13 of current assets covering each dollar of total current liabilities, which compares to \$14 covering the prior fiscal year's liabilities.
- The Housing Authority continues to operate without the need for debt borrowing.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

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

### **Reporting on the Housing Authority as a Whole**

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2023?" The Statement of net position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

**Fund Financial Statements**

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

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

**USING THIS ANNUAL REPORT**

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

Public Housing Capital Fund Program	\$ 242,614
Low Rent Public Housing	<u>326,793</u>
Total funding received this current fiscal year	<u>\$ 569,407</u>

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

**Reporting the Housing Authority's Most Significant Funds**

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

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

**FINANCIAL ANALYSIS**

The Housing Authority's net position was \$1,521,489 as of September 30, 2023. Of this amount, \$1,011,524 was invested in capital assets and \$509,965 was unrestricted. No other specific Assets are restricted. Also, there are no other restrictions on general net position.



Housing Authority of Haynesville, LA  
 Management's Discussion and Analysis (MD&A)  
 September 30, 2023

**CONDENSED FINANCIAL STATEMENTS**

**Condensed Statement of Net Position  
 As of September 30, 2023**

	<u>2023</u>	<u>2022</u>
<b>ASSETS</b>		
Current assets	\$ 579,664	\$ 620,645
Capital assets, net of depreciation	<u>1,011,524</u>	<u>920,294</u>
Total assets	<u>1,591,188</u>	<u>1,540,939</u>
<b>LIABILITIES</b>		
Current liabilities	42,911	44,304
Non-current liabilities	<u>26,788</u>	<u>25,448</u>
Total liabilities	<u>69,699</u>	<u>69,752</u>
<b>NET POSITION</b>		
Invested in capital assets, net of depreciation	1,011,524	920,294
Unrestricted net position	<u>509,965</u>	<u>550,893</u>
Total net position	<u>\$ 1,521,489</u>	<u>\$ 1,471,187</u>

The net position of these funds increased by \$50,302, or by 3%, from those of fiscal year 2022, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

Housing Authority of Haynesville, LA  
 Management's Discussion and Analysis (MD&A)  
 September 30, 2023

**CONDENSED FINANCIAL STATEMENTS (Continued)**

**Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position  
 Fiscal Year Ended September 30, 2023**

	<u>2023</u>	<u>2022</u>
<b>OPERATING REVENUES</b>		
Tenant Revenue	\$ 304,994	\$ 270,487
HUD grants for operations	436,822	427,733
Other non-tenant revenue	61,222	30,548
Total operating revenues	<u>803,038</u>	<u>728,768</u>
<b>OPERATING EXPENSES</b>		
General	174,485	150,039
Ordinary maintenance and repairs	283,651	238,059
Administrative expenses and management fees	309,253	252,394
Utilities	28,351	24,034
Protective services	2,347	2,180
Tenant services	-	60
Depreciation	123,772	105,811
Total operating expenses	<u>921,859</u>	<u>772,577</u>
Income (losses) from operations	<u>(118,821)</u>	<u>(43,809)</u>
<b>NON-OPERATING REVENUES</b>		
Interest income	2,984	297
Insurance proceeds	13,561	-
Total non-operating revenues	<u>16,545</u>	<u>297</u>
Income (losses) before capital contributions	<u>(102,276)</u>	<u>(43,512)</u>
<b>CAPITAL CONTRIBUTIONS</b>	<u>152,578</u>	<u>145,528</u>
<b>CHANGES IN NET POSITION</b>	<u>50,302</u>	<u>102,016</u>
<b>NET POSITION - BEGINNING</b>	1,471,187	1,369,171
<b>NET POSITION - END</b>	<u>\$ 1,521,489</u>	<u>\$ 1,471,187</u>

## EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating and capital contributions increased \$97,568 from a combination of larger offsetting factors. Reasons for most of this change are listed below:

- Total tenant revenue increased by \$34,507 from that of the prior fiscal year because the amount of rent each tenant pays is based on a sliding scale of their personal income. Included in this total is other tenant revenues (such as fees collected from tenants for late payment of rent, damages to their units, and other assessments) which increased by \$27,838.
- Federal revenues from HUD for operations increased by \$9,089 from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant.
- Federal Capital Funds from HUD increased by \$7,050 from that of the prior fiscal year. The Housing Authority was still in the process of completing projects funded from grants by HUD for fiscal years 2020 through 2021 and submitted a new grant during fiscal year 2023.
- Total other operating revenue increased by \$30,674 and non-operating revenue increased by \$16,248 from the prior fiscal year.

Compared with the prior fiscal year, total operating expenses increased \$149,282, or by 20%, but this also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below:

- Depreciation expense increased by \$17,961 from that of the prior fiscal year.
- Maintenance and repairs increased by \$45,572 from that of the prior fiscal year.
- General Expenses increased by \$24,446 from that of the prior fiscal year. Payments in lieu of taxes (PILOT) increased by \$235. PILOT is calculated as a percentage of rent minus utilities and therefore changed proportionately to the changes in each of these. Insurance premiums increased by \$24,641. Lastly, compensated absences decreased by \$1,496.
- Administrative Expenses increased by \$56,859 from that of the prior fiscal year due to a combination of factors. Administrative staff salaries increased by \$28,248 and related employee benefit contributions increased by \$4,004; therefore, total staff salaries and benefit costs increased. Outside professional fees changed as follows: audit fees increased by \$2,000 and legal fees decreased by \$340. In addition, staff travel reimbursements decreased by \$354, office expenses increased by \$13,119 and sundry expenses increased by \$10,435.
- Utilities Expense increased by \$4,317 from that of the prior fiscal year because water cost increased by \$1,721, electriTown cost increased by \$1,184, gas cost increased by \$1,135, and other utilities expense (such as labor, benefits, garbage, sewage, and waste removal) increased by \$277.
- Total Tenant Services decreased by \$60 from that of the prior fiscal year.
- Protective services increased by \$167 from that of the prior fiscal year.

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At September 30, 2023, the Housing Authority had a total cost of \$7,461,264 invested in a broad range of assets and construction in progress from projects funded in 2020 through 2021, listed below. This amount, not including depreciation, represents increases of \$215,002 from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

**Statement of Capital Assets  
 As of September 30, 2023**

	<u>2023</u>	<u>2022</u>
Land	\$ 1,534	\$ 1,534
Buildings	6,518,043	6,335,921
Leasehold improvements	646,273	631,893
Furniture and equipment	295,414	276,914
Accumulated Depreciation	<u>(6,449,740)</u>	<u>(6,325,968)</u>
Total	<u>\$ 1,011,524</u>	<u>\$ 920,294</u>

As of the end of the 2023 fiscal year, the Authority is still in the process of completing HUD grants of \$841,497 obtained during 2020 through 2022 fiscal years. A total remainder of \$112,526 will be received and \$107,115 spent for completing these projects during fiscal year 2024.

