

**LOUISIANA WILDLIFE AND FISHERIES
FOUNDATION**

BATON ROUGE, LOUISIANA

DECEMBER 31, 2023



TABLE OF CONTENTS

<i>Independent accountant's review report</i>	1 - 2
<i>Financial statements</i>	
Statement of financial position	3
Statement of activities	4
Statement of functional expenses	5
Statement of cash flows	6
Notes to financial statements	7 - 12
<i>Supplementary information</i>	
Schedule of compensation, benefits, and other payments to the agency head	13
<i>Independent accountant's report on applying agreed-upon procedures</i>	14 - 17
<i>Louisiana Attestation Questionnaire</i>	18 - 20



INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors and Management of
Louisiana Wildlife and Fisheries Foundation

We have reviewed the accompanying financial statements of Louisiana Wildlife and Fisheries Foundation (a nonprofit corporation), which comprise the statement 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 notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility 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; this includes 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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, and the standards applicable to review engagements contained in *Governmental Auditing Standards*, issued by the United States Comptroller. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Louisiana Wildlife and Fisheries Foundation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant’s Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The accompanying schedule of compensation, benefits, and other payments to the 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 financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Report on Agreed-Upon Procedures

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated June 25, 2024, on the results of our agreed-upon procedures.

J. A. Champagne & Co., LLP

Baton Rouge, Louisiana

June 25, 2024

LOUISIANA WILDLIFE AND FISHERIES FOUNDATION
STATEMENT OF FINANCIAL POSITION

December 31, 2023

ASSETS

CURRENT ASSETS

Cash	\$ 1,453,116
Certificates of deposit	310,042
Investments	2,641,045
Accrued investment income	14,769
Other	323
Total current assets	<u>4,419,295</u>

PROPERTY AND EQUIPMENT, NET 2,378

OTHER ASSETS

Real estate held for sale 1,472,800

Total assets \$ 5,894,473

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$ 9,742
Payroll liabilities	899
Total current liabilities	<u>10,641</u>

NET ASSETS

Without donor restrictions	2,711,782
With donor restrictions	3,172,050
Total net assets	<u>5,883,832</u>

Total liabilities and net assets \$ 5,894,473

See accompanying notes and independent accountant's review report.

LOUISIANA WILDLIFE AND FISHERIES FOUNDATION
STATEMENT OF ACTIVITIES

Year Ended December 31, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
SUPPORT AND REVENUE			
Contributions and private grants	\$ 63,679	\$ 651,441	\$ 715,120
Federal and state grants	-	518,443	518,443
Special events	137,582	-	137,582
Lease income	24,000	-	24,000
Investment income, net	190,631	-	190,631
Other	1,948	-	1,948
Net assets released from restrictions	1,025,466	(1,025,466)	-
TOTAL SUPPORT AND REVENUE	1,443,306	144,418	1,587,724
FUNCTIONAL EXPENSES			
Program services	971,329	-	971,329
Management and general	118,486	-	118,486
Fundraising	176,616	-	176,616
TOTAL EXPENSES	1,266,431	-	1,266,431
CHANGE IN NET ASSETS	176,875	144,418	321,293
NET ASSETS - BEGINNING OF YEAR	2,534,907	3,027,632	5,562,539
NET ASSETS - END OF YEAR	\$ 2,711,782	\$ 3,172,050	\$ 5,883,832

See accompanying notes and independent accountant's review report.

LOUISIANA WILDLIFE AND FISHERIES FOUNDATION
STATEMENT OF FUNCTIONAL EXPENSES

Year Ended December 31, 2023

	Program	Management and General	Fundraising	Total
EXPENSES				
Salaries	\$ 52,546	\$ 52,531	\$ 46,693	\$ 151,770
Payroll taxes	4,027	4,025	3,578	11,630
Contract services	26,496	17,664	14,720	58,880
Project expenses	874,894	-	-	874,894
Program expenses	-	-	82,536	82,536
Professional services	-	-	5,000	5,000
Fundraising expenses	-	-	10,882	10,882
Accounting and auditing	-	21,213	-	21,213
Advertising and promotions	-	-	2,359	2,359
Transaction charges	-	912	3,479	4,391
Conference and meetings	1,429	952	794	3,175
Contributions	683	-	-	683
Computer and website maintenance	677	451	376	1,504
Depreciation	-	1,777	-	1,777
Dues and subscriptions	-	8,790	-	8,790
Employee relations	-	912	-	912
Insurance	3,020	3,019	2,684	8,723
Interest	-	117	-	117
Internet	757	505	421	1,683
Legal	-	1,500	-	1,500
Miscellaneous	112	450	62	624
Monitoring conservation services	1,229	-	-	1,229
Office supplies and expenses	3,349	2,232	1,860	7,441
Postage	334	223	186	743
Taxes, licenses and permits	-	30	-	30
Telephone	433	288	240	961
Travel	1,343	895	746	2,984
	<u>\$ 971,329</u>	<u>\$ 118,486</u>	<u>\$ 176,616</u>	<u>\$ 1,266,431</u>

