

# **Shreveport Green**

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**Financial Statements**  
**Year Ended December 31, 2023**

# Shreveport Green

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CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Shreveport Green  
Shreveport, Louisiana

### Opinion

We have audited the accompanying financial statements of Shreveport Green (a Louisiana not-for-profit corporation) which comprise the statements of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related summary of accounting policies and notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Shreveport Green as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

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

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of 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 Shreveport Green's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Governmental 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 Shreveport Green'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 Shreveport Green's ability to continue as a going concern for a reasonable period of time.

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

## **Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the basic financial statements as a whole. The accompanying schedule of compensation, benefits and other payments to agency head is presented for purposes of additional analysis and is 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

procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of compensation, benefits and other payments to agency head is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2024, our consideration of Shreveport Green'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 Shreveport Green's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Shreveport Green's internal control over financial reporting and compliance.

*Hodges & Wreyford LLC*

HODGES & WREYFORD LLC  
Certified Public Accountants

Shreveport, Louisiana  
September 27, 2024

# HODGES & WREYFORD LLC

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL  
CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Board of Directors  
Shreveport Green  
Shreveport, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Shreveport Green (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statement of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 27, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Shreveport Green'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 Shreveport Green's internal control. Accordingly, we do not express an opinion on the effectiveness of Shreveport Green's internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. We did identify one material weakness in internal control as listed at finding 2023-001.

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

As part of obtaining reasonable assurance about whether Shreveport Green's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed two instances of noncompliance that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as items 2023-001 and 2023-002.

### **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 Shreveport Green's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Shreveport Green's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statutes 24:513, this report is distributed by the Legislative Auditor as a public document.

*Hodges & Wreyford LLC*

HODGES & WREYFORD LLC  
Certified Public Accountants

Shreveport, Louisiana  
September 27, 2024

# Shreveport Green

## Statement of Financial Position

December 31,	2023
<b>Assets</b>	
<b>Current assets:</b>	
Cash and cash equivalents	\$294,954
Accounts receivable (Note 5)	61,233
Grants receivable (Note 7)	25,860
Prepaid insurance	10,017
Total current assets	392,064
Operating lease right of use asset (Note 8)	4,573
Property and equipment, net (Note 6)	306,318
<b>Total Assets</b>	<b>\$702,955</b>
<b>Liabilities and Net Assets</b>	
<b>Current liabilities:</b>	
Accounts payable and accrued expenses	\$ 18,507
Operating lease liability, current (Note 8)	2,296
Total current liabilities	20,803
Operating lease liability, long-term (Note 8)	2,277
<b>Total Liabilities</b>	<b>23,080</b>
<b>Net assets:</b>	
With donor restrictions (Note 11)	131,689
Without donor restrictions	548,186
Total net assets	679,875
<b>Total Liabilities and Net Assets</b>	<b>\$702,955</b>

*See accompanying summary of significant accounting policies and notes to financial statements.*

# Shreveport Green

## Statement of Activities

Years Ended December 31,

2023

### Changes in net assets without donor restrictions

#### Revenue and Public Support:

Governmental grants (Note 1)	\$313,786
Other public support, including net assets released from restrictions of \$24,752 (Note 3)	226,783
Grants – Serve Louisiana (Note 2)	184,449
Memberships and contributions	99,717
Querbes Park Foundation, including net assets released from restriction of \$127,992	127,992
Contracts for services (Note 4)	342,211
Tree legacy program	250
<b>Total revenue and public support without donor restrictions</b>	<b>1,295,188</b>

#### Other Revenue:

Contributions of nonfinancial resources (Note 9)	-
Tree sales	1,238
Miscellaneous income	2,008
Interest income	-
<b>Total other revenue</b>	<b>3,246</b>

<b>Total public support and other revenue without restrictions</b>	<b>1,298,434</b>
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#### Expenses:

Management and general program	487,965
Other specific programs	578,388
ShreveCorps program	195,227
<b>Total expenses</b>	<b>1,261,580</b>

<b>Increase (decrease) in net assets without donor restrictions</b>	<b>36,854</b>
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### Changes in net assets with donor restrictions:

Grants and contributions with donor restrictions	158,745
Net assets released from restrictions	(152,744)

