



**JEFFERSON SOCIETY FOR THE
PREVENTION OF CRUELTY TO ANIMALS**

FINANCIAL STATEMENTS

December 31, 2023 and 2022



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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Jefferson Society for the Prevention of Cruelty to Animals
Jefferson, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Jefferson Society for the Prevention of Cruelty to Animals (JSPCA) (a nonprofit organization), which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of JSPCA as of December 31, 2023 and 2022, and the respective changes in financial position and, where applicable cash flows therefore for the years ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of JSPCA, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit 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 JSPCA's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a

whole. The schedule of compensation, benefits, and other payments to agency head is presented for purposes of additional analysis and is not a required part of the 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 information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2024, on our consideration of JSPCA'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 JSPCA'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 JSPCA's internal control over financial reporting and compliance.

Carr, Riggs & Ingram, L.L.C.

Metairie, Louisiana
June 27, 2024

Jefferson Society for the Prevention of Cruelty to Animals
Statements of Financial Position

<i>December 31,</i>	2023	2022
Assets		
Cash and cash equivalents	\$ 746,831	\$ 947,639
Restricted cash	154,481	313,009
Accounts receivable	101,572	136,781
Certificates of deposit - current	535,827	320,201
Investments	4,489,001	4,386,850
Furniture and equipment, net	43,567	51,819
Total assets	\$ 6,071,279	\$ 6,156,299
Liabilities and Net Assets		
Accounts payable and accrued expenses	\$ 30,150	\$ 42,782
Due to Jefferson Parish	83,819	85,720
Total liabilities	113,969	128,502
Net assets		
Without donor restrictions	5,957,310	6,027,797
Total net assets	5,957,310	6,027,797
Total liabilities and net assets	\$ 6,071,279	\$ 6,156,299

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

Jefferson Society for the Prevention of Cruelty to Animals
Statements of Activities

<i>For the years ended December 31,</i>	2023	2022
Revenues and support - without donor restrictions		
Program revenues	\$ 1,063,368	\$ 1,057,855
Donations and grants	220,685	4,318,135
Dividends and interest	111,887	57,169
Total revenues and support - without donor restrictions	1,395,940	5,433,159
Expenses		
Program services	1,404,966	1,196,889
Supporting services	164,304	102,603
Total expenses	1,569,270	1,299,492
Operating Income (Loss)	(173,330)	4,133,667
Other Income (Expense)		
Investment return, net	102,843	(82,641)
Total other income (expense)	102,843	(82,641)
Change in net assets	(70,487)	4,051,026
Net assets at beginning of year	6,027,797	1,976,771
Net assets at end of year	\$ 5,957,310	\$ 6,027,797

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

Jefferson Society for the Prevention of Cruelty to Animals
Statement of Functional Expenses

For the year ended December 31,

2023

	Program Services		Supporting Services			Totals
	Animal Services	Other Programs	Fundraising	Management and General		
Contract services	\$ 657,950	\$ -	\$ -	\$ -	\$ -	\$ 657,950
Animal shelter CEA payments	380,743	-	-	-	-	380,743
Animal shelter expenses	49,654	-	-	-	-	49,654
Medical	160,451	-	-	-	-	160,451
Payroll	73,714	-	-	70,557	-	144,271
Operations	-	-	-	59,351	-	59,351
Contract labor	26,514	-	-	1,023	-	27,537
Other	4,244	19,914	24	48	-	24,230
Accounting	-	-	-	23,425	-	23,425
Depreciation	12,427	-	-	-	-	12,427
Vehicle expenses	9,791	-	-	-	-	9,791
Insurance	-	-	-	9,116	-	9,116
Printing	2,834	1,147	-	630	-	4,611
Telephone	-	3,750	-	-	-	3,750
Office supplies	1,457	-	-	-	-	1,457
Postage and delivery	199	177	-	130	-	506
Total	\$ 1,379,978	\$ 24,988	\$ 24	\$ 164,280	\$ -	\$ 1,569,270

The accompanying notes are an integral part of this financial statement.

