

**YOUTH EMPOWERMENT  
PROJECT**

**FINANCIAL REPORT  
JUNE 30, 2024**

**YOUTH EMPOWERMENT PROJECT  
TABLE OF CONTENTS  
JUNE 30, 2024**

	Page
<u>FINANCIAL SECTION</u>	
INDEPENDENT AUDITORS' REPORT	1-3
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	4
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS	5
STATEMENT OF CASH FLOWS	6
STATEMENT OF FUNCTIONAL EXPENSES	7
NOTES TO FINANCIAL STATEMENTS	8 – 17
<u>SUPPLEMENTAL INFORMATION</u>	
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO THE EXECUTIVE DIRECTOR	19
<u>SPECIAL REPORTS OF INDEPENDENT AUDITOR</u>	
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	20 – 21
REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY UNIFORM GUIDANCE	22 – 24
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND NOTES TO THE SCHEDULE	25
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	26
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS	27

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Youth Empowerment Project  
New Orleans, Louisiana

### Report on the Audit of the Financial Statements

#### *Opinion*

We have audited the accompanying financial statements of Youth Empowerment Project (YEP), (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of YEP as of June 30, 2024, 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of YEP 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 YEP's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of YEP'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 YEP's ability to continue as a going concern for a reasonable period of time.

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

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards 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 October 23, 2024, on our consideration of YEP'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 YEP'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 YEP's internal control over financial reporting and compliance.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
October 23, 2024

**YOUTH EMPOWERMENT PROJECT**  
**(A Not For Profit Organization)**

**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2024**

**ASSETS**

**Current Assets**

Cash and cash equivalents (Note 2)	\$ 1,119,087
Cash and cash equivalents restricted (Note 2)	151,694
Investments (Note 3)	4,115,783
Accrued interest	52,161
Promises to give, net (Note 4)	1,006,997
Reimbursements receivable (Note 5)	479,067
Inventory (Note 2)	37,961
Prepaid expenses and other assets (Note 2)	<u>95,353</u>
Total current assets	7,058,103

Assets restricted to investment in property, furniture, and equipment at cost less accumulated depreciation (Note 7)	1,209,132
Promises to give, net (Note 4)	400,000
Operating lease right-of-use asset	<u>138,239</u>
Total assets	<u><u>\$ 8,805,474</u></u>

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable	\$ 154,218
Deferred revenue (Note 2)	1,203,332
Operating lease liability (Note 8)	<u>27,303</u>
Total current liabilities	1,384,853
Operating lease liability, net of current maturities (Note 8)	<u>110,936</u>
Total long-term liabilities	<u>110,936</u>
Total liabilities	1,495,789

**Net Assets**

Without donor restrictions	7,274,685
With donor restrictions (Note 15)	<u>35,000</u>
Total net assets	<u>7,309,685</u>
Total liabilities and net assets	<u><u>\$ 8,805,474</u></u>

**The accompanying notes are an integral part of these financial statements.**

**YOUTH EMPOWERMENT PROJECT**  
**(A Not For Profit Organization)**

**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Support, revenues and reclassifications</b>			
Public support:			
Grants - United Way	\$ -	\$ 168,573	\$ 168,573
Grants - Federal Government	891,944	-	891,944
Grants - Other	200,000	646,667	846,667
Contributions	1,179,796	838,468	2,018,264
Employee Retention Credit	532,387	-	532,387
Contributed non financial asset	47,950	-	47,950
Total public support	2,852,077	1,653,708	4,505,785
Revenues			
Contract revenue	1,169,172	-	1,169,172
Program service revenue	172,317	-	172,317
Other income	461	-	461
Net investment return	346,259	-	346,259
Total revenues	1,688,209	-	1,688,209
Reclassifications:			
Net assets released from restrictions	1,813,708	(1,813,708)	-
Total reclassifications	1,813,708	(1,813,708)	-
Total support, revenues and reclassifications	6,353,994	(160,000)	6,193,994
<b>Expenses</b>			
Program services	4,448,491	-	4,448,491
Supporting services:			
Management and general	1,243,784	-	1,243,784
Fundraising	383,955	-	383,955
Total supporting services	1,627,739	-	1,627,739
Total expenses	6,076,230	-	6,076,230
Changes in net assets	277,764	(160,000)	117,764
Net assets, beginning of the year	6,996,921	195,000	7,191,921
Net assets, end of the year	\$ 7,274,685	\$ 35,000	\$ 7,309,685

**The accompanying notes are an integral part of these financial statements.**

**YOUTH EMPOWERMENT PROJECT**  
**(A Not For Profit Organization)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2024**