<b>Increase (decrease) in net assets with donor restrictions</b>	<b>6,001</b>
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<b>Increase in net assets</b>	<b>42,855</b>
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<b>Net assets, beginning of year</b>	<b>\$637,020</b>
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<b>Net assets, end of year</b>	<b>\$679,875</b>
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*See accompanying summary of significant accounting policies and notes to financial statements.*

# Shreveport Green

## Statement of Functional Expenses

Year ended December 31,

2023

	Program Activities			Supporting Activities	Total Expenses
	ShreveCorps Program	Other Specific Programs	Total Program Activities	Management and General Program	
<b>Expenses:</b>					
Accounting and legal	\$ 3,800	\$ -	\$ 3,800	\$ 19,805	\$ 23,605
Automobile	-	-	-	5,295	5,295
Contract labor	-	10,777	10,777	-	10,777
Depreciation	-	-	-	49,276	49,276
Dues and subscriptions	-	-	-	881	881
Entertainment and meetings	281	-	281	1,840	2,121
Equipment rental	-	-	-	3,104	3,104
Fundraising	-	-	-	-	-
Grants-specific programs	-	120,779	120,779	-	120,779
Household hazardous waste	-	39,539	39,539	-	39,539
Insurance	8,004	-	8,004	49,264	57,267
Interest	-	-	-	768	768
Miscellaneous	-	-	-	2,260	2,260
Office expense	-	-	-	8,183	8,183
Payroll taxes	11,524	-	11,524	21,383	32,907
Professional training	1,474	-	1,474	8,303	9,777
Public relations	-	-	-	9,390	9,390
Querbes Park Foundation	-	406,066	406,066	-	406,066
Repairs/maintenance/security	-	-	-	9,369	9,369
Salaries	150,640	-	150,640	279,523	430,163
Supplies	16,518	-	16,518	284	16,803
Telephone	-	-	-	5,436	5,436
Travel	2,986	-	2,986	3,931	6,917
Trees	-	1,227	1,227	-	1,227
Utilities	-	-	-	9,670	9,670
<b>Total expenses</b>	<b>\$ 195,227</b>	<b>\$ 578,388</b>	<b>\$ 773,615</b>	<b>\$ 487,965</b>	<b>\$ 1,261,580</b>

See accompanying summary of significant accounting policies and notes to financial statements.

# Shreveport Green

## Statement of Cash Flows

<i>Years Ended December 31,</i>	<b>2023</b>
<b>Cash flows from operating activities:</b>	
Change in net assets	\$ 42,855
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation expense	49,276
<b>Changes in:</b>	
Accounts and grants receivable	23,289
Prepaid insurance	1,081
Accounts payable	2,781
Net cash provided by operating activities	119,282
<b>Cash flows from Investing activities:</b>	
Additions to property and equipment	(28,096)
Net cash used by investing activities	(28,096)
Net increase (decrease) in cash	91,186
Cash at beginning of year	203,768
<b>Cash at end of year</b>	<b>\$ 294,954</b>
Interest paid	\$ 768

*See accompanying summary of significant accounting policies and notes to financial statements.*

# Shreveport Green

## Summary of Significant Accounting Policies

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**Nature of Activities**

Shreveport Green is a nonprofit organization whose purpose is the promotion of the public interest in the improvement of the environment of the City of Shreveport through the promotion of recycling, coordination of litter control programs and the promotion of beautification through landscaping and other neighborhood improvements. The organization generates revenue through available grants and contribution support.

**Basis of Accounting**

The financial statements of Shreveport Green have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**Concentrations of Credit Risk**

The majority of Shreveport Green revenue comes from State of Louisiana grants, local grants, membership and service fees paid by local agencies. Shreveport Green is therefore heavily dependent on the State and local government for its operations.

**Income Tax Status**

As a nonprofit organization, Shreveport Green is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code; but must file an annual return with the Internal Revenue Service that contains information on its financial operations. Shreveport Green is required to review various tax positions it has taken with respect to its exempt status and determine whether in fact it continues to qualify as a tax-exempt entity. It must also assess whether it has any tax positions associated with unrelated business income subject to income tax. Shreveport Green does not expect any of these tax positions to change significantly over the next twelve months. Any penalties related to late filing or other requirements would be recognized as penalties expense in the accounting records.