Jefferson Society for the Prevention of Cruelty to Animals
Statement of Functional Expenses

For the year ended December 31,

2022

	Program Services		Supporting Services			Totals
	Animal Services	Other Programs	Fundraising	Management and General		
Contract services	\$ 554,630	\$ -	\$ -	\$ -	\$ -	\$ 554,630
Animal shelter CEA payments	424,119	-	-	-	-	424,119
Animal shelter expense	6,456	-	-	-	-	6,456
Payroll	67,800	-	-	26,983	-	94,783
Medical	78,647	-	-	-	-	78,647
Operations	-	-	-	45,579	-	45,579
Contract labor	27,791	-	-	4,223	-	32,014
Other	5,060	20,440	24	78	-	25,602
Accounting	-	-	-	16,700	-	16,700
Insurance	-	-	-	8,673	-	8,673
Telephone	-	3,750	-	-	-	3,750
Printing	2,122	1,110	-	186	-	3,418
Depreciation	3,512	-	-	-	-	3,512
Postage and delivery	167	268	-	157	-	592
Office supplies	530	-	-	-	-	530
Vehicle expenses	487	-	-	-	-	487
Total	\$ 1,171,321	\$ 25,568	\$ 24	\$ 102,579	\$ -	\$ 1,299,492

The accompanying notes are an integral part of this financial statement.

Jefferson Society for the Prevention of Cruelty to Animals
Statements of Cash Flows

<i>For the years ended December 31,</i>	2023	2022
Operating Activities		
Change in net assets	\$ (70,487)	\$ 4,051,026
Adjustments to reconcile change in net assets to net cash provided by (used in) by operating activities		
Depreciation	12,427	3,512
Unrealized and realized loss (gain) on investments	(102,843)	82,641
Change in operating assets and liabilities		
Accounts receivable	35,209	(5,540)
Accounts payable	(12,632)	26,666
Due to Jefferson Parish	(1,901)	(93,517)
Net cash provided by (used in) operating activities	(140,227)	4,064,788
Investing Activities		
Purchase of investments	(2,498,935)	(3,961,940)
Purchase of certificates of deposit	(207,751)	-
Proceeds from maturity of investments	2,500,000	-
Purchase of property and equipment	(4,175)	(52,871)
Interest earned and and reinvested on CDs and investments	(8,248)	(1,144)
Net cash provided by (used in) investing activities	(219,109)	(4,015,955)
Net change in cash, cash equivalents and restricted cash	(359,336)	48,833
Cash, cash equivalents and restricted at beginning of year	1,260,648	1,211,815
Cash, cash equivalents, and restricted cash at end of year	\$ 901,312	\$ 1,260,648
Reconciliation of Cash and Restricted Cash		
Cash and cash equivalents	\$ 746,831	\$ 947,639
Restricted cash	154,481	313,009
Total cash, cash equivalents, and restricted cash	\$ 901,312	\$ 1,260,648

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

Jefferson Society for the Prevention of Cruelty to Animals

Notes to Financial Statements

Note 1: DESCRIPTION OF THE ORGANIZATION

Jefferson Society for the Prevention of Cruelty to Animals (JSPCA) is a Louisiana not-for-profit corporation. JSPCA was established to prevent cruelty to animals and to aid in the relief of their suffering, and to promote humane education; to support Jefferson Protection and Animal Welfare Services (JPAWS) to aid in the return of lost animals to their owners and/or find suitable homes for those animals without owners; to develop and/or support spay/neuter programs; to secure by lawful means the arrest, conviction, and punishment of persons violating animal cruelty and welfare laws; to promote the creation and passage of animal welfare legislation, and to raise contributions and distribute contributions to other not-for-profit organizations organized for similar purposes for which the corporation is organized.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). The Financial Accounting Standards Board (FASB) provides authoritative guidance regarding U.S. GAAP through the Accounting Standards Codification (ASC) and related Accounting Standards Updates (ASUs).

Use of Estimates

The preparation of U.S. GAAP financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein, 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. Estimates that are particularly susceptible to significant change in the near term are related to contributions of non-financial assets and allocation of functional expenses.

Cash and Cash Equivalents

Cash and cash equivalents include cash and all highly liquid investments with an original maturity of 90 days or less.

Restricted Cash

Restricted cash represents amounts restricted under the Jefferson Parish Cooperative Endeavor Agreement (CEA). See Note 3.