**CASH FLOWS FROM OPERATING ACTIVITIES:**

Cash received from federal government	\$ 1,219,893
Cash received from state contracts, local and private support	3,210,055
Cash received from program services	172,317
Cash received from other income	346,259
Cash payments for operating expenses	(2,149,104)
Cash payments for employee salaries and benefits	<u>(3,927,126)</u>
Net cash used in operating activities	(1,127,706)

**CASH FLOWS FROM INVESTING ACTIVITIES:**

Cash received from Employee Retention Credit	532,387
Purchase of investments	(633,000)
Increase in investments	<u>346,720</u>
Net cash provided by investing activities	246,107

Net increases in cash, cash equivalents and restricted cash (881,599)

Cash, cash equivalents and restricted cash at beginning of year 2,152,380

Cash, cash equivalents and restricted cash at end of year \$ 1,270,781

Supplemental Information

Operating lease right-of-use asset, net change	<u>\$ 101,825</u>
Operating lease liability, net change	<u><u>\$ 101,825</u></u>

**The accompanying notes are an integral part of these financial statements.**



**YOUTH EMPOWERMENT PROJECT  
(A Not For Profit Organization)**

**STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2024**

	SUPPORTING SERVICES				TOTAL EXPENSES
	PROGRAM SERVICES	MANAGEMENT & GENERAL	FUNDRAISING	TOTAL	
Salaries	\$ 2,507,104	\$ 481,455	\$ 225,415	\$ 706,870	\$ 3,213,974
Payroll Taxes	190,422	37,123	16,506	53,629	244,051
Benefits	334,135	104,980	29,986	134,966	469,101
Computer Network and Software Expenses	73,610	50,833	1,100	51,933	125,543
Consultants and Professional Services	84,914	318,159	83,780	401,939	486,853
Depreciation	35,009	35,010	-	35,010	70,019
General Insurance	64,659	58,108	-	58,108	122,767
Miscellaneous	7,173	58,018	10,246	68,264	75,437
Office Expense	40,854	32,080	16,724	48,804	89,658
Lease expense (Note 8)	205,010	-	-	-	205,010
Repairs and Maintenance	33,791	23,707	-	23,707	57,498
Training	11,870	2,401	-	2,401	14,271
Travel and Meetings	16,689	20,683	-	20,683	37,372
Utilities and Telephone	74,364	21,227	198	21,425	95,789
Youth Related Expenses	768,887	-	-	-	768,887
<b>Total</b>	<b>\$ 4,448,491</b>	<b>\$ 1,243,784</b>	<b>\$ 383,955</b>	<b>\$ 1,627,739</b>	<b>\$ 6,076,230</b>

**The accompanying notes are an integral part of these financial statements.**

**YOUTH EMPOWERMENT PROJECT  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2024**

**NOTE 1 – NATURE OF ACTIVITIES**

**Organizational History**

Youth Empowerment Project (YEP) is a 501(c)(3) non-profit organization that is based in New Orleans, Louisiana. YEP was founded in 2004 by three juvenile justice advocates to support formerly incarcerated young people as they transitioned back into their communities. It was the first program of its kind in the state of Louisiana. Since then, YEP has expanded to engage young people who live in poverty, are out of school or work, or have experienced trauma.

Today, YEP’s mission is to engage young people through community-based education, mentoring, employment readiness, and enrichment programs to help them develop skills and strengthen ties to family and community. As a community-based nonprofit, these programs have been developed in response to unmet community needs and are aligned with YEP’s core purpose, which is to empower young people to improve their lives and the lives of others.

**Who We Serve**

YEP’s four service areas work collectively to support young people and adults ages 7 and up as they pursue individualized goals and achieve positive life outcomes. 88% of participants identify as African American or Black, nearly 72% report an annual household income of less than \$20,000, and 69% reside in a single female headed household.

Many young people and families in the Greater New Orleans area struggle to overcome the historical underinvestment in public education, limited access to living wage jobs, and an epidemic of mass incarceration. These systemic practices perpetuate inequities and limit the opportunities that certain individuals and families have for escaping poverty and the negative outcomes that result.

**What We Do**

YEP is committed to addressing these persistent social issues through direct service and education. Our goal is to connect young people to the opportunities, relationships, and resources they need to achieve their potential. Our four service areas include:

**YEP Mentors** is a community-based mentoring program for system-involved young people, ages 8 to 21, who are referred to YEP by the Louisiana Office of Juvenile Justice, and local courts and district attorneys offices. YEP youth advocates provide participants with supportive services, individualized goal setting, and case management.

**YEP Enriches** is an out-of-school time enrichment program for young people, ages 7 to 18, with locations in the Central City and New Orleans East neighborhoods of New Orleans. YEP’s Afterschool Program and Summer Camp offer a range of structured activities, including a basketball team, drumline and dance team, as well as cooking classes, arts and music instruction, tutoring, and homework help.