Shreveport Green is required to file U.S. Federal Form 990 for informational purposes. Its federal income tax filings for the tax years ended 2022 and beyond remain subject to examination by the Internal Revenue Service.

# Shreveport Green

## Summary of Significant Accounting Policies

(Continued)

### Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates. Significant estimates include the useful lives of fixed assets and allocation of certain expenditures to grants and other programs.

### Cash and Cash Equivalents

For purposes of the statement of cash flows, Shreveport Green considers all highly liquid investments purchased with original maturities of three months or less to be cash and cash equivalents.

### Property and Equipment

Fixed assets are stated at cost, less accumulated depreciation, or fair value if donated. Depreciation and amortization are calculated using the straight-line method over the useful lives of the assets.

### Revenue and Support

Shreveport Green adopted Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities* (Topic 958): *Presentation of Financial Statements of Not-for-Profit Entities*. Under ASU 2016-14, Shreveport Green is required to report information regarding the financial position and activities according to two classes of net assets: assets with donor restrictions and assets without donor restrictions.

#### Net Assets

Assets without donor restrictions – The part of net assets that are not restricted by donor/grantor-imposed stipulations.

Assets with donor restrictions – The part of net assets that are restricted by donor/grantor-imposed stipulations.

#### Revenue

*Contributions* -- All donor-restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of the restriction.

(Continued)

# Shreveport Green

## Summary of Significant Accounting Policies

(Continued)

### Revenue and Support - (continued)

When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified as net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Revenue without donor restrictions and the related assets, which are set aside or otherwise designated by the board of directors for specific uses, are reflected as revenue without donor restrictions and net assets without donor restrictions in the accompanying financial statements.

*Conditional Contributions, Grants and Non-exchange Contracts* – Shreveport Green adopted ASU 2018-08 – “Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made.” The ASU provides guidance on identifying conditions that would preclude the recognition of a contribution as revenue or affect the timing thereof. A condition represents a criterion Shreveport Green must achieve before becoming entitled to the transferred asset.

Cash and other assets received as conditional contributions, grants, and non-exchange contracts are accounted for as refundable advances on the statement of financial position until the condition has been substantially met or explicitly waived by the donor. Revenue is recognized on the date the condition was met as either an increase in net assets without donor restrictions or as an increase in net assets with donor restrictions if a time or purpose restrictions exist beyond the initial condition.

*Contributed Nonfinancial Assets* – Shreveport Green adopted ASU 2020-07, “Not-for Profit Entities (Topic 958): Presentation and Disclosure by Not-for-Profit Entities for Contributed Nonfinancial Assets.” Shreveport Green reports gifts of land, buildings, and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions.

(Continued)

# Shreveport Green

## Summary of Significant Accounting Policies

(Continued)

### Revenue and support – (concluded)

Absent explicit donor stipulations about how long those long-lived assets must be maintained, Shreveport Green reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service. Shreveport Green's policy is to use contributed nonfinancial assets for general and administrative activities unless otherwise stipulated by explicit donor restrictions.

*Contracts with Customers* – Shreveport Green adopted Accounting Standards Codification (ASC) 606, "Revenue from Contracts with Customers." Revenues arising from contracts with customers are recognized at a point in time or over time according to the performance obligations specified or implied by the contract.

### Performance Obligations

#### Contracts for Services and Performance Obligations

Revenue from contracts for services is recognized at a point in time directly associated with the completion of the service objective in an amount that reflects the consideration Shreveport Green expects to be entitled to in exchange for those services.

### Compensated Absences

Full-time employees begin to earn general leave after six months of employment. Annual leave allowances range from 40 hours per year for employees with less than one year of service, 80 hours per year for employees with over one year of service, 120 hours for employees with more than five years of service and 160 hours of general leave for employees with over ten years of service. An employee may accumulate no more than 160 hours of annual leave. Unused leave cannot be carried over from year to year.

### Reclassification of Prior Year Amounts

Certain prior year amounts have been reclassified to conform with current year presentations. These reclassifications had no effect on reported results of operations.