Jefferson Society for the Prevention of Cruelty to Animals

Notes to Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Accounts Receivable

Accounts receivable represent sales of rabies tags owed to the Organization that have not been collected from participating veterinarians, and are expected to be collected within twelve months and are presented in the statement of financial position net of the allowance for credit losses.

Allowance for Credit Losses

Management evaluates its receivables on an ongoing basis by analyzing customer relationships and previous payment histories. The allowance for credit losses is management's best estimate of the amount of expected credit losses in the existing accounts based on current market conditions. Historically, losses on uncollectible accounts have been within management's expectations. The allowance for credit losses is reviewed on a periodic basis to ensure there is sufficient reserve to cover any potential credit losses. When receivables are considered uncollectible, they are charged against the allowance for credit losses. Collections on accounts previously written off are included in the change in net assets as received. As of December 31, 2023 and 2022, management has determined, based on historical experience, that all amounts are fully collectible and no allowance for credit losses is necessary.

Certificates of Deposit

The certificates of deposit are stated at cost, which approximates fair value, and have terms of one year or less.

Investments

JSPCA reports investments at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying statements of activities. Investment income and gains restricted by donors are reported as increases in net assets without donor restrictions if the restrictions are met (either a stipulated time period ends, or a purpose restriction is accomplished) in the reporting period in which the income and gains are recognized. There were no investments restricted by donors reported as of and for the years ended December 31, 2023 and 2022. Investments consisted of money market funds and U.S. Treasury obligations at December 31, 2023 and 2022.

Due to Jefferson Parish

Due to Jefferson Parish represents amounts due to the JPAWS as a result of the cooperative endeavor agreement between JSPCA and Jefferson Parish. See Note 3.

Jefferson Society for the Prevention of Cruelty to Animals Notes to Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property and Equipment

All acquisitions of property and equipment in excess of \$1,000 and all expenditures for maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Repairs and maintenance are expensed as incurred. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method.

Net Assets

JSPCA reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are 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 JSPCA, 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 are 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 from net assets with donor restrictions to net assets without donor restrictions. There were no donor restricted net assets at December 31, 2023 and 2022.

Revenue Recognition

Program revenues are accounted for under ASC Topic 606, *Revenue from Contracts with Customers* (ASC 606), recognizing revenue when performance obligations under the terms of the contracts with customers are satisfied.

Donations are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the restriction.

Jefferson Society for the Prevention of Cruelty to Animals

Notes to Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donated Services

Donated services are recognized as contributions in accordance with ASC 958 if the services: (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and (c) would otherwise be purchased by JSPCA. The members of the Board of Directors serve without compensation. Volunteers also provide animal care and fund-raising services throughout the year that are not recognized as contributions in the financial statements since recognition criteria under ASC 958 were not met.

Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses presents the natural classification of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The expenses that are allocated include personnel costs, professional services, office expenses, information technology, and other, which are allocated on the basis of estimates of time and effort.

Income Taxes

JSPCA is a not-for-profit organization that is exempt from federal income taxes pursuant to Section 501(c)(3) of the Internal Revenue Code (IRC) and classified by the IRC as other than a private foundation

JSPCA utilizes the accounting requirements associated with uncertainty in income taxes using the provisions of FASB ASC 740, *Income Taxes*. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more-likely-than-not the positions will be sustained upon examination by the tax authorities. It also provides guidance for derecognition, classification, interest, and penalties, accounting in interim periods, disclosure, and transition. As of December 31, 2023 and 2022, JSPCA has no uncertain tax positions that qualify for recognition or disclosure in the financial statements.

Reclassifications

Certain reclassifications were made to prior year balances to conform with current year presentation.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 27, 2024 and determined there were no events that occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

Jefferson Society for the Prevention of Cruelty to Animals Notes to Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recent Accounting Pronouncements

In June 2016, the FASB issued ASU 2016-13, Financial Instruments-Credit Losses (Topic 326): Measurement of Credit Losses on Financial Instruments, which is often referred to as the CECL model, or current expected credit losses. Among other things, the amendments in this ASU require the measurement of all expected credit losses for financial assets held at the reporting date based on historical experience, current conditions, and reasonable and supportable forecasts. Financial institutions and other organizations will now use forward-looking information to better inform their credit loss estimates. Many of the loss estimation techniques applied today will still be permitted, although the inputs to those techniques will change to reflect the full amount of credit losses. In addition, the ASU amends the accounting for credit losses on available-for-sale debt securities and purchased financial assets with credit deterioration.