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 1 – NATURE OF ACTIVITIES - CONTINUED**

**YEP Educates** is an adult education program that provides high school equivalency test preparation and basic instruction to out-of-school youth and adults ages 16 and up. Services are available at three sites in the Greater New Orleans area and students can choose to attend in either Mid-City, Algiers or New Orleans East. Our postsecondary transition team helps students enroll in postsecondary education and training programs while securing financial aid to support their education.

**YEP Works** is a work-based learning program that engages young people between the ages of 16 and 24 who are enrolled in YEP Educates or another alternative education program, or who are disconnected from school. Participants earn hourly stipends while developing social emotional competencies and gaining transferable work-based skills in customer service. Our employment transition team helps graduates progress into employment, internships, postsecondary education, and advanced training programs.

YEP's community impact for the 2023-2024 fiscal year includes the following outcomes:

- YEP engaged a total of 983 individuals in programming and services. 99% of participants expressed satisfaction with their experience at YEP.
- 87% of participants demonstrated an improvement in their emotional wellbeing as a result of participating in a YEP program.
- At YEP Educates, 84 students earned their high school equivalency diploma and 13 students enrolled in two or four year postsecondary institutions or vocational programs.
- At YEP Enriches, 230 young people participated in afterschool enrichment and/or summer camp. Of the young people who participated in arts and music programming 97% improved their skills.
- In YEP Mentors, 177 young people participated in one-on-one mentoring and case management. Of those participants, 94% had no further involvement with the juvenile justice system at the time of program completion.
- In YEP Works, 92 young people participated in employment readiness training. Of these, 83% showed a measurable improvement in employability and 96% earned an industry-recognized credential.

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Basis of accounting – The accompanying financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Accordingly, revenues are recognized when earned and expenses are recorded when incurred.

Basis of presentation – The financial statements of YEP have been prepared in accordance with U.S. generally accepted accounting principles (“US GAAP”), which requires YEP to report information regarding its financial position and activities according to the following net asset classifications:

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

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

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Cash and cash equivalents - For purposes of the statement of cash flows, YEP considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. Cash and highly liquid financial instruments restricted for certain projects or other long-term purposes are excluded from this definition.

Restricted cash – Restricted cash consists of funds that are not available for general operation and are limited in use by constraints imposed by external parties or internal actions by the Board of Directors. At June 30, 2024, the Organization held \$151,694 in contributions that has been designated by the Board of Director for the establishment of an endowment fund in the next fiscal year.

Promises to give – YEP records unconditional promises to give that are expected to be collected within one year at net realizable value. Unconditional promises to give expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the statement of activities. Promises to give are written off when deemed uncollectible. At June 30, 2024, management has deemed that no allowance for uncollectible amounts is necessary.

Reimbursement receivable – Amounts expected to be collected within one year derived from cost-reimbursable federal and state contracts, and grants. Receivables are written off when deemed uncollectible. At June 30, 2024, management has deemed that no allowance for uncollectible amounts is necessary.

Prepaid expenses – Payments to vendors for services that will benefit future periods are recorded as prepaid assets in the statement of financial position.

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Property, furniture and equipment - All expenditures for leasehold improvements and equipment are capitalized. Depreciation on property and improvements is provided by using the straight-line method over the estimated life of 39 years. Depreciation on furniture and equipment is provided by using the straight-line and the declining-balance method over the estimated useful lives of 5 to 7 years.

Investments – YEP reports its investments in accordance with generally accepted accounting principles for not-for-profit organizations, which establish accounting standards for investments in certain equity securities and for all debt securities. The guidance prescribes that covered investments be reported in the Statement of Financial Position at fair value (see NOTE 3). Net investment return/(loss) consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses and is reported in the Statement of Activities and Changes in Net Assets.

Inventory – YEP Bike Works maintains an inventory of bicycles and bicycle parts for use in the training of participants in the repair and refurbishing of bicycles. YEP states inventory at the lower of LIFO cost or net realizable value. The inventory as of June 30, 2024 was \$37,961.

Revenue from Contracts with Customers – YEP earns revenue from contracts with the Office of Juvenile Justice, Orleans Parish Juvenile Court and NOLA Business Alliance services for youths in the Orleans and the River Parishes. Office of Juvenile Justice Family Support/Youth Transition (FSYT) program, Orleans Parish Juvenile Court and NOLA Business Alliance pays YEP a fixed daily rate per participant based on the number of days services are provided. The performance obligations are met when transitional, instructional and coaching services are provided based on the contract. These performance obligations are measured through monthly reporting. Invoices are submitted monthly for services rendered and earned in the prior month.