**Debt**

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

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by the Federal budget than by local economic conditions. The capital budgets for the 2024 fiscal year have already been submitted to HUD for approval and no major changes are expected.

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

**CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT**

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Yolanda Coleman, at Housing Authority of Haynesville, LA; PO Box 751, Haynesville, LA 71038.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
STATEMENT OF NET POSITION

SEPTEMBER 30, 2023

**ASSETS**

## Current assets

Cash and cash equivalents	\$ 440,382
Accounts receivable net	76,277
Prepaid items and other assets	52,780
Inventory	770
Restricted assets - cash and cash equivalents	9,455

Total Current Assets	579,664
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## Capital Assets, net

Land and other non-depreciated assets	1,534
Other capital assets - net of depreciation	1,009,990

Total Capital Assets, net	1,011,524
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Total Assets	\$ 1,591,188
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**LIABILITIES**

## Current Liabilities

Accounts payable	\$ 17,675
Unearned income	10,424
Compensated absences payable	5,357
Deposits due others	9,455

Total Current Liabilities	42,911
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## Noncurrent Liabilities

Compensated absences payable	26,788
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Total Liabilities	69,699
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**NET POSITION**

Net investment in capital assets	1,011,524
Unrestricted	509,965

Net Position	\$ 1,521,489
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The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND NET POSITION

FOR THE YEAR ENDED SEPTEMBER 30, 2023

<b>OPERATING REVENUES</b>	
Dwelling rental	\$ 275,886
Governmental operating grants	436,822
Tenant revenue- other	29,108
Other	61,222
Total Operating Revenues	803,038
<b>OPERATING EXPENSES</b>	
Administration	309,253
Utilities	28,351
Ordinary maintenance & operations	283,651
General expenses	174,485
Depreciation	123,772
Protective services	2,347
Total Operating Expenses	921,859
Income (Loss) from Operations	(118,821)
Non Operating Revenues (Expenses)	
Interest earnings	2,984
Insurance proceeds	13,561
Total Non-Operating Revenues (Expenses)	16,545
Income (Loss) before contribution	(102,276)
Capital Contribution	152,578
Change in net position	50,302
Total net position - beginning	1,471,187
Total net position - ending	\$ 1,521,489

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

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Rental receipts	\$ 185,016
Other receipts	117,534
Federal grants	438,853
Payments to vendors	(445,985)
Payments to employees – net	(352,371)
	(56,953)
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Purchase of capital assets	(215,002)
Insurance proceeds	13,561
Federal Capital Grants	152,578
	(48,863)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest income	2,984
	2,984
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>(102,832)</b>
<b>CASH AND CASH EQUIVALENTS</b>	
Beginning of Fiscal Year	552,669
<b>CASH AND CASH EQUIVALENTS</b>	<b>\$ 449,837</b>
End of Fiscal Year	<b>449,837</b>

Continued

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED SEPTEMBER 30, 2023

**RECONCILIATION OF OPERATING  
INCOME (LOSS) TO NET CASH  
PROVIDED (USED) BY OPERATING  
ACTIVITIES**

Operating income (loss)	\$ (118,821)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation Expense	123,772
Provision of uncollectible accounts	(28,278)
Change in assets and liabilities:	
Receivables	(26,474)
Inventories	6,992
Prepaid items	(14,091)
Account payables	(7,184)
Unearned income	7,856
Deposits due others	(725)
	<hr/>
Net cash provided (used) by operations	\$ (56,953) <hr/> <hr/>

Concluded

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



HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

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HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

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

**A. REPORTING ENTITY** Housing Authorities are chartered as public corporations under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the Town or parish declaring a need for the Housing Authority to function in such Town or parish. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor of the Town of Haynesville, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	FW 1421	120 units
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GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

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

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

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

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

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

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

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program.

### **C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

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

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

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
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SEPTEMBER 30, 2023

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

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$449,837. This is comprised of cash and cash equivalents of 440,382 and restricted assets – cash of \$9,455, on the statement of net position.

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

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

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

Definitions:

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

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

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

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

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

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

Site improvements	15 years
Buildings	33 years
Building improvements	15 years
Furniture and equipment	5-7 years
Computers	3 years

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

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

**L. POST EMPLOYMENT BENEFITS** The Authority does not recognize or pay any post employment benefits. Accordingly, Governmental Accounting Standards Board (GASB) Statement Number 45 does not apply.

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

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

Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

**N. USE OF ESTIMATES** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – DEPOSITS AND INVESTMENTS** The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at September 30, 2023. Deposits are stated at cost, which approximates fair value.

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

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

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

Restricted Cash: \$9,455 is restricted in the General Fund for security deposits.

At September 30, 2023, the Housing Authority's carrying amount of deposits was \$449,837 and the bank balance was \$459,941. \$250,000 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$209,941 was covered by pledged securities. However, this \$209,941 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

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

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at September 30, 2023, are as follows:

<u>Class of Receivables</u>	
Local sources:	
Tenants	\$ 61,878
Federal sources:	
Grants	14,399
	_____
Total	\$ 76,277
	_____

The tenants account receivables is net of an allowance for doubtful accounts of \$1,815.

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

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 1,534	\$ 0	\$ 0	\$ 1,534
Depreciable assets:				
Buildings	6,967,814	196,502	0	7,164,316
Furniture and equipment	276,914	18,500	0	295,414
Total capital assets	7,246,262	215,002	0	7,461,264
Less: accumulated depreciation				
Buildings	6,055,030	117,884	0	6,172,914
Furniture and equipment	270,938	5,888	0	276,826
Total accumulated depreciation	6,325,968	123,772	0	6,449,740
Total capital assets, net	\$ 920,294	\$ 91,230	\$ 0	\$ 1,011,524

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

**NOTE 5 – ACCOUNTS PAYABLE** The payables at September 30, 2023 are as follows:

Vendors	\$	11,618
Payroll taxes & Retirement withheld		239
Utilities		5,818
		17,675
Total	\$	17,675

**NOTE 6 – COMPENSATED ABSENCES** At September 30, 2023, employees of the Housing Authority have accumulated and vested \$32,145 of employee leave computed in accordance with GASB, Codification Section C60.