JSPCA adopted ASU 2016-13 on January 1, 2023. The impact of the adoption was not considered material to the financial statements and primarily resulted in enhanced disclosures only.

Note 3: COOPERATIVE ENDEAVOR AGREEMENT (CEA)

Effective January 1, 2014, the Parish and JSPCA entered into a CEA for four years that was extended in December 2017 and extended for an additional four years in August 2021. Per the terms of the CEA, JSPCA is responsible for administering a rabies vaccination program with participating veterinarian clinics in the Parish. In return for these services, JSPCA receives \$20 for each altered animal and \$25 for each unaltered animal, in addition to fees for breeder permits. The CEA requires the JSPCA to maintain a separate bank account for the collection of these fees and this account is recorded as Restricted Cash on the statements of financial position.

The CEA further requires \$10 for each vaccination to be allocated to the JPAWS operations and the remaining to be used to pay for no or low cost spay/neuter procedures and related educational programs administered by JSPCA. Costs for administration of the rabies vaccination program and the spay/neuter program are charged against the amount allocated to JPAWS operations and any remaining amount shall be remitted to JPAWS as requested by the Parish.

For the years ended December 31, 2023 and 2022, respectively, the total amounts remitted to JPAWS for its operations was \$380,743 and \$424,119 and are shown in the statements of functional expenses. The cumulative amounts of funds remaining to JPAWS was \$83,819 and \$85,720 at December 31, 2023 and 2022, respectively.

Jefferson Society for the Prevention of Cruelty to Animals
Notes to Financial Statements

Note 4: LIQUIDITY AND FINANCIAL ASSET AVAILABILITY

JSPCA maintains its financial assets primarily in cash and cash equivalents to provide liquidity to ensure funds are available as its expenditures come due. The following reflects JSPCA's financial assets as of the statement of financial position date, reduced by amounts not available for general use within one year of the statement of financial position date because of contractual restrictions.

<i>December 31,</i>	2023	2022
Total assets at year end	\$ 6,071,279	\$ 6,156,299
Less non-financial assets		
Furniture and equipment, net	(43,567)	(51,819)
Financial assets at year-end	6,027,712	6,104,480
Less those not available for general expenditures within one year, due to contractual or donor-imposed restrictions		
Restricted cash per Jefferson Parish CEA	(154,481)	(313,009)
Financial assets available to meet cash needs for general expenditures within one year	\$ 5,873,231	\$ 5,791,471

Note 5: PROPERTY AND EQUIPMENT

The components of property and equipment consist of the following at December 31, 2023 and 2022:

	Estimated Useful Lives (in years)	2023	2022
Furniture and equipment	3-10	\$ 5,499	\$ 5,499
Computers	3	4,175	-
Vehicles	5	52,871	52,871
Less accumulated depreciation		(18,978)	(6,551)
Property and equipment, net		\$ 43,567	\$ 51,819

Depreciation expense for the years ended December 31, 2023 and 2022 amounted to \$12,427 and \$3,512, respectively.

Jefferson Society for the Prevention of Cruelty to Animals Notes to Financial Statements

Note 6: INVESTMENTS AND FAIR VALUE MEASUREMENTS

Fair value is the exchange price that would be received for an asset or paid to transfer a liability (exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. There are three levels of inputs that may be used to measure fair values:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs other than Level 1 prices, such as:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs, other than quoted prices, that are:
 - observable; or
 - can be corroborated by observable market data.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2023 and 2022.

Money market mutual funds: Valued at the daily closing price as reported by the fund. These funds are required to publish their daily NAV and to transact at that price. The mutual funds held by JSPCA are deemed to be actively traded.

U.S. Treasury Obligations: Valued using the documented trade price for its fair value estimate, adjusting the yield for variances in maturity, coupon, or other relevant features, if necessary.