YEP also earns revenue from contracts with Office of Juvenile Justice Diversion Programs that is based on a fixed monthly amount. The performance obligation is to provide diversion services in Orleans and the River Parishes which are measured through monthly service reports. Invoices are submitted monthly for services rendered and earned in the prior month. This contract ended on October 31, 2023.

Deferred revenue, revenue and revenue recognition – YEP recognizes program service revenue through their work and learn programs at the point of sale.

A portion of YEP’s revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts are recognized as revenue when YEP has incurred expenditures in compliance with specific contract or grant provisions.

YEP recognizes grant revenue and contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give - that is, those with a measurable performance or other barrier and a right of return - are not recognized until the conditions on which they depend have been met.

Consequently, at June 30, 2024, contributions received approximating \$1,203,332, have not been recognized as revenue in the accompanying Statement of Activities and Changes in Net Assets because the condition(s) on which they depend has not yet been met. These contributions have been recorded on the Statement of Financial Position as deferred revenue until such conditions are met.

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – CONTINUED**

Contributed nonfinancial asset - YEP occupies classroom space in the New Orleans Adult Learning Center in New Orleans, Louisiana for YEP Educates classes throughout the fiscal year. No rent is paid by YEP. The amount of \$12,960 has been recognized in the accompanying Statement of Activities and Changes in Net Assets as contributed non-financial assets and a program expense under FASB ASC 958. The in-kind support of the New Orleans Adult Learning Center includes the use of the facility and all costs and expenses associated with the use of the facility by YEP for any and all classes scheduled by it. The amount of the support is estimated by using the fair value per square foot of recent property lease agreements in the same area.

YEP also occupies classroom space in the Arthur Monday Multi-Purpose Center in New Orleans, Louisiana for YEP Educates classes throughout the fiscal year. No rent is paid by YEP. The amount of \$34,990 has been recognized in the accompanying Statement of Activities and Changes in Net Assets as contributed non-financial assets and a program expense under FASB ASC 958. The in-kind support provided by the Arthur Monday Multi-Purpose Center includes the use of the facility and all costs and expenses associated with the use of the facility by YEP for any and all classes scheduled by it. The amount of the support is estimated by using the fair value per square foot of recent property lease agreements in the same area.

Functional expenses – The financial statements report certain categories of expenses that are attributable to more than one program or supporting function. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include depreciation, interest and office and occupancy, which are allocated on a square-footage basis, as well as salaries and benefits, which are allocated on the basis of estimates of time and effort.

Income taxes - YEP is a non-profit corporation organized under the laws of the State of Louisiana. It is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, and qualifies as an organization that is not a private foundation as defined in Section 509(a) of the Code. It is exempt from Louisiana income tax under the authority of R.S. 47:121(5). YEP recognizes the financial impact of a tax position when it is more likely than not that the position will be sustained upon examination. As of June 30, 2024, YEP did not have any uncertain tax positions. Tax years ended June 30, 2023, 2022, and 2021 remain subject to examination by taxing authorities.

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 certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Right-of-Use Asset and Lease Liability - YEP determines if an arrangement contains a lease at the inception of a contract. Right-of-use asset represents YEP's right to use an underlying asset for the lease term and lease liability represents YEP's obligation to make lease payments arising from the lease. The right-of-use asset and lease liability are recognized at the commencement date of the lease, renewal date of the lease or significant remodeling of the lease space based on the present value of the remaining future minimum lease payments. As the interest rate implicit in YEP's lease is not readily determinable, YEP utilizes the risk-free rate, determined by class of underlying asset, to discount the lease payments.

The YEP's real estate leases typically do not contain options that permit renewals for additional periods. Renewal options are included in the lease term for non-real estate leases if they are considered reasonably certain of being exercised at lease commencement, and the renewal option periods are included within the lease term and the associated payments are included in the measurement of the right-of-use asset and lease liability. Certain leases require additional variable payments, which are expensed as incurred as variable lease costs.

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 3 – FAIR VALUE OF INVESTMENTS**

YEP reports investments at fair value in the financial statements. Fair value is the price that would be received to sell an asset in an orderly transaction in the principal, or most advantageous, market at the measurement date under current market conditions regardless of whether that price is directly observable or estimated using another valuation technique. Inputs used to determine fair value refer broadly to the assumptions that market participants would use in pricing the asset, including assumptions about risk.

Inputs may be observable or unobservable. Observable inputs are inputs that reflect the assumptions market participants would use in pricing the asset based on market data obtained from sources independent of the reporting entity. Unobservable inputs are inputs that reflect the reporting entity’s own assumptions about the assumptions market participants would use in pricing the asset based on the best information available.

A three-tier hierarchy categorizes the inputs. At June 30, 2024, all investments were considered level 1 investments.