**NOTE 7 – LONG-TERM OBLIGATIONS** The following is a summary of the long-term obligation transactions for the year ended September 30, 2023.

		Compensated Absences
Balance, beginning	\$	30,538
Additions		3,536
Deletions		(1,929)
		32,145
Amounts due in one year	\$	5,357



HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

**NOTE 8 – RETIREMENT SYSTEM** The Housing Authority participates in the Housing Agency Retirement Plan (HART), which is a defined contribution plan. The plan was established effective January 1, 2018 with contributions for three years of prior service. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan after completing one year of employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The employer is required to make monthly contributions equal to 12% of each participant's effective compensation. The employee may make voluntary contributions.

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

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

The Housing Authority made the required contributions of \$22,849 for the year ended September 30, 2023, of which \$17,755 was paid by the Housing Authority and \$5,094 was paid by employees. No payments were made out of the forfeiture account.

**NOTE 9 – COMMITMENTS AND CONTINGENCIES**

**Commitments** On September 12, 2019, the Authority entered into an Employment Agreement with the Deputy Executive Director. The agreement was for three years, unless terminated earlier by either party. At the end of the three-year term, the agreement was renewed for three more years.

The contract can be terminated with cause, for non-performance of the duties on the part of the Deputy Executive Director, other good and valid cause, which has proven detrimental effect to the operation of the Authority. Due process is required to terminate with cause. The process is outlined in the agreement.

If the Deputy Executive Director is terminated without cause, she is entitled to receive the remainder of her compensation for the remainder of the term of the agreement.

In addition, the Deputy Executive Director is entitled to all earned annual leave at the time of separation, regardless of the reason for the separation.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

SEPTEMBER 30, 2023

**Litigation** The Housing Authority is not presently involved in litigation.

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

**Construction Projects** There are certain renovation or construction projects in progress at September 30, 2023. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

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

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

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

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

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

The Authority has adopted GASB Statement No. 96, which provides accounting and financial reporting guidance for subscription-based information technology arrangements (SBITAs). The adoption of GASB Statement No. 96 had no material effect on the Authority's September 30, 2023 financial statements.

**NOTE 10 – ECONOMIC DEPENDENCE** The Department of Housing and Urban Development provided \$589,400 to the Housing Authority, which represents approximately 61% of the Housing Authority's total revenue and capital contributions for the year.

**NOTE 11 - SUBSEQUENT EVENTS** Management has evaluated events and transactions subsequent to the statement of net position date through, June 14, 2024, of the independent auditor's report for potential recognition or disclosure in the financial statements.



MIKE ESTES, CPA

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MEMBER OF THE  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC  
ACCOUNTANTS  
and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

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

Independent Auditor's Report

Housing Authority of Haynesville  
Haynesville, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements, of the Housing Authority of the Town of Haynesville, Louisiana, as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Haynesville, Louisiana's basic financial statements, and have issued our report thereon dated June 14, 2024.

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

In planning and performing our audit of the financial statements, we considered the Housing Authority of the Town of Haynesville, Louisiana's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Haynesville, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the Town of Haynesville, Louisiana's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and questioned costs, as Audit Findings 2023-001, 002, and 003 to be material weaknesses. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control that we consider to be material weaknesses.

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

As part of obtaining reasonable assurance about whether the Housing Authority of the Town of Haynesville, Louisiana's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as Audit Findings 2023-001, 002, and 003.

### ***Response to Findings***

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

### ***Purpose of this Report***

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



Mike Estes, P.C.  
Fort Worth, Texas  
June 14, 2024

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED YEAR ENDED SEPTEMBER 30, 2023

**Section I – Summary of the Auditor’s Results**

**Financial Statement Audit**

1. Type of Auditor’s Report Issued on Financial Statements – Modified.

2. Internal Control Over Financial Reporting:

a. Material weakness(es) identified?	<u>  ✓  </u>	yes	<u>      </u>	no
b. Significant deficiency(ies) identified?	<u>      </u>	yes	<u>  ✓  </u>	none reported

3. Noncompliance material to financial statements noted?	<u>  ✓  </u>	yes	<u>      </u>	no
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HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2023

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

Low Rent Program-CDFA#14.850

Finding 2023-001-Inadequate internal controls over tenant rental charges and related matters

Criteria and Condition

Adequate internal controls are lacking for the operative procedures over timely collecting tenant rent and accounting for the collections once received. The charge-off to uncollectible bad debts was \$42,292. The tenant accounts receivable and current balance of tenant repayment agreements were \$63,693 and \$5,301, respectively. All of these amounts are considered excessive. Since management is unable to determine an allowance for bad debts that we as the auditor could determine to be reasonable, the independent auditor's opinion is qualified, as to tenants' receivable and tenant revenue.

Context

It appears there were multiple contributors to the excessive charge-off and very high receivables, much of which will not be collected. Factors include the following:

(1)-Collection procedures are not fully executed. Notices of past due amounts are delivered to tenants. However, if payment is not made, in some instances no further collection procedures were taken.

(2)-The accounting for billing, processing, and reporting of tenant receivables and collections was not adequate. The authority utilizes software for tenant receivables which is widely used in the housing industry. However, due to a computer crash, the rental register information became unreliable. Management claims that they contacted the software vendor to correct the issues. However, more issues developed. As a result, management claims the fee accountant recreated the monthly rental registers and provided those to the authority. Management continued to use the recreated rental registers to provide monthly accounting. This caused issues, including the following:

(a)-The rental register does not automatically carry ending tenant receivable balances and security deposit balances to the beginning balances of the next month's rental register. The rental register has not been integrated with the remainder of the accounting software of the accounting system since a computer crash in 2022. The Excel program currently used for the rental register is not capable of carrying balances forward.

(b)-Deposit slips often show receipts for late payments, lock outs, keys remade, non-refundable pet deposits, etc. However, these payments often are not reflected on the rent register column as other charges.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2023

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

(c)-After new move-ins are properly shown in the month of move in, the pro-rated rent is often improperly carried forward on the next month register, instead of the next month register showing a full month's rent. For example, a pro-rated rent of \$50 is properly shown on the rent register for the first month. The tenant pays the correct full month's rent of \$100 in the next month. However, the rent register still shows \$50 rent charged, and this results in an incorrect ending credit balance of \$50.

(d)-Tenant payments are often improperly applied between regular tenants' accounts receivable and repayment agreement amounts. The division of these two types of payments should be correctly shown on the rental register before the register is sent to the fee accountant. We noted in our tests of instances where the ending balance of both the rent register and the repayment register appeared to be incorrect, due to the mis-applications.