# Shreveport Green

## Summary of Significant Accounting Policies

(Concluded)

### Functional Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program and supporting activities benefited. Such allocations are determined by management on an equitable basis. The expenses that are allocated include the following:

Expenses	Method of Allocation
Salaries and benefits	Time and effort

### Subsequent Events

Management evaluated events subsequent to the Shreveport Green's most recent year end through September 27, 2024, the date the financial statements were available for issuance.

### Allowance for Doubtful Accounts

Shreveport Green records an allowance for doubtful accounts based on specifically identified amounts believed to be uncollectible. Shreveport Green has a limited number of customers with individually large amounts due at any given balance sheet date. Any unanticipated change in one of those customers' credit worthiness or other matters affecting collectability of amounts due from such customers could have a material effect on the Shreveport Green's results of operations in the period in which such changes or events occur. After all attempts to collect a receivable have failed, the receivable is written off against the allowance. At December 31, 2023, the allowance for doubtful accounts totaled \$0.

# Shreveport Green

## Notes to Financial Statements

### 1. Governmental Grants

Shreveport Green received grants from the following governments to support litter prevention, beautification, recycling, and other community enhancement activities.

	2023
City of Shreveport	\$100,000
US Department of Housing and Urban	129,786
Caddo Parish	84,000
	<b>\$313,786</b>

Governmental grants for the year ended December 31, 2023 include \$129,786 received by Shreveport Green as a subrecipient of a US Department of Housing and Urban Development grant administered by the Volunteers of America of North Louisiana. The grant is an activity-based cost reimbursement grant in support of the Choice Neighborhoods program.

### 2. Other Grant Revenue

Shreveport Green received \$184,449 in 2023 from Serve Louisiana for their ShreveCorps program. This program is a youth-based life experience and service-learning opportunity committed to building an ethic of service among young adults and training them to address local environmental and community concerns.

# Shreveport Green

## Notes to Financial Statements

(Continued)

### 3. Other Public Support

Shreveport Green received contributions supporting specific programs during the year ended December 31, 2023. Income for these programs is as follows:

	2023
Mobile Market	41,277
Neighborhood Enhancement	15,000
Tree Planting	36,400
ShreveCorps	30,841
Farm and Gardens	20,000
Keep Louisiana Beautiful	18,765
Other Specific Programs	38,500
Litter Abatement Projects	26,000
	<b>\$226,783</b>

### 4. Contracts for Services

Shreveport Green provided certain services under cooperative endeavor agreements or similar contracts. Revenues recognized from contracts for services are as follows:

	2023
Querbes Park Foundation	\$278,074
De Soto Parish hazardous waste collection	48,137
City of Shreveport hazardous waste collection	16,000
	<b>\$342,211</b>

Revenue, disaggregated by timing of transfer of goods and services follows:

	2023
Revenue recognized based on goods and services transferred to customers at a point in time	<b>\$342,211</b>

# Shreveport Green

## Notes to Financial Statements

(Continued)

### 5. Contract Balances

Shreveport Green records contract assets and liabilities related to contracts with customers.

Contract assets consist of the organization's right to payment from customers for goods or services that have been provided to those customers, with the right to collection conditional on something other than the passage of time. Contract assets were \$0 for the year ended December 31, 2023.

Contract liabilities consist of the organization's obligations to transfer goods or services to customers for which the organization has received consideration from customers, including advance payments received from customers for future goods and services. Contract liabilities were \$0 for the year ended December 31, 2023.

Accounts receivable represent the organization's unconditional right to receive payment for the fulfillment of contract performance obligations or other conditions. Accounts receivable were \$61,233 for the year ended December 31, 2023.

### 6. Property and Equipment

Depreciation for financial reporting purposes is provided on the straight-line method based upon the estimated useful lives of the assets as follows: buildings - 25 years; vehicles, equipment, and improvements - 3 to 10 years.

The major classifications of property and equipment as of December 31, 2023 were as follows:

	2023
Buildings and improvement	\$ 202,506
Automobiles	136,294
Leasehold improvements	323,310
Equipment – general	49,674
Furniture and fixtures	2,828
Equipment – neighborhood	545
	<u>715,157</u>
Accumulated depreciation	(408,839)
Property and equipment, net	<u>\$ 306,318</u>

# Shreveport Green

## Notes to Financial Statements

(Continued)

**6. Property and Equipment – (continued)** Depreciation and amortization expense for property and equipment totaled \$49,276 for the year ended December 31, 2023.