Level 1 – Quoted prices (unadjusted) in active markets for identical assets that can be accessed at the measurement date.

YEP’S investments consist of the following at June 30, 2024:

	<u>Cost</u>	<u>Fair Value</u>	<u>Cumulative Unrealized Gains (Losses)</u>
Certificates of Deposit	\$ 1,383,000	\$ 1,433,485	\$ 50,485
Investments, consisting of 66% mutual funds and 14% exchange traded funds	<u>2,547,114</u>	<u>2,682,298</u>	<u>135,184</u>
	<u>\$ 3,930,114</u>	<u>\$ 4,115,783</u>	<u>\$ 185,669</u>

**NOTE 4 – PROMISES TO GIVE, NET**

Unconditional promises to give are estimated to be collected as follows at June 30, 2024:

Within one year	\$ 1,006,997
In one to four years	<u>400,000</u>
Total	<u>\$ 1,406,997</u>

At June 30, 2024, four donors accounted for 89% of total promises to give.

**YOUTH EMPOWERMENT PROJECT  
NOTES TO FINANCIAL STATEMENTS - CONTINUED  
JUNE 30, 2024**

**NOTE 5 – REIMBURSEMENTS RECEIVABLE**

YEP has incurred reimbursable expenses related to providing services to court-involved, at-risk, and out of school youths at June 30, 2024.

A receivable has been recorded on these cases as follows:

Office of Juvenile Justice	\$ 83,006
SNAP ET	255,203
Criminal District Court	15,453
29 <sup>th</sup> Judicial District	27,750
LCTCS – State	6,494
LCTCS - Federal	9,657
Educators for Quality Alternatives	<u>81,504</u>
Total	<u>\$ 479,067</u>

**NOTE 6 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

YEP regularly monitors liquidity required to meet its operating needs and other contractual commitments, while also striving to maximize the investment of its available funds. YEP has various sources of liquidity at its disposal, including cash and cash equivalents, investments and a line of credit in the amount of \$400,000 (see Note 9).

For purposes of analyzing resources available to meet general expenditures over a 12-month period, YEP considers all expenditures related to its ongoing activities of programs, administration and fundraising as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenses over the next 12 months, YEP operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenses not covered by donor-restricted resources. Refer to the Statement of Cash Flows which identifies the sources and uses of YEP’s cash for fiscal year June 30, 2024.

As of June 30, 2024, the following table show the total financial assets held by YEP and the amounts of those financial assets that could readily be made available within one year of the Statement of Financial Position date to meet general expenditures:

Financial assets at year-end	
Cash and cash equivalents	\$ 1,119,087
Investments	4,115,783
Unconditional promises to give, net	1,406,997
Reimbursements receivable	479,067
Less amounts not available to be used within one year	
Unconditional promises, net	<u>(400,000)</u>
Total financial assets at year-end	<u>\$ 6,720,934</u>



**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 7 – PROPERTY, FURNITURE AND EQUIPMENT**

Property, furniture and equipment consisted of the following at June 30, 2024.

Buildings	\$ 1,057,195
Land	114,305
Improvements	327,575
Furniture, Equipment and Software	282,562
Less: accumulated depreciation	<u>(572,505)</u>
Net book value	<u>\$ 1,209,132</u>

Depreciation expense for the year ended June 30, 2024 was \$70,019.

**NOTE 8 – OPERATING LEASE**

YEP’s right-of-use asset and lease liability relates to an operating lease agreement for an office for Thrift Works in New Orleans, Louisiana. The lease are non-cancelable and has a remaining lease terms of 5 years. The lease is recorded in the Statement of Financial Position at the present value of minimum lease payments not yet paid. The discount rate used to calculate the lease liability balance was the 5-year treasury rate of 1.5%.

The following table is a summary of the components of net lease expenses for the year ended June 30, 2024:

	<u>2024</u>
Operating lease costs	\$ 29,140
Short term lease expense	127,920
Contributed use of facilities	<u>47,950</u>
Total lease expense	<u>\$ 205,010</u>

Supplemental information related to the leases for the year ended June 30, 2024 are as follows:

Weighted average remaining lease term:	5 years
Weighted average discount rate:	1.5%

The maturities of the lease liability is as follows:

2024-2025	\$ 29,140
2025-2026	29,140
2026-2027	29,140
2027-2028	29,140
2028-2029	<u>26,712</u>
	143,272
Less: imputed interest	<u>(5,033)</u>
Lease liability	138,239
Less: short-term portion	<u>(27,303)</u>
Lease liability, long-term	<u>\$ 110,936</u>

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 9 – LINE OF CREDIT**

YEP has a \$400,000 revolving line of credit with a bank, secured by 1529 Oretha Castle Haley Blvd., New Orleans. Borrowings under the line bear interest at the Wall Street Journal Prime plus 1.5%. Accrued interest and principal are due October 23, 2024. YEP had a balance of \$0 at June 30, 2024.