(e)-The rent register often reflects one payment amount on the rent register for several receipts.

(3) We noted in our tests that some of tenant payments were held as long as 14 days before they were deposited in the bank.

(4)-We did not find a board resolution that reviewed and approved the itemized tenant write-offs for the year of \$42,292, noted above. This is a preferred practice in a small authority in a small community. The names should not be read aloud in a public forum, but should be reviewed by the board members.

(5)-All of the above issues make is difficult and time consuming for the fee accountant to reconcile many balances. This is primarily why the fee accountant had difficulty in a timely close-out, which in turn did not allow the auditor adequate time to meet the state filing deadline for the audited statements.

Effect

Collections of tenant accounts receivable were not as much as they should have been. In addition, the less than desirable collection practices may promote a feeling among tenants that prompt payment of their rents is not a high priority. HUD bases a tenant's rent on their ability to pay, based on their reported income. When chronically delinquent-paying tenants are allowed to stay in the authority, they deprive applicants on the waiting list of their opportunity to be housed and pay their income-based rent in a timely fashion.

Cause

(1)-Management asserts the problems noted are mitigated since the total rent amounts per the rental receipts reconciles within a small immaterial difference to the year's total bank deposits. However, we view this as only limited assurance that all tenant payments are properly accounted for, given the high dollar amount of write-offs and receivable balances.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2023

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

(2)-It appears that Excel is not a program that is useful for using an integrated rent register. The authority should use the rent register that it is paying for, via its contract with the software vendor. Management was using paid for rental register application that applies to its accounting software until a computer crash in 2022.

Questioned Costs

None

Recommendation

(a)-New collection procedures should be drawn up by management, and approved by the board. Due written notice should be circulated to all tenants. No exceptions should be made, except in very special circumstances, and then, only as approved in advance by the board.

(b)-If at all possible, management should re-allocate administrative salary dollars and hire a person who has experience with this type of software and make this person responsible of correcting all of the above. The Executive Director should perform quality control on the duties performed by this person.

(c)- The person put in charge of these software duties (preferably a person not presently on staff) may need to seek in person training with the software people.

(d)-The person put in charge of these software duties should consult, for a reasonable fee, if necessary, with a nearby housing authority that uses this same software (we know of some in this area).

(e)-Tenant bad debt write-offs, per tenant, should be reviewed and approved the Board of Commissioners. This often is not practical for larger communities, but this is a small town.

(f)-Tenant receipts should always be deposited within one business day of collection.

Views of Responsible Officials and Planned Corrective Action

I am Yolonda Coleman, Executive Director and Designated Person to answer these audit findings. I will consult with the board about this finding, and attempt to follow the auditor's recommendations.



HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2023

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

Capital Fund-CDFA#14.872

Finding 2023-002-Capital Funding Program Not Adequately Accounted For

Criteria and Condition

The authority is not fully complying with the HUD Capital Fund Guidebook, Chapter 7, Section 7.9, Expenditures of Capital Fund Costs.

Context

The monthly accounting is often sent to the fee accountant without the expenditures identified as to CFP (or to which year CFP) or whether it applies to Operations. This requires the fee accountant to determine what the classification is. However, expenditures are often coded to Operations initially. Later, sometimes months later, the CFP ELOCCs is drawn. At this time, management communicates to the fee accountant that the expenditures need to be reclassified to certain line items of individual CFPs, from Operations. Sometimes management later reclassifies expenditures from one CFP to another.

The Guidebook states that CFP funds are not to be first paid from Operations (other than salaries) and later reimbursed by CFP. In addition, CFP funds drawn down are to be expended within three business days of drawdown.

Effect

First, federal regulations are not complied with. Secondly, this creates an undue burden on the persons asked to track the reclassifications. Third, sometimes these allocations reach back into a prior year, although this was avoided in the current audit year. Federal regulations do not allow prior year changes in CFP expenditure allocations, except in a case of a genuine oversight.

Cause

The current Executive Director is tasked with more responsibilities than normal. This at least in part contributes to this issue that needs correction.

Questioned Costs

None

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2023

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

Recommendation

As noted in the first finding, management should in some form acquire more in-house expertise to assist the Executive Director who presently is responsible for all aspects of in-house accounting, CFP programs, payroll, etc. There should be an added effort to send information timely to the fee accountant that does not need revision. This may require a change in existing personnel.

In addition, management should consider revising future CFPs to include more funds, perhaps 100%, to be classified as 1406, Operations. This would in large part eliminate the accounting problems noted above.

HUD PIH Notice 2018-03, issued February 28, 2018, states that PHAs that operate less than 250 public housing units that are not troubled and do not have significant capital needs may use their entire Capital Funds flexibly. This assumes that this authority is not troubled. Also this assumes this PHA does not have significant assets needs that cannot be paid from Operating funds. Management should consult with HUD-New Orleans to see if CFP budgets can be revised to include more money budgeted for Operations.

Views of Responsible Officials and Planned Corrective Action

I will comply with the auditor's recommendation.

Low Rent Program-CDFA#14.850 and Capital Fund Program-CDFA#14.872

Finding 2023-003-Late Filing of Report

Criteria and Condition

The audit report was due to the Legislative Auditor by March 31, 2024.

Context

The audit report was not filed by the required deadline.

Effect

State regulations were not complied with.

Cause

The fee accountant did not receive accounting information timely enough to in turn send the accounting information to the auditor to allow us to timely complete the audit.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED SEPTEMBER 30, 2023

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

Questioned Costs

None

Recommendation

Audit reports should be timely filed in the future.

View of Responsible Officials and Planned Corrective Action

We will comply with the auditor's recommendation.

Haynesville Housing Authority  
P.O. Box 751  
Haynesville, LA 71038  
Phone: (318)624-1272 (318)-624-2934  
Fax: (318)624-2799

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2023

**Corrective Action Plan Finding:**

**Finding 2023-001-Inadequate internal controls over tenant rental charges and related matters**

**Condition:** Adequate internal controls are lacking for the operative procedures over timely collecting tenant rent and accounting for the collections once received. The charge-off to uncollectible bad debts was \$42,292. The tenant accounts receivable and current balance of tenant repayment agreements were \$63,693 and \$5,301, respectively. All of these amounts are considered excessive. Since management is unable to determine an allowance for bad debts that we as the auditor could determine to be reasonable, the independent auditor's opinion is qualified, as to tenants' receivable and tenant revenue.