**7. Grants Receivable** Grants receivable consist of governmental and private grants for which Shreveport Green has fulfilled their grant obligations through the expenditure of funds for activities required under the grant. The grants receivable balance consisted of the following at December 31, 2023:

	2023
Volunteers of America HUD Choice Neighborhoods Grant	\$25,860
	<b>\$25,860</b>

**8. Leases** Shreveport Green has adopted FASB ASC 842, *Leases*. Under this Statement, a lessee is required to recognize a lease liability and an intangible lease right-of-use asset ("ROU").

Shreveport Green has the following lease obligations as of December 31, 2023:

Office equipment with an initial present value of \$6,961, a stated annual interest rate of 6.0% included in 60 monthly payments of \$135 beginning May 2021, and with an option to purchase the equipment for fair market value at the end of the lease term.

Office equipment with an initial present value of \$4,472, a stated interest rate of 0% included in 63 monthly payments of \$71 beginning January 2020, with no option to purchase the equipment at the end of the lease term.

(Continued)

# Shreveport Green

## Notes to Financial Statements

(Continued)

**8. Leases  
(continued)**

The following schedule summarizes lease information for 2023:

Expenses	
Operating lease expense	2,212
Total lease expense	\$2,212
Cash paid for amounts included in the measurement of lease and liabilities for operating leases:	
Operating cash flows	\$2,212
ROU assets obtained in exchange for lease liabilities:	
Operating leases	\$4,573
Weighed average remaining lease terms (in years):	
Operating leases	2.1
Weighed average discount rate:	
Operating leases	6.0%
Operating	
Maturity Analysis	
2024	\$2,296
2025	1,746
2026	531
2027	-
2027 and thereafter	-
Lease liability	\$4,573

(Continued)

# Shreveport Green

## Notes to Financial Statements

*(Continued)*

**8. Leases  
(concluded)**

In addition to the lease information presented above, Shreveport Green leases land from the City of Shreveport for \$100 a year for ten years beginning in June 2021, with the option to renew the lease for three additional ten-year terms. Shreveport Green is responsible for improvements, maintenance, and utilities related to the activities conducted on the property.

Shreveport Green has 90 days from the expiration, termination, or revocation of the lease to remove any alterations, additions, or improvements made to the property and to repair any damage to the property cause by the removal of any such alterations, additions, or improvements. Management has not estimated any potential lease exist costs.

**9. Contributed  
Nonfinancial  
Assets**

There were no contributed nonfinancial assets for the year ended December 31, 2023.

# Shreveport Green

## Notes to Financial Statements

(Continued)

### 10. Liquidity and Availability of Resources

The board of directors is responsible for monitoring the liquidity necessary to meet the organization's operating needs. The board meets periodically throughout the year to evaluate the results of operations. As a part of the organization's liquidity management, it structures financial assets to be available as its general expenditures, liabilities, and other obligations come due. Management believes the organization has sufficient financial assets available for general operations.

The following reflects Shreveport Green's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date.

	2023
Financial assets at year end	\$382,047
Less those unavailable for general expenditure within one year due to contractual or donor-imposed restrictions	(81,441)
Financial assets available to meet cash needs for general expenditures within one year	\$300,606

Shreveport Green's financial assets available within one year of the statement of financial position date for general expenditures are as follows:

	2023
Cash and cash equivalents	\$213,513
Accounts receivable	61,233
Grants receivable	25,860
Total financial assets	\$300,606

# Shreveport Green

## Notes to Financial Statements

(Concluded)

**11. Net Assets with Donor Restrictions**

Net assets with donor restrictions are restricted for the following purposes:

	2023
Management and general programs:	
Querbes Park Foundation	\$81,441
Total net assets with donor restrictions	\$81,441