**NOTE 10 – EMPLOYEE RETENTION CREDIT (ERC)**

The Organization applied for Employee Retention Credit (ERC) refunds for the 2nd quarter of 2020 and 2nd quarter of 2021. In August of 2023, the Company received ERC refunds in the amount of \$219,529 for the 2nd quarter of 2020 and \$312,858 for the 2nd quarter of 2021. The total amount of \$532,387 is recorded as employee retention credit income on the Statement of Activities and Changes in Net Assets for the year then ended.

**NOTE 11 – EMPLOYEE PENSION PLAN**

YEP adopted a 403b plan that is available to all eligible employees. YEP has elected to match contributions of up to 50% of 6% of employee's elective deferral for 2023–2024 compensation for each participating employee. YEP's obligation for contributions to the plan as of June 30, 2024 was \$44,950 which consisted entirely of the YEP's employer matching contribution.

**NOTE 12 – CREDIT RISK CONCENTRATION AND MAJOR FUNDING SOURCES**

YEP maintains its cash equivalents in financial institutions in Louisiana. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. On June 30, 2024 YEP had cash balances in excess of FDIC insured limits. The cash balances, at times, may exceed federally insured limits. YEP has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

YEP receives grants, contributions and contracts for services from federal and state agencies, the public and foundations, which comprises the majority of its revenue.

**NOTE 13 – LITIGATION AND CLAIMS**

There is no pending litigation against YEP at June 30, 2024. Furthermore, the management of YEP believes that any potential lawsuits would be adequately covered by insurance

**NOTE 14 – BOARD OF DIRECTORS' COMPENSATION**

The Board of Directors is a voluntary board; therefore, no compensation has been paid to any member.

**NOTE 15 – NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions are restricted by donors for specific purposes or designated for subsequent periods. At June 30, 2024, the Campbell Foundation of \$35,000 were included as net assets with donor restrictions.

**YOUTH EMPOWERMENT PROJECT**  
**NOTES TO FINANCIAL STATEMENTS - CONTINUED**  
**JUNE 30, 2024**

**NOTE 16 – SUBSEQUENT EVENTS**

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that affect the financial statements.

Subsequent to year end, the Organization utilized the restricted cash of \$151,694 to establish an agency endowment fund with the Greater New Orleans Foundation. No additional

Other subsequent events have been evaluated through October 23, 2024, which is the date the financial statements were available to be issued and determined no additional events occurred that require disclosure.

**SUPPLEMENTAL INFORMATION**

**YOUTH EMPOWERMENT PROJECT  
SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER  
PAYMENTS TO THE EXECUTIVE DIRECTOR  
FOR THE YEAR ENDED JUNE 30, 2024**

**Agency Head Name: Melissa Sawyer, Executive Director**

<u>Purpose</u>	<u>Amount</u>
Salary*	\$ 8,750
Benefits – health, dental and disability*	1,024
Benefits – retirement*	<u>231</u>
	<u>\$ 10,005</u>

\*Calculation is based on the amount reimbursed through restricted grant funding.

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

To the Board of Directors of  
Youth Empowerment Project  
New Orleans, 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 Youth Empowerment Project (YEP) (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 23, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered YEP's internal control over financial reporting (internal control) as a basis for designing the 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 YEP's internal control. Accordingly, we do not express an opinion on the effectiveness of YEP'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

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

As part of obtaining reasonable assurance about whether YEP's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of YEP's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering YEP's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
October 23, 2024

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors of  
Youth Empowerment Project  
New Orleans, Louisiana

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

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

We have audited Youth Empowerment Project's (YEP) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of YEP's major federal programs for the year ended June 30, 2024. YEP's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, YEP complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

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

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

We are required to be independent of YEP and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of YEP's compliance with the compliance requirements referred to above.

***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to YEP's federal programs.



## ***Auditors' Responsibilities for the Audit of Compliance***

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding YEP's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of YEP's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of YEP's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control over Compliance**

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
October 23, 2024

**YOUTH EMPOWERMENT PROJECT  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
AND NOTES TO THE SCHEDULE  
FOR THE YEAR ENDED JUNE 30, 2024**