**Corrective Action Planned:** I am Yolonda Coleman, Executive Director and Designated Person to answer these audit findings. I will consult with the board about this finding, and attempt to follow the auditor's recommendations.

**Person responsible for corrective action:**

Yolanda Coleman, Executive Director  
Housing Authority of Haynesville  
P.O. Box 751  
Haynesville, LA

Telephone: (318) 624-1272  
Fax: (318) 624-2799

**Anticipated Completion Date:** September 30, 2024

**Corrective Action Plan Finding:**

**Finding 2023-002-Capital Funding Program Not Adequately Accounted For**

**Condition:** The authority is not fully complying with the HUD Capital Fund Guidebook, Chapter 7, Section 7.9, Expenditures of Capital Fund Costs.

**Corrective Action Planned:** I will comply with the auditor's recommendation.

**Person responsible for corrective action:**

Yolanda Coleman, Executive Director  
Housing Authority of Haynesville  
P.O. Box 751  
Haynesville, LA

Telephone: (318) 624-1272  
Fax: (318) 624-2799

**Anticipated Completion Date:** September 30, 2024

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
CORRECTIVE ACTION PLAN

YEAR ENDED SEPTEMBER 30, 2023

**Corrective Action Plan Finding:**

Finding 2023-003-Late Filing of Report

**Condition:** The audit report was due to the Legislative Auditor by March 31, 2024.

**Corrective Action Planned:** We will comply with the auditor's recommendation.

**Person responsible for corrective action:**

Yolanda Coleman, Executive Director  
Housing Authority of Haynesville  
P.O. Box 751  
Haynesville, LA

Telephone: (318) 624-1272  
Fax: (318) 624-2799

**Anticipated Completion Date:** June 30, 2024

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED SEPTEMBER 30, 2023

**The following prior audit finding was a significant deficiency, required to be reported, in the prior year in accordance with *Governmental Auditing Standards* generally accepted in the United States of America:**

Low Rent Program-CDFA#14.850 and Capital Fund-CDFA #14.872

Finding 2022-001-Late Filing with the Louisiana Legislative Auditor

Condition

State law requires that the annual audit report be filed no later than six months after fiscal year-end with the Louisiana Legislative Auditor.

Recommendation

The Authority should continue to timely provide information to the auditor. Management should make sure that the auditor meets the deadline.

Current Status

This finding is repeated in the current audit.

**SUPPLEMENTARY INFORMATION**

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED SEPTEMBER 30, 2023

	CASH BASIS		
	2020 Capital Fund	2021 Capital Fund	2022 Capital Fund
	<u>          </u>	<u>          </u>	<u>          </u>
Funds approved	\$ 248,692	\$ 264,403	\$ 328,402
Funds expended	246,754	259,651	227,977
Excess of funds approved	<u>\$ 1,938</u>	<u>\$ 4,752</u>	<u>\$ 100,425</u>
Funds advanced	\$ 236,747	\$ 260,509	\$ 231,715
Funds expended	246,754	259,651	227,977
Excess (Deficiency) of funds advanced	<u>\$ (10,007)</u>	<u>\$ 858</u>	<u>\$ 3,738</u>

See accountants' report



HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD  
 OR CHIEF EXECUTIVE DIRECTOR

YEAR ENDED SEPTEMBER 30, 2023

**Agency Head Name:** Yolanda Coleman, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	82,638
Benefits-insurance	22,916
Benefits-retirement	11,762
Benefits-<list any other here>	
Car allowance	
Vehicle provided by government	<enter amount reported on W-2>
Per diem	1,192
Reimbursements	
Travel	
Registration fees	
Conference travel	
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Special meals	
<b>Total</b>	<b>118,508</b>

See accountants' report

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2023

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850a	\$ 326,793
Capital Fund Program	14.872	262,607
		<hr/>
Total United States Department of Housing and Urban Development		\$ 589,400
		<hr/>
Total Expenditures of Federal Awards		\$ 589,400
		<hr/> <hr/>

The accompanying notes are an integral part of this schedule.

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED SEPTEMBER 30, 2023

**NOTE 1 – BASIS OF PRESENTATION** The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of the Town of Haynesville, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended September 30, 2023. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

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

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

	Federal Sources
Enterprise Funds	
Governmental operating grants	\$ 436,822
Capital contributions	152,578
	589,400
Total	\$ 589,400

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

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



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ACCOUNTANTS

and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

## AGREED UPON PROCEDURES REPORT

### Independent Accountant's Report On Applying Agreed-Upon Procedures

To the Board of Directors of the Haynesville Housing Authority and the Louisiana Legislative Auditor:

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

The Haynesville Housing Authority has agreed to an acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period October 1, 2022 through September 30, 2023. Additionally, LLA has agreed and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

#### **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.

#### Results of Testing:

The authority still needs to adopt a Sexual Harassment Policy. The minutes of the September 30, 2023 meeting indicate the board approved a Purchasing, Disbursement and Contracting Policy, and the Information Technology/Disaster Recovery policies.

#### Recommendation

This Sexual Harassment Policy should be adopted.

#### View of Responsible Official

We will comply with the auditor's recommendation.

## **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.

#### Results of Testing:

(i)-the board met in accordance with its bylaws.

(ii)-the minutes properly referenced the budget to actual comparisons.

(iii)-the unassigned fund balance at the end of the prior year was a positive amount.

(iv)-the minutes of the September 23, 2023 meeting indicate that the audit report for the year ended September 30, 2022 was reviewed and approved. However, there was no mention of the one audit finding in the minutes. The finding noted the missed deadline of filing the audit report with the Legislative Auditor.

#### Recommendation

At the board meeting(s) when the prior audit report is reviewed, the minutes should reflect a discussion of the audit finding(s), and the progress or the lack of on correcting the noted audit findings.

#### View of Responsible Official

We will comply with the auditor's recommendation.

### **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.

Results of Testing:

(i)-The bank reconciliations that we tested were not reconciled within sixty days.

(ii) and (iii)-No exceptions were noted in these two areas.

Recommendation

The bank reconciliations should be done within 60 days.

Corrective Action Plan-Response

We will comply with the auditor's recommendation.

**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).

Results of Testing:

Tenant receipts are received and processed only from the central, main office.

- 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

A fidelity/surety bond was in effect for the entire year that covered all employees who handle cash.

- 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.

Results of Testing:

We reconciled the total reported tenant cash receipts per issued for the year to the total bank deposits for the year. We noted on a small, immaterial difference. However, we noted several deficiencies, including inefficient collection procedures, poor accounting over the rental register, and lack of board approval over tenant bad debt write-offs. End of year tenant accounts receivable and bad debt write-offs are so high that we have qualified the auditor's opinion regarding receivables. We also noted lags in deposits, as outlined in question (iv) above. This is all included in Audit Finding 2023-001.