Jefferson Society for the Prevention of Cruelty to Animals
Notes to Financial Statements

Note 6: INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)

The following tables summarize the valuation of JSPCA’s investments and financial instruments according to the aforementioned descriptions as of December 31:

<i>December 31, 2023</i>		Level 1	Level 2	Level 3	Total
Money market mutual funds	\$	8,200	\$ -	\$ -	\$ 8,200
U.S Treasury Obligations		-	4,480,801	-	4,480,801
Total investments at fair value	\$	8,200	\$ 4,480,801	\$ -	\$ 4,489,001

<i>December 31, 2022</i>		Level 1	Level 2	Level 3	Total
Money market mutual funds	\$	7,827	\$ -	\$ -	\$ 7,827
U.S Treasury Obligations		-	4,379,023	-	4,379,023
Total investments at fair value	\$	7,827	\$ 4,379,023	\$ -	\$ 4,386,850

The U.S. Treasury obligations noted above consist of three (3) U.S. Treasury notes, which mature in September 2024 through March 2026.

Note 7: CONCENTRATIONS

JSPCA maintains its cash accounts at several local financial institutions. Accounts at these financial institutions are guaranteed by the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA) up to \$250,000 per institution. Amounts on deposit at various times through the year exceeded federally insured limit. As of December 31, 2023 and 2022, JSPCA had cash balances of \$262,127— and \$395,551, respectively, in excess of federally insured limits.

Note 8: RELATED PARTIES

JSPCA leases office space from an entity that employs its Board President and paid \$7,200 and \$7,200 for the years ended December 31, 2023 and 2022, respectively. There is no formal agreement regarding lease terms.

**Jefferson Society for the Prevention of Cruelty to Animals
Schedule of Compensation, Benefits, and Other Payments to Agency Head**

For the year ended December 31,

2023

Agency Head Name: Lynn Morvant, Board President

PURPOSE	Amount
Salary	\$ -
Benefits-health insurance	-
Benefits-retirement	-
Deferred compensation	-
Workers comp	-
Benefits-life insurance	-
Benefits-long term disability	-
Benefits-FICA & Medicare	-
Car allowance	-
Vehicle provided by government	-
Cell phone	-
Dues	-
Vehicle rental	-
Per diem	-
Reimbursements	-
Travel	-
Registration fees	-
Conference travel	-
Unvouchered expenses	-
Meetings & conventions	-
Other	-
Total	\$ -

Note: There were no payments made, from state or local funds, to or on behalf of the Agency Head for the year ended December 31, 2023.

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

To the Board of Directors
Jefferson Society for the Prevention of Cruelty to Animals
Jefferson, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Jefferson Society for the Prevention of Cruelty to Animals (JSPCA) (a nonprofit organization), 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, and have issued our report thereon dated June 27, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered JSPCA’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of JSPCA’s internal control. Accordingly, we do not express an opinion on the effectiveness of JSPCA’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 the 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 JSPCA'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 JSPCA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering JSPCA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Carr, Riggs & Ingram, L.L.C.

Metairie, Louisiana
June 27, 2024

Jefferson Society for the Prevention of Cruelty to Animals

Schedule of Findings and Responses

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statements

1. Type of auditor's report issued:	Unmodified
2. Internal control over financial reporting	
a. Material weakness identified?	None noted
b. Significant deficiencies not considered to be material weaknesses?	None noted
c. Noncompliance material to the financial statements noted?	None noted

SECTION II – FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III – SUMMARY OF PRIOR AUDIT FINDINGS

2022-01 Material Weakness: Internal Control over Financial Reporting

Criteria: Accounting principles generally accepted in the United States (GAAP) require recognizing revenue in the period earned.

Condition: JSPCA recorded revenue related to 2022 rabies tag sales as revenue in 2021.

Cause: Due primarily to a change in accounting personnel in 2022, controls were not effective in monitoring the cash to accrual journal entries to ensure that the vintage years on the rabies tags were recorded to the correct year in the financial statements.

Effect: The prior financial statements overstated revenue and receivables.

Auditors' Recommendation: The organization should design, implement, and monitor proper controls around the cash to accrual journal entries.

Planned Corrective Action: Upon completion of the draft financial statements, management will review the financial statements and related cash to accrual conversion journal entries to ensure the amounts are properly recorded. This was completed by the time of the 2023 audit.

Status: Resolved.