See accompanying notes and independent accountant's review report.

LOUISIANA WILDLIFE AND FISHERIES FOUNDATION
STATEMENT OF CASH FLOWS
Year Ended December 31, 2023

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in net assets	\$ 321,293
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities:	
Depreciation	1,777
Unrealized gain on investments	(89,314)
Decrease (increase) in:	
Receivables and other	12,517
Accrued investment income	(14,769)
Increase (decrease) in:	
Accounts and other payables	(14,961)
Net cash provided by operating activities	<u>216,543</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Acquisitions of marketable securities	(1,014,413)
Proceeds from dispositions of marketable securities	1,029,000
Acquisitions of certificates of deposit	(300,000)
Interest credited to certificates of deposit	(14,500)
Redemption of certificate of deposit	154,458
Acquisitions of equipment	(3,651)
Net cash used in investing activities	<u>(149,106)</u>
CASH FLOWS FROM FINANCING ACTIVITIES	
	<u>-</u>
NET INCREASE IN CASH	
	67,437
Cash - beginning of year	1,385,679
Cash - end of year	<u><u>\$ 1,453,116</u></u>

See accompanying notes and independent accountant's review report.

LOUISIANA WILDLIFE AND FISHERIES FOUNDATION

NOTES TO FINANCIAL STATEMENTS

December 31, 2023

(See Independent Accountant's Review Report)

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of activities

Louisiana Wildlife and Fisheries Foundation (the "Organization") is a Louisiana non-profit corporation whose mission is to enhance and encourage public enjoyment and use of the wildlife and fisheries resources in Louisiana. The Organization promotes, develops, and expands the Louisiana Department of Wildlife and Fisheries in youth recruitment, environmental education and training, and habitat conservation.

Basis of accounting

The Organization prepares its financial statements on the accrual basis of accounting. Under this method of accounting, revenue is recognized when earned or billed, and expenses are recognized when goods or services are received and the obligation for payment is incurred.

Basis of presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC). The Organization reports information regarding its financial position and activities according to the two classes of net assets as follows:

Net assets without donor restrictions - resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Net assets with donor restrictions - resources that are subject to donor-imposed restrictions. Some restrictions are temporary in nature, such as those that are restricted by a donor for use for a particular purpose or in a particular future period. Other restrictions may be perpetual in nature; such as those that are restricted by a donor that the resources be maintained in perpetuity.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets with donor restrictions to net assets without donor restrictions.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

Contributions and grants

Contributions received, government support, and unconditional promises to give are measured at their fair values and are reported as an increase in net assets.

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 revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash

For the purposes of the statement of cash flows, the Organization considers all unrestricted highly liquid investments with a maturity of three months or less when acquired to be cash.

Promises to give and other receivables

Promises to give and other receivables are written-off under the direct write-off method whereby bad debts are recorded when a receivable is deemed uncollectible. Subsequent collections are reported in miscellaneous income. In this case, the resulting charge to bad debt expense does not differ significantly from that expensed under the allowance method prescribed by generally accepted accounting principles.

Income tax status

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been included in the financial statements.

The Organization accounts for income taxes in accordance with the income tax accounting guidance included in the FASB ASC. Under this guidance, the Organization may recognize the tax effects from an uncertain tax position only if it is more likely than not that the tax position will be sustained upon examination by tax authorities. The Organization has evaluated its position regarding the accounting for uncertain tax positions and does not believe that it has any material uncertain tax positions.

Functional allocation of expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs are charged specifically to a program or function and the remaining costs are allocated among programs, management, and fundraising based upon estimates of time devoted to these functions.

Advertising

Advertising costs are expensed when incurred.