Federal Grantor/Pass-Through Grantor <u>Program or Cluster Title</u>	<u>Award Number</u>	Federal Assistance Listing <u>Number</u>	Passed Passed through to <u>Subrecipients</u>	Federal <u>Expenditures</u>
<b>U.S. Department of Agriculture</b>				
Passed through the Louisiana Department of Children and Family Services: SNAP Cluster				
Food Stamp Program Employment and Training	LA-420142 FFY 2023	10.561	\$ -	\$ 172,290
Food Stamp Program Employment and Training	LA-420142 FFY 2024	10.561	-	<u>385,518</u>
Total SNAP Cluster			-	<u>557,808</u>
<b>Total Department of Agriculture</b>			-	<u>557,808</u>
<b>U.S. Department of Justice</b>				
Passed through Office of Juvenile Justice OJJDP – Opioid Affected Youth Initiative				
	15PJDP-21-GG-03619-JJOP	16.842	-	<u>196,716</u>
<b>Total Department of Justice</b>			-	<u>196,716</u>
<b>U.S. Department of Education</b>				
Passed through Louisiana’s Community & Technical Colleges:				
FY 22-23 Federal Adult Education & Literacy Grant	FY-22-23-00001684.002	84.002	-	2,686
FY 23-25 Federal Adult Education & Literacy Grant	FY-23-25-00001484.002	84.002	-	132,334
FY 23-24 Federal Leadership Grant	FY-23-24-00000784.002	84.002	-	<u>2,400</u>
<b>Total Department of Education</b>			-	<u>137,420</u>
<b>Total Expenditures of Federal Awards</b>			<u>\$ -</u>	<u>\$ 891,944</u>

**NOTES TO THE SCHEDULE**

**NOTE A – BASIS OF PRESENTATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying *Schedule of Expenditures of Federal Awards* includes the federal grant activity of Youth Empowerment Project and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of YEP, it is not intended to and does not present the financial position and changes in the net assets of YEP. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**NOTE B – DE MINIMIS COST RATE**

During the year ended June 30, 2024, YEP did not elect to use the 10% de minimis cost rate as covered in Section 200.414 of the Uniform Guidance.

**YOUTH EMPOWERMENT PROJECT  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of Auditors’ Report Issued: Unmodified

Internal Control Over Financial Reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

Federal Awards

Internal Control Over Major Programs:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified?  Yes  None reported

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

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?  Yes  No

Identification of major programs:

<u>Assistance listing Number</u>	<u>Name of Federal Program or Cluster</u>
10.561	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program

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

Auditee Qualified as Low-Risk Auditee?  Yes  No

SECTION II - FINANCIAL STATEMENT FINDINGS

None.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None.

**YOUTH EMPOWERMENT PROJECT  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2024**

SECTION I – FINDINGS RELATED TO THE FINANCIAL STATEMENTS

None.

SECTION II – MANAGEMENT LETTER

None.

INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. Youth Empowerment Project's management is responsible for those C/C areas identified in the SAUPs.

Youth Empowerment Project's (YEP) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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I. 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.

*We obtained the entity's policies on budgeting and noted no exceptions.*

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.

*We obtained the entity's policies on purchasing and noted no exceptions.*

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

*We obtained the entity's policies on disbursements and noted no exceptions.*

- 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).

*We obtained the entity's policies on receipts/collections and noted no exceptions.*

- 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(s) rate of pay or approval and maintenance of pay rate schedules.

*We obtained the entity's policies on payroll/personnel and noted no exceptions.*

- 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.

*We obtained the entity's policies on contracting and noted no exceptions.*

- g) **Credit Cards (and debit cards, fuel cards, P-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).

*We obtained the entity's policies on credit cards and noted no exceptions.*

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

*We obtained the entity's policies on travel and expense reimbursement and noted no exceptions.*

- 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.

*N/A – the Louisiana Code of Ethics is not applicable to not-for-profit entities.*

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

*N/A – the entity holds no outstanding debt.*

- 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.

*We obtained the entity's policies on information technology disaster recovery/business continuity and noted no exceptions.*

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*N/A – this section is not applicable to not-for-profit entities.*

### **Board or Finance Committee**

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- 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.

*The Board of Directors met in accordance with their policies and procedures, without exception.*

- 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.

*Noted the minutes referenced or included the applicable financial statement comparisons, without exception.*

- 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.

*N/A – this section is not applicable to not-for-profit entities.*



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

*N/A – There were no audit findings in the prior year.*

### **Bank Reconciliations**

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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);

*Bank reconciliations included evidence that they were prepared within 2 months of the statement closing date, without exception.*

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

- 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.

*Obtained documentation from management that they have researched all reconciling items greater than 12 months old, without exception.*

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

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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).

*Obtained listing of deposit sites for the fiscal period and management's representation that the listing is complete, without exception.*

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 (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, 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.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

c) Each employee responsible for collecting cash is not 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.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

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, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

*Reviewed the entity's policy covering theft of cash by employees responsible for cash collections, without exception.*

7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (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). Obtain supporting documentation for each of the 10 deposits and:

a) Observe that receipts are sequentially pre-numbered.