Recommendation

Our multi-part recommendations are outlined in Audit Finding 2023-001.

View of Responsible Official-Response

We will comply with the auditor's recommendation.



**5) *Non-Payroll Disbursements (excluding card purchases, 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).

Results of Testing:

Payments are processed and disbursed only from the central office,

- 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
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - b) At least two employees are involved in processing and approving payments to vendors;
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

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

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

No exceptions were noted in the above tests.

***6) Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (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.

Results of Testing:

Management asserts that our list of credit and debit cards 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
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (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
  - b) Observe that finance charges and late fees were not assessed on the selected statements.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

## Results of Testing:

No exceptions were noted in the above tests.

### **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.

## Results of Testing:

No exceptions were noted in the above tests.

### **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.

Results of Testing:

No exceptions were noted in the above tests.

***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.

Results of Testing:

Three maintenance employees were included in the tests. All were hired in at competitive local rates. Annual raises since date of hire have been board-approved. However, none of the three maintenance employees are registered with the Civil Service as required. The rates are comparable, but not exactly as those of the Civil Service.

Recommendation

The authority is trying to become exempt from the Civil Service. However, until and if that happens, the three maintenance employees should be registered with the Civil Service. Management should communicate with the Service to identify the best classification, based on the level of experience and skill of the employee.

- 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

Management represents that no employees were terminated in the audit year. We did not note any in our tests.

- 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.

Results of Testing:

Management represents that all payroll-related liabilities and reports were timely filed. We did not note any past-due amounts in our tests.

**10) Ethics**

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- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - a. 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
  - b. 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.

Results of Testing:

No exceptions were noted in the above tests.

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

Results of Testing:

An ethics designee has been appointed.

**11) Debt Service**

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- 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.

Results of Testing:

Not applicable.

- 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 (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Results of Testing:

Not applicable.

***12) Fraud Notice***

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- 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.

Results of Testing:

Management represents that they are not aware of any misappropriations of public funds or assets during the audit 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.

Results of Testing:

The notice has been properly posted.

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

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- A. Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management.”**
  - a. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.
  - 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 inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c. Obtain a listing of the entity’s computers currently in use and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current

and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results of Testing:

We performed the procedures and discussed the results with management.

- 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.

Results of Testing:

Management represents that no employees were terminated in the audit year. We did not note any in our tests.

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

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- A. Using the 5 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.

Results of Testing:

Sexual harassment training was not obtained by any of the employees during the audit year.

Recommendation

The training should be obtained. Perhaps the easiest method if the on-line training available with the Civil Service.

View of Responsible Official

We will comply with the auditor's recommendation.

- 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).

Results of Testing:

The policy is properly 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:
  - i. Number and percentage of public servants in the agency who have completed the training requirements;

- ii. Number of sexual harassment complaints received by the agency;
- iii. Number of complaints which resulted in a finding that sexual harassment occurred;
- iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- v. Amount of time it took to resolve each complaint.

Results of Testing:

Management represents that they did not receive any sexual harassment complaints during the audit year.

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

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

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.



Mike Estes, P.C.  
Fort Worth, Texas  
June 14, 2024



**HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2023**

<b>Entity Wide Balance Sheet Summary</b>				
	Project Total	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$440,382	\$440,382		\$440,382
112 Cash - Restricted - Modernization and Development				
113 Cash - Other Restricted				
114 Cash - Tenant Security Deposits	\$9,455	\$9,455		\$9,455
115 Cash - Restricted for Payment of Current Liabilities				
100 Total Cash	\$449,837	\$449,837		\$449,837
121 Accounts Receivable - PHA Projects				
122 Accounts Receivable - HUD Other Projects	\$14,399	\$14,399		\$14,399
124 Accounts Receivable - Other Government				
125 Accounts Receivable - Miscellaneous	\$5,301	\$5,301		\$5,301
126 Accounts Receivable - Tenants	\$63,693	\$63,693		\$63,693
126.1 Allowance for Doubtful Accounts - Tenants	-\$1,815	-\$1,815		-\$1,815
126.2 Allowance for Doubtful Accounts - Other	-\$5,301	-\$5,301		-\$5,301
127 Notes, Loans, & Mortgages Receivable - Current				
128 Fraud Recovery				
128.1 Allowance for Doubtful Accounts - Fraud				
129 Accrued Interest Receivable				
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$76,277	\$76,277		\$76,277
131 Investments - Unrestricted				
132 Investments - Restricted				
135 Investments - Restricted for Payment of Current Liability				
142 Prepaid Expenses and Other Assets	\$52,780	\$52,780		\$52,780
143 Inventories	\$811	\$811		\$811
143.1 Allowance for Obsolete Inventories	-\$41	-\$41		-\$41
144 Inter Program Due From				
145 Assets Held for Sale				
150 Total Current Assets	\$579,664	\$579,664		\$579,664
161 Land	\$1,534	\$1,534		\$1,534
162 Buildings	\$6,518,043	\$6,518,043		\$6,518,043
163 Furniture, Equipment & Machinery - Dwellings	\$96,033	\$96,033		\$96,033
164 Furniture, Equipment & Machinery - Administration	\$199,381	\$199,381		\$199,381
165 Leasehold Improvements	\$646,273	\$646,273		\$646,273
166 Accumulated Depreciation	-\$6,449,740	-\$6,449,740		-\$6,449,740
167 Construction in Progress				
168 Infrastructure				
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,011,524	\$1,011,524		\$1,011,524
171 Notes, Loans and Mortgages Receivable - Non-Current				
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due				
173 Grants Receivable - Non Current				
174 Other Assets				
176 Investments in Joint Ventures				
180 Total Non-Current Assets	\$1,011,524	\$1,011,524		\$1,011,524
200 Deferred Outflow of Resources				
290 Total Assets and Deferred Outflow of Resources	\$1,591,188	\$1,591,188		\$1,591,188