A: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Certificates of deposit

Certificates of deposit are reported at cost, which approximates fair value. The certificates bear interest at 4.41% and have maturities ranging from eleven to twelve months, with no material penalties for early withdrawal.

Investments

The Organization reports investments in equity securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Real estate held for sale

The Organization reports its real estate investments at their fair values on the dates the properties were donated to the Organization.

Property and equipment and depreciation

Property and equipment are recorded at cost less accumulated depreciation with depreciation being computed on the straight-line method over a useful life of three to five years for office equipment.

When property is retired or otherwise disposed of, the accounts are relieved of the applicable cost and accumulated depreciation and any resulting gain or loss is reflected in revenue. Major additions are capitalized and charges for maintenance and repairs are expensed as incurred.

B: CONCENTRATION OF CREDIT RISK

The Organization maintains deposits in a local financial institution with balances at times that may exceed the \$250,000 federal insurance provided by the Federal Deposit Insurance Corporation. Management believes the credit risk associated with these deposits is minimal.

C PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

Office equipment	\$ 40,828
Accumulated depreciation	<u>(38,450)</u>
	<u>\$ 2,378</u>

Depreciation expense was \$1,777 for the year ended December 31, 2023.

D: LIQUIDITY

The following reflects the Organization's financial assets as of December 31, 2023, reduced by amounts available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date.

Cash	\$ 1,453,116
Certificates of deposit	310,042
Accrued investment income	14,769
Investments	<u>2,641,045</u>
Total financial assets	<u>4,418,972</u>
Less donor imposed restrictions	<u>(3,172,050)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u><u>\$ 1,246,922</u></u>

The Organization maintains excess cash in interest bearing savings accounts, certificates of deposit, and various investment securities.

E: INVESTMENTS

Fair value guidance in the Fair Value Measurements and Disclosure topic of the FASB ASC requires the use of valuation techniques that are consistent with the market approach, the income approach, and/or the cost approach. The market approach uses prices and other relevant information generated by market transactions involving identical or comparable assets and liabilities. The income approach uses valuation techniques to convert future amounts, such as cash flows or earnings, to a single present amount on a discounted basis. The cost approach is based on the amount that currently would be required to replace the service capacity of an asset (replacement costs). Valuation techniques should be consistently applied. Inputs to valuation techniques refer to the assumptions that market participants would use in pricing the asset or liability.

Inputs may be observable, meaning those that reflect the assumptions market participants would use in pricing the asset or liability developed based on market data obtained from independent sources, or unobservable, meaning those that reflect the reporting entity's own assumptions about the assumptions market participants would use in pricing the asset or liability developed based on the best information available in the circumstances. Fair value measurements are reported in one of three levels which is determined by the lowest level input that is significant to the fair value measurement in its entirety. These levels are:

Level 1 – inputs to the valuation methodology are based on unadjusted quoted prices for identical instruments in active markets that the Organization has the ability to access.

E: INVESTMENTS (Continued)

Level 2 – inputs are based primarily upon quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active and model-based valuation techniques for which all significant assumptions are observable in the market or can be corroborated by observable market data for substantially the full term of the assets.

Level 3 – inputs are generally unobservable and typically reflect management’s estimates of assumptions that market participants would utilize in pricing the assets. The fair values are therefore determined using model-based techniques that include option pricing models, discounted cash flow models and similar techniques. A description of the valuation methodologies used for assets and liabilities measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below.

A description of the valuation methodologies used for assets and liabilities measured at fair value, as well as the general classification of such instruments pursuant to the valuation hierarchy, is set forth below.

- *Money market and exchange traded funds* – Valued at the net asset value (NAV) of shares on the last trading day of the year, which is the basis for transactions at that date and are included in the Level 1 fair value hierarchy.
- *US Treasury notes* - The fair values are based on quoted market prices in active markets, and are included in the Level 1 fair value hierarchy. Management believes the market for U.S. treasury notes is an actively traded market given the high level of daily trading volume.