*N/A – due to the small volume of cash collections received, the entity does not utilize a system of sequentially pre-numbered receipts for their collections.*

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

*For all deposits examined, traced each to the deposit slip, without exception.*

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

*For all deposits examined, traced each to the bank statement, without exception.*

- d) Observe 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).

*For all deposits examined, we noted each was made in a timely manner, without exception.*

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

*For all deposits examined, traced deposit per the bank statement to recording in the general ledger, without exception.*

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

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- 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).

*Obtained listing of locations that process payments for the fiscal period and management's representation that the listing is complete, without exception.*

- 9. For each location selected under #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, 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/making the purchase.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

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

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

- 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.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

- 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.

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

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

*Noted proper segregation of duties for the responsibilities listed above, without exception.*

10. For each location selected under #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 matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

*For all disbursements examined, noted each matched the original invoice, without exception.*

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

*For all disbursements examined, noted proper segregation of duties, without exception.*

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 per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

*For all disbursements examined, noted proper segregation of duties, without exception.*

### **Credit Cards/Debit Cards/Fuel Cards/P-Cards**

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12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.

*Obtained complete listing of all active credit cards for the fiscal period and management's representation that the listing is complete, without exception.*

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.

*Noted each statement examined showed evidence of review and approval by appropriate personnel, without exception.*

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

*Noted no finance charges or late fees assessed on the statements examined.*

14. Using the monthly statements or combined statements selected under #12 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 (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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 note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

*For each transaction examined, noted each was supported by the proper documentation, without exception.*

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

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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, 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 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)).

*N/A – no travel related expenses were reimbursed during the year.*

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

*N/A – no travel related expenses were reimbursed during the year.*

- c) Observe 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 policy (procedure # 1h).

*N/A – no travel related expenses were reimbursed during the year.*

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

*N/A – no travel related expenses were reimbursed during the year.*

## **Contracts**

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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. *Alternately, 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.

*N/A – no agreements/contracts were required to be bid in accordance with the Louisiana Public Bid Law.*

- 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).

*Observed all agreements/contracts were approved in accordance with the Entity's policies and procedures, without exception.*

- c) If the contract was amended (e.g., change order), observe 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, was approval documented).

*Observed all contract amendments were made in compliance with the original contract terms, without exception.*

- 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 the invoice and related payment agreed to the terms and conditions of the contract.

*Noted all payments examined were in compliance with the terms of the agreement/contract, without exception.*

### **Payroll and Personnel**

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- 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.

*Obtained complete listing of all employees and officials employed during the fiscal period and management's representation that the listing is complete, without exception.*

- 18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

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

*Noted each employee tested documented their daily attendance and leave, without exception.*

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

*Noted all attendance and leave taken was approved by the employees' supervisor, without exception.*

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

*Noted all leave accrued or taken was properly reflected in the entity's cumulative records, without exception.*

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

*Noted authorized salary/pay rate for each individual tested agreed to their personnel file, without exception.*

- 18. 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, 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

*For each termination payment examined, noted each agreed with the supporting documentation, without exception.*

- 19. 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.

*Per discussion with management, all employer and employee portions of third-party payroll related amounts have been properly paid and forms filed by the required deadline.*

## **Ethics**

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- 20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

*N/A – this section is not applicable to not-for-profit entities.*

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

*N/A – this section is not applicable to not-for-profit entities.*



21. Inquire whether the agency has appointed an ethics designee as required by R.S. 42:1170.

*N/A – this section is not applicable to not-for-profit entities.*

### **Debt Service**

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22. 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 State Bond Commission approval was obtained for each debt instrument issued.

*N/A – the entity has no outstanding debt during the period.*

23. 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).

*N/A – the entity had no outstanding debt during the period.*

### **Fraud Notice**

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24. 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.

*N/A – per management the entity had no misappropriation of public funds or assets during the period.*

25. Observe 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.

*N/A – this attribute is not applicable to not-for-profit entities.*

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

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26. 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 no written documentation, inquire of personnel responsible for backing

up critical data) and observe 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.

*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 no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

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

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 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.

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

27. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C above. Observe evidence that the selected terminated employees have been removed or disabled from the network.

*Observed that all terminated employees were removed and disabled from the network, without exception.*

28. Using the 5 randomly selected employees/officials from the Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267.

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment

*N/A – this attribute is not applicable to not-for-profit entities.*

## ***Sexual Harassment***

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26. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

*N/A – this section is not applicable to not-for-profit entities.*

27. Observe 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).

*N/A – this section is not applicable to not-for-profit entities.*

28. 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 it 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.

*N/A – this section is not applicable to not-for-profit entities.*

We were engaged by YEP 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 YEP 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.

*Kushner LaGraize, L.L.C.*

Metairie, Louisiana  
October 23, 2024