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2023

<b>Entity Wide Balance Sheet Summary</b>				
	Project Total	Subtotal	ELIM	Total
311 Bank Overdraft				
312 Accounts Payable <= 90 Days	\$11,618	\$11,618		\$11,618
313 Accounts Payable >90 Days Past Due				
321 Accrued Wage/Payroll Taxes Payable	\$239	\$239		\$239
322 Accrued Compensated Absences - Current Portion	\$5,357	\$5,357		\$5,357
324 Accrued Contingency Liability				
325 Accrued Interest Payable				
331 Accounts Payable - HUD PHA Programs				
332 Account Payable - PHA Projects				
333 Accounts Payable - Other Government				
341 Tenant Security Deposits	\$9,455	\$9,455		\$9,455
342 Unearned Revenue	\$10,424	\$10,424		\$10,424
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue				
344 Current Portion of Long-term Debt - Operating Borrowings				
345 Other Current Liabilities				
346 Accrued Liabilities - Other	\$5,818	\$5,818		\$5,818
347 Inter Program - Due To				
348 Loan Liability - Current				
310 Total Current Liabilities	\$42,911	\$42,911		\$42,911
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue				
352 Long-term Debt, Net of Current - Operating Borrowings				
353 Non-current Liabilities - Other				
354 Accrued Compensated Absences - Non Current	\$26,788	\$26,788		\$26,788
355 Loan Liability - Non Current				
356 FASB 5 Liabilities				
357 Accrued Pension and OPEB Liabilities				
350 Total Non-Current Liabilities	\$26,788	\$26,788		\$26,788
300 Total Liabilities	\$69,699	\$69,699		\$69,699
400 Deferred Inflow of Resources				
508.4 Net Investment in Capital Assets	\$1,011,524	\$1,011,524		\$1,011,524
511.4 Restricted Net Position	\$0	\$0		\$0
512.4 Unrestricted Net Position	\$509,965	\$509,965		\$509,965
513 Total Equity - Net Assets / Position	\$1,521,489	\$1,521,489		\$1,521,489
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$1,591,188	\$1,591,188		\$1,591,188

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2023

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$275,886		\$275,886
70400 Tenant Revenue - Other	\$29,108		\$29,108
70500 Total Tenant Revenue	\$304,994	\$0	\$304,994
70600 HUD PHA Operating Grants	\$326,793	\$110,029	\$436,822
70610 Capital Grants		\$152,578	\$152,578
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants			
71100 Investment Income - Unrestricted	\$2,984		\$2,984
71200 Mortgage Interest Income			
71300 Proceeds from Disposition of Assets Held for Sale			
71310 Cost of Sale of Assets			
71400 Fraud Recovery			
71500 Other Revenue	\$74,783		\$74,783
71600 Gain or Loss on Sale of Capital Assets			
72000 Investment Income - Restricted			
70000 Total Revenue	\$709,554	\$262,607	\$972,161
91100 Administrative Salaries	\$144,844	\$10,000	\$154,844
91200 Auditing Fees	\$13,205		\$13,205
91300 Management Fee			
91310 Book-keeping Fee			
91400 Advertising and Marketing	\$783		\$783
91500 Employee Benefit contributions - Administrative	\$68,870		\$68,870
91600 Office Expenses	\$41,842		\$41,842
91700 Legal Expense	\$40		\$40
91800 Travel	\$147		\$147
91810 Allocated Overhead			
91900 Other	\$29,522		\$29,522
91000 Total Operating - Administrative	\$299,253	\$10,000	\$309,253
92000 Asset Management Fee			
92100 Tenant Services - Salaries			
92200 Relocation Costs			
92300 Employee Benefit Contributions - Tenant Services			
92400 Tenant Services - Other			
92500 Total Tenant Services	\$0	\$0	\$0
93100 Water	\$3,151		\$3,151
93200 Electricity	\$20,241		\$20,241
93300 Gas	\$4,121		\$4,121
93400 Fuel			
93500 Labor			
93600 Sewer	\$838		\$838

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2023

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities			
93800 Other Utilities Expense			
93000 Total Utilities	\$28,351	\$0	\$28,351
94100 Ordinary Maintenance and Operations - Labor	\$112,490		\$112,490
94200 Ordinary Maintenance and Operations - Materials and Other	\$46,592		\$46,592
94300 Ordinary Maintenance and Operations Contracts	\$115,357		\$115,357
94500 Employee Benefit Contributions - Ordinary Maintenance	\$9,212		\$9,212
94000 Total Maintenance	\$283,651	\$0	\$283,651
95100 Protective Services - Labor			
95200 Protective Services - Other Contract Costs			
95300 Protective Services - Other	\$2,347		\$2,347
95500 Employee Benefit Contributions - Protective Services			
95000 Total Protective Services	\$2,347	\$0	\$2,347
96110 Property Insurance	\$64,709		\$64,709
96120 Liability Insurance	\$3,673		\$3,673
96130 Workmen's Compensation	\$10,848		\$10,848
96140 All Other Insurance	\$18,389		\$18,389
96100 Total insurance Premiums	\$97,619	\$0	\$97,619
96200 Other General Expenses	\$6,285		\$6,285
96210 Compensated Absences	\$3,536		\$3,536
96300 Payments in Lieu of Taxes	\$24,753		\$24,753
96400 Bad debt - Tenant Rents	\$42,292		\$42,292
96500 Bad debt - Mortgages			
96600 Bad debt - Other			
96800 Severance Expense			
96000 Total Other General Expenses	\$76,866	\$0	\$76,866
96710 Interest of Mortgage (or Bonds) Payable			
96720 Interest on Notes Payable (Short and Long Term)			
96730 Amortization of Bond Issue Costs			
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$788,087	\$10,000	\$798,087
97000 Excess of Operating Revenue over Operating Expenses	-\$78,533	\$252,607	\$174,074
97100 Extraordinary Maintenance			
97200 Casualty Losses - Non-capitalized			
97300 Housing Assistance Payments			
97350 HAP Portability-In			
97400 Depreciation Expense	\$123,772		\$123,772
97500 Fraud Losses			
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense			
90000 Total Expenses	\$911,859	\$10,000	\$921,859

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2023

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$100,029		\$100,029
10020 Operating transfer Out		-\$100,029	-\$100,029
10030 Operating Transfers from/to Primary Government			
10040 Operating Transfers from/to Component Unit			
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss			
10080 Special Items (Net Gain/Loss)			
10091 Inter Project Excess Cash Transfer In			
10092 Inter Project Excess Cash Transfer Out			
10093 Transfers between Program and Project - In			
10094 Transfers between Project and Program - Out			
10100 Total Other financing Sources (Uses)	\$100,029	-\$100,029	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$102,276	\$152,578	\$50,302
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$1,471,187	\$0	\$1,471,187
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors			
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1408		1408
11210 Number of Unit Months Leased	1294		1294
11270 Excess Cash	\$417,530		\$417,530
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$29,544	\$152,578	\$182,122
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$18,500	\$0	\$18,500
11650 Leasehold Improvements Purchases	\$14,381	\$0	\$14,381
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2023