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Jefferson Society for the Prevention of Cruelty to Animals
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 (LLA)'s Statewide Agreed-Upon Procedures (SAUPs), for the fiscal period January 1, 2023 through December 31, 2023. Jefferson Society for the Prevention of Cruelty to Animals (JSPCA)'s management is responsible for those C/C areas identified in the SAUPs.

JSPCA 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 the LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtained and inspect JSPCA's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
Results: Exception noted because JSPCA does not have a formal policy and procedure related to Budgeting.
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase

orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Purchasing.

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

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Disbursements.

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

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Receipts/Collections.

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

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Payroll/Personnel.

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

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Contracting.

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

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Travel and Expense Reimbursement.

- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Credit Cards.

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

Results: Not applicable for JSPCA because JSPCA is a non-profit entity.

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

Results: Not applicable for JSPCA because JSPCA does not have any 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.

Results: Exception noted because JSPCA does not have a formal policy and procedure related to Information Technology Disaster Recovery/Business Continuity.

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

Results: Not applicable for JSPCA because JSPCA is a non-profit entity.

Board or Finance Committee

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

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

Results: No exceptions were found as a result of applying the procedure.

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

the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

Results: Not applicable for JSPCA because it does not report on the governmental accounting model.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Results: Not applicable for JSPCA because JSPCA is a non-profit entity.

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

Results: Exception noted because JSPCA did not present written updates on progress of prior year findings to the Board.

Bank Reconciliations

- 3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: No exceptions were found as a result of applying the above procedure.

Collections (excluding electronic funds transfers)

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

Results: No exceptions were found as a result of applying the above procedure.

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 there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- c) Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

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

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

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

- a) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

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

Results: No exceptions were found as a result of applying the above procedure.

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

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported).

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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 that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

Results: No exceptions were found as a result of applying the above procedure.

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

Results: Not applicable because JSPCA did not have any travel and travel-related expense reimbursements during the fiscal period.

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

Results: Not applicable because JSPCA did not have any travel and travel-related expense reimbursements during the fiscal period.

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

Results: Not applicable because JSPCA did not have any travel and travel-related expense reimbursements during the fiscal period.

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

Results: Not applicable because JSPCA did not have any travel and travel-related expense reimbursements during the fiscal period.

Contracts

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

Payroll and Personnel

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Results: No exceptions were found as a result of applying the above procedure.

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

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

Results: Not applicable because JSPCA did not have any termination payments during the fiscal period.

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

Results: No exceptions were found as a result of applying the above procedure.

Fraud Notice

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

Results: No exceptions were found as a result of applying the above procedure.

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

Results: Exception noted because JSPCA does not have a post on its premises or website concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

23. 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.

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

- b) Obtain and inspect the entity’s most recent documentation that it has tested/verified that its backups can be restored (if 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.

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

- c) Obtain a listing of the entity’s computers currently in use, and their related locations, and management’s representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

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

Results: Not applicable because no employees were terminated during the fiscal year.

25. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #19, 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. The requirements are as follows:

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

Results: Not applicable because JSPCA does not have public funding that involves IT assets.

We were engaged by JSPCA to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of

Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the JSPCA and to meet our 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.

Carr, Riggs & Ingram, L.L.C.

June 27, 2024

Jefferson Society for the Prevention of Cruelty to Animals
4421 Jefferson Hwy.
Jefferson, LA 70121

Louisiana Legislative Auditor
1600 North 3rd Street
P.O. Box 94397
Baton Rouge, LA 70804-9397

And

Carr, Riggs & Ingram, LLC
3850 N. Causeway Blvd
Suite 1400
Two Lakeway
Metairie, LA 70002

RE: Management's Response to Statewide Agreed-Upon Procedures
Jefferson Society for the Prevention of Cruelty to Animals

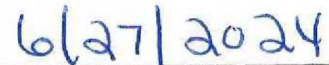
Dear Sirs:

Jefferson Society for the Prevention of Cruelty to Animals will review policies and procedures in regard to the comments for each financial function and make appropriate changes that will improve operations and internal controls in each area that are cost effective and within our budget constraints.

We will also present written updates of prior year findings from the Statewide Agreed-Upon Procedures to the Board.



Lynn Morvant, Board President



Date