# **Supplemental Material**



# Shreveport Green

## Schedule of Compensation, Benefits and Other Payments to Agency Head

*Year Ended December 31, 2023*

Donna Curtis, Executive Director

Salary	\$84,523
Benefits-insurance	-
Benefits-retirement	-
Benefits-other	-
Car allowance	-
Vehicle provided by government	-
Per diem	-
Reimbursements – mileage	2,312
Reimbursements – other	370
Travel	-
Registration fees	-
Conference travel	-
Housing	-
Unvouchered expenses	-
Special meals	-
Other	-
	\$87,205

# Shreveport Green

## Summary of Audit Results

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Year Ended December 31, 2023

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1. The independent auditor's report expressed an unqualified opinion on the financial statements of Shreveport Green.
2. Two instances of noncompliance were reported in the independent auditor's report on compliance.
3. One material weakness in internal accounting control was disclosed in the independent auditor's report on internal control.
4. Two audit findings were identified.
5. A separate management letter was not issued.

# Shreveport Green

## Schedule of Findings Year Ended December 31, 2023

### 2023-001 General Accounting Procedures

#### Entity-Wide or Program/Department Specific

This finding is entity-wide.

#### Criteria or Specific Requirement

Pursuant to the requirements of AU Section 325, "Communicating Internal Control Related Matters Identified in an Audit," this condition represents a control deficiency that is also considered to be a material weakness in internal controls.

#### Condition

As is common in small organizations, management has chosen to engage the auditor to propose certain year-end adjusting journal entries and to prepare the Organization's annual financial statements. Consistent with this decision, internal controls over the preparation of year-end adjusting entries and annual financial statements, complete with notes, in accordance with generally accepted accounting principles have not been established, nor has management demonstrated an ability to perform these functions in-house.

#### Effect

The Organization does not have the resources (i.e. internal controls and expertise) to prepare the annual financial statements, complete with notes and free of material misstatement, in accordance with generally acceptable accounting principles. The auditor prepared the annual financial statements.

#### Cause

The entity is small and is unable to afford the staffing to meet the applicable criteria.

#### Recommendation

Whether or not it would be cost effective to cure a control deficiency is not a factor in applying the reporting requirements. Because prudent management requires that the potential benefit from an internal control must exceed its cost, it may not be practical to correct all deficiencies an auditor reports under AU Section 325. In this case, we do not believe that curing the material weakness described would be cost effective or practical and accordingly, do not believe any corrective action is necessary.

#### Management Response

As noted above, no recommendation is made, and no corrective action is necessary.

# Shreveport Green

## Schedule of Findings Year Ended December 31, 2023

### 2023-002 Timely Filing of Audit Report

#### Entity-Wide or Program/Department Specific

This finding is entity-wide.

#### Criteria or Specific Requirement

Louisiana R.S. 24:513 requires that Shreveport Green prepare and submit its annual audited financial statements to the Louisiana Legislative Auditor within six months of Shreveport Green's fiscal year end.

#### Condition

Shreveport Green was not able to submit its audited financial statements to the Louisiana Legislative Auditor by the required deadline.

#### Effect

Noncompliance with Louisiana R.S. 24:513.

#### Cause

Shreveport Green's prior auditor closed his firm due to personal health issues. Shreveport Green was unsuccessful in retaining an audit firm until subsequent to its original filing deadline of June 30, 2024.

#### Recommendation

We recommend Shreveport Green take necessary steps to ensure that future audits will be completed and submitted to the Louisiana Legislative Auditor within the prescribed time period.

#### Management Response

Shreveport Green agrees with the recommendation provided.

## Shreveport Green

### Status of Prior Year's Findings Year Ended December 31, 2022

Ref. No.	Fiscal Year Finding Initially Occurred	Description Of Finding	Condition Corrected	Corrective Action Taken
2022-001	2014	Reliance on auditors for preparation of GAAP basis financial statements.	No	No recommendation was made, and no corrective action was considered necessary. This finding was repeated as 2023-001.

**Shreveport Green**

**Statewide Agreed-Upon  
Procedures Report  
December 31, 2023**

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# HODGES & WREYFORD LLC

CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Shreveport Green  
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. Shreveport Green's management is responsible for those C/C areas identified in the SAUPs.

Shreveport Green has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

### ***Written Policies and Procedures***

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

- a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

**Results:** Written policies do not address these items.

- b) ***Purchasing***, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.