<b>Entity Wide Revenue and Expense Summary</b>				
	Project Total	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$275,886	\$275,886		\$275,886
70400 Tenant Revenue - Other	\$29,108	\$29,108		\$29,108
70500 Total Tenant Revenue	\$304,994	\$304,994	\$0	\$304,994
70600 HUD PHA Operating Grants	\$436,822	\$436,822		\$436,822
70610 Capital Grants	\$152,578	\$152,578		\$152,578
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue		\$0	\$0	\$0
70800 Other Government Grants				
71100 Investment Income - Unrestricted	\$2,984	\$2,984		\$2,984
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery				
71500 Other Revenue	\$74,783	\$74,783		\$74,783
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted				
70000 Total Revenue	\$972,161	\$972,161	\$0	\$972,161
91100 Administrative Salaries	\$154,844	\$154,844		\$154,844
91200 Auditing Fees	\$13,205	\$13,205		\$13,205
91300 Management Fee				
91310 Book-keeping Fee				
91400 Advertising and Marketing	\$783	\$783		\$783
91500 Employee Benefit contributions - Administrative	\$68,870	\$68,870		\$68,870
91600 Office Expenses	\$41,842	\$41,842		\$41,842
91700 Legal Expense	\$40	\$40		\$40
91800 Travel	\$147	\$147		\$147
91810 Allocated Overhead				
91900 Other	\$29,522	\$29,522		\$29,522
91000 Total Operating - Administrative	\$309,253	\$309,253	\$0	\$309,253
92000 Asset Management Fee				
92100 Tenant Services - Salaries				
92200 Relocation Costs				
92300 Employee Benefit Contributions - Tenant Services				
92400 Tenant Services - Other				
92500 Total Tenant Services	\$0	\$0	\$0	\$0
93100 Water	\$3,151	\$3,151		\$3,151
93200 Electricity	\$20,241	\$20,241		\$20,241
93300 Gas	\$4,121	\$4,121		\$4,121
93400 Fuel				
93500 Labor				
93600 Sewer	\$838	\$838		\$838

**HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES**

**YEAR ENDED SEPTEMBER 30, 2023**

<b>Entity Wide Revenue and Expense Summary</b>				
	Project Total	Subtotal	ELIM	Total
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93000 Total Utilities	\$28,351	\$28,351	\$0	\$28,351
94100 Ordinary Maintenance and Operations - Labor	\$112,490	\$112,490		\$112,490
94200 Ordinary Maintenance and Operations - Materials and Other	\$46,592	\$46,592		\$46,592
94300 Ordinary Maintenance and Operations Contracts	\$115,357	\$115,357		\$115,357
94500 Employee Benefit Contributions - Ordinary Maintenance	\$9,212	\$9,212		\$9,212
94000 Total Maintenance	\$283,651	\$283,651	\$0	\$283,651
95100 Protective Services - Labor				
95200 Protective Services - Other Contract Costs				
95300 Protective Services - Other	\$2,347	\$2,347		\$2,347
95500 Employee Benefit Contributions - Protective Services				
95000 Total Protective Services	\$2,347	\$2,347	\$0	\$2,347
96110 Property Insurance	\$64,709	\$64,709		\$64,709
96120 Liability Insurance	\$3,673	\$3,673		\$3,673
96130 Workmen's Compensation	\$10,848	\$10,848		\$10,848
96140 All Other Insurance	\$18,389	\$18,389		\$18,389
96100 Total insurance Premiums	\$97,619	\$97,619	\$0	\$97,619
96200 Other General Expenses	\$6,285	\$6,285		\$6,285
96210 Compensated Absences	\$3,536	\$3,536		\$3,536
96300 Payments in Lieu of Taxes	\$24,753	\$24,753		\$24,753
96400 Bad debt - Tenant Rents	\$42,292	\$42,292		\$42,292
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				
96000 Total Other General Expenses	\$76,866	\$76,866	\$0	\$76,866
96710 Interest of Mortgage (or Bonds) Payable				
96720 Interest on Notes Payable (Short and Long Term)				
96730 Amortization of Bond Issue Costs				
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$798,087	\$798,087	\$0	\$798,087
97000 Excess of Operating Revenue over Operating Expenses	\$174,074	\$174,074	\$0	\$174,074
97100 Extraordinary Maintenance				
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments				
97350 HAP Portability-In				
97400 Depreciation Expense	\$123,772	\$123,772		\$123,772
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$921,859	\$921,859	\$0	\$921,859

HOUSING AUTHORITY OF HAYNESVILLE, LOUISIANA  
FINANCIAL DATA SCHEDULES

YEAR ENDED SEPTEMBER 30, 2023

<b>Entity Wide Revenue and Expense Summary</b>				
	Project Total	Subtotal	ELIM	Total
10010 Operating Transfer In	\$100,029	\$100,029	-\$100,029	\$0
10020 Operating transfer Out	-\$100,029	-\$100,029	\$100,029	\$0
10030 Operating Transfers from/to Primary Government				
10040 Operating Transfers from/to Component Unit				
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss				
10080 Special Items (Net Gain/Loss)				
10091 Inter Project Excess Cash Transfer In				
10092 Inter Project Excess Cash Transfer Out				
10093 Transfers between Program and Project - In				
10094 Transfers between Project and Program - Out				
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$50,302	\$50,302	\$0	\$50,302
11020 Required Annual Debt Principal Payments	\$0	\$0		\$0
11030 Beginning Equity	\$1,471,187	\$1,471,187		\$1,471,187
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors				
11050 Changes in Compensated Absence Balance				
11060 Changes in Contingent Liability Balance				
11070 Changes in Unrecognized Pension Transition Liability				
11080 Changes in Special Term/Severance Benefits Liability				
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity				
11180 Housing Assistance Payments Equity				
11190 Unit Months Available	1408	1408		1408
11210 Number of Unit Months Leased	1294	1294		1294
11270 Excess Cash	\$417,530	\$417,530		\$417,530
11610 Land Purchases	\$0	\$0		\$0
11620 Building Purchases	\$182,122	\$182,122		\$182,122
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$18,500	\$18,500		\$18,500
11650 Leasehold Improvements Purchases	\$14,381	\$14,381		\$14,381
11660 Infrastructure Purchases	\$0	\$0		\$0
13510 CFFP Debt Service Payments	\$0	\$0		\$0
13901 Replacement Housing Factor Funds	\$0	\$0		\$0