While management believes the Organization’s valuation methodologies are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different estimate of fair value at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the Organization’s assets at fair value on a recurring basis at December 31, 2023:

	<u>Total</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Money market funds	\$ 18,945	\$ 18,945	\$ -	\$ -
US Treasury notes	2,498,931	2,498,931	-	-
Exchange traded funds	123,169	123,169	-	-
	<u>\$ 2,641,045</u>	<u>\$ 2,641,045</u>	<u>\$ -</u>	<u>\$ -</u>

E: INVESTMENTS (Continued)

Net investment income consisted of the following for the year ended December 31, 2023:

Interest	\$ 98,860
Dividends	2,466
Unrealized gains	89,314
Investment expenses	(9)
	<u>\$ 190,631</u>

F: RELATED PARTY TRANSACTIONS

The Organization requests its board members to make a financial contribution as a demonstration of their commitment and support of the Organization's mission. The total amount contributed by board members during the year ended December 31, 2023 was \$19,500.

G: NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions consist of funds designated by donors or grantors for specific purposes or programs. As of December 31, 2023, all restricted funds were designated for various programs and projects related to enhancing public enjoyment and use of the wildlife and fisheries resources in Louisiana.

Net assets released from donor restrictions by incurring expenses satisfying the restricted purpose specified by the donors totaled \$1,025,466 for the year ended December 31, 2023.

H: SUBSEQUENT EVENTS

Subsequent events were evaluated through June 25, 2024, which is the date the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

LOUISIANA WILDLIFE AND FISHERIES FOUNDATION
SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD

For the Year December 31, 2023

Agency Head Name: Melissa Fox, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 116,771
Reimbursements	3,278

See independent accountant's review report.



**INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING
AGREED-UPON PROCEDURES**

The Board of Directors of
Louisiana Wildlife and Fisheries Foundation and
the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the Organization’s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2023, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Organization’s management is responsible for its financial records and compliance with applicable laws and regulations.

The Organization 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 Organization’s compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended December 31, 2023. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. The 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:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Agency’s management.

The Organization provided us with the following list of expenditures for federal, state, and local government grant awards for the year ended December 31, 2023:

Federal, State, or Local Grant Name	Grant Year	Amount
LA Coastal Grassland Restoration Incentive Program	2023	\$ 40,615
NFWF Forestry Grant	2021	53,435
NFWF ConocoPhillips Spirit of Conservation	2021	456

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.

A total of six disbursements were selected for testing for each grant listed above.

3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

Each of the selected disbursements agreed to the amount and payee in the supporting documentation.

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

Each of the selected disbursements were coded to the correct fund and general ledger account.

5. Report whether the selected disbursements were approved in accordance with the Organization's policies and procedures.

Each of the selected disbursements were approved in accordance with their policies and procedures.

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

We compared documentation for each of the selected disbursements with program compliance required related to activities allowed or unallowed, eligibility, and reporting. No exceptions were noted.

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Organization's financial records; and report whether the amounts in the close-out reports agree with the Organization's financial records.

The close-out report agrees with the Organization's financial records.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there were any exceptions. Note: Please refer to the Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://appl.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

The Organization is not required to comply with LA R.S. 42:11 through 42:28 (the open meetings law) because the Organization is not a public body.

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the Organization provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state or local grants included the purpose and duration of the grants; and whether the budgets for state grants also included specific goals, objectives, and measures of performance.

The Organization provided a comprehensive budget to the applicable agency for the programs mentioned previously. This budget included specific goals, objectives, and measures of performance.

State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The Organization's report was submitted to the Legislative Auditor before the statutory due date.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

The Organization's management represented that the Organization did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior Comments

12. Obtain and report management's representation as to whether any prior year suggestions, exceptions, recommendations, and/or comments have been resolved.

There were no prior year suggestions, recommendations, and/or comments for the year ended December 31, 2022.

We were engaged by the Organization to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Organization's compliance with the foregoing matters. 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 Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on the Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the result of that testing, and not to provide an opinion on control or compliance.

Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

L. A. Champagne & Co, LLP

Baton Rouge, Louisiana

June 25, 2024

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

April 24, 2024

L.A. Champagne & Co., LLP

4911 Bennington Ave.

Baton Rouge, LA 70808

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of December 31, 2023 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

We have detailed for you the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Yes No N/A

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and local grantor officials.

Yes No N/A

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes No N/A

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.**

Yes No N/A

Budget

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes No N/A

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes No N/A

We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No N/A

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No N/A

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No N/A

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes No N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes No N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes No N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal

controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No N/A

The previous responses have been made to the best of our belief and knowledge.

M. Balloch Secretary *4-13-24* Date

W. Vent Treasurer *4-13-24* Date

Kenneth P. Guidera President *4-30-24* Date