**Results:** Written policies do not address these items.

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

**Results:** Written policies do not address these items.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

**Results:** Written policies do not address these items.

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

**Results:** Written policies do not address payroll processing or reviewing and approving time and attendance records, although unwritten policies are followed and were observed in the processing of current payroll period.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

**Results:** Written policies do not address these items.

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

**Results:** Written policies do not address the dollar thresholds by category of expense.

- h) **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).

**Results:** Written policies do not address these items, although unwritten policies are followed regarding each of these issues.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

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

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available

system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

**Results:** There are no written policies over information technology disaster recovery/business continuity.

- l) **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:** This procedure is not applicable to Shreveport Green as a nonprofit.

#### **Board or Finance Committee**

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

**Results:** No exceptions were identified as a result of applying this procedure.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. 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.

**Results:** No exceptions were identified as a result of applying this procedure.

- c) 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.

**Results:** This procedure is not applicable as Shreveport Green is not a governmental entity.

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

**Results:** This procedure is not applicable as there were no new prior year audit findings.

### ***Bank Reconciliations***

3. 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:

- a) 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);

**Results:** One exception where the bank reconciliations were not prepared.

- b) 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

**Results:** Four exceptions where the bank reconciliations prepared by third party accountant were not reviewed.

- c) 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:** No exceptions were identified as a result of applying this procedure.

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

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

**Results:** HW obtained a listing of deposit sites and management's representation that the listing is complete.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (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

- a) Employees responsible for cash collections do not share cash drawers/registers;

**Results:** No exceptions were identified as a result of applying this procedure.

- b) 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;

**Results:** No exceptions were identified as a result of applying this procedure.

- c) 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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 6. 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:** Commercial general liability insurance policy does not cover employee theft.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (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:

- a) Observe that receipts are sequentially pre-numbered.

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- d) 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).

**Results:** One exception where the deposit was not made within one business day of the receipt at the collection location.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

**Results:** HW obtained a listing of locations that process payments and management's representation that the listing was complete.

9. For each location selected under procedure #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, 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;

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

**Results:** No exceptions were identified as a result of applying this procedure.

- 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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

10. For each location selected under procedure #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

- a) Observe whether the disbursement, 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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

- 12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

**Results:** HW obtained a listing of all active credit cards for the fiscal period and management's representation that the listing is complete. No bank debit cards, fuel cards, or purchase cards existed.

- 13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select 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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

14. Using the monthly statements or combined statements selected under procedure #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (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:** 18 exceptions were identified as a result of applying this procedure.

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements 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

- a) 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));

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1g; and

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

## ***Contracts***

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. 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

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

**Results:** No exceptions were identified as a result of applying this procedure.

- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**Results:** No exceptions were identified as a result of applying this procedure.

## ***Payroll and Personnel***

17. 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:** No exceptions were identified as a result of applying this procedure.

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #17 above, obtain attendance records and leave documentation for the pay period, and

- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

**Results:** No exceptions were identified as a result of applying this procedure.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

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

**Results:** No exceptions were identified as a result of applying this procedure.

- 19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials 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:** No exceptions were identified as a result of applying this procedure.

- 20. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

**Results:** No exceptions were identified as a result of applying this procedure.

### **Ethics**

- 21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17 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

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

- 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:** This procedure is not applicable to Shreveport Green as a nonprofit.

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

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

#### ***Debt Service***

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

#### ***Fraud Notice***

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

**Results:** Management represented no misappropriation of public funds or assets occurred during this fiscal period.

26. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Results:** The notice required by R.S. 24:523.1 was not posted on the entity's website.

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

27. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

**Results:** We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

**Results:** We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 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:** We performed the procedure and discussed the results with management.

- 28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**Results:** No exceptions were identified as a result of applying this procedure.

#### ***Prevention of Sexual Harassment***

- 29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, 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:** This procedure is not applicable to Shreveport Green as a nonprofit.

- 30. 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:** This procedure is not applicable to Shreveport Green as a nonprofit.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

**Results:** This procedure is not applicable to Shreveport Green as a nonprofit.

We were engaged by Shreveport Green 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 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.

*Hodges & Wreyford LLC*

HODGES & WREYFORD LLC  
Certified Public Accountants

Shreveport, Louisiana  
September 27, 2024