

CASA of Terrebonne, Inc.



Financial Statements

As of and for the Year Ended June 30, 2024

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CASA OF TERREBONNE, INC.

Financial Statements
As of and for the year ended June 30, 2024

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
CASA of Terrebonne, Inc.

We have reviewed the accompanying financial statements of CASA of Terrebonne, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

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

We are required to be independent of CASA of Terrebonne, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

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

Supplementary Information

The supplementary information included in the schedule of CASA assistance program grant revenues and expenses and the schedule of compensation, benefits and other payments to the chief executive officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of CASA's management and will be derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.



Thibodaux, Louisiana
September 27, 2024

CASA OF TERREBONNE, INC.
Statement of Financial Position
June 30, 2024

ASSETS

CURRENT ASSETS:

| | |
|-----------------------------|----------------|
| Cash and cash equivalents | \$ 194,497 |
| Grants receivable - CASA-AP | 25,422 |
| Accrued Interest - CDs | 5,986 |
| Prepaid expenses | 5,797 |
| TOTAL CURRENT ASSETS | <u>237,689</u> |

PROPERTY AND EQUIPMENT:

| | |
|--|----------------|
| Furniture, equipment & improvements | 61,677 |
| Financing right-of-use asset - office building | 151,780 |
| Financing right-of-use asset - copier | 7,023 |
| Accumulated depreciation | (82,516) |
| TOTAL PROPERTY & EQUIPMENT | <u>137,964</u> |

OTHER ASSETS:

| | |
|----------------------------|----------------------------|
| Investments, at fair value | 693,017 |
| Utility deposits | 1,000 |
| TOTAL OTHER ASSETS | <u>694,017</u> |
| TOTAL ASSETS | <u><u>\$ 1,069,670</u></u> |

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

| | |
|---|---------------|
| Accounts payable | \$ 310 |
| Accrued payroll and payroll liabilities | 8,067 |
| Compensated absences payable | 16,179 |
| Short term portion of long term ROU obligations | 25,262 |
| TOTAL CURRENT LIABILITIES | <u>49,818</u> |

LONG TERM LIABILITIES:

| | |
|---|---------------|
| Financing lease liability - office building | 86,962 |
| Financing lease liability - copier | 4,113 |
| TOTAL LONG TERM LIABILITIES | <u>91,075</u> |

NET ASSETS:

| | |
|--|----------------------------|
| With donor restrictions - volunteer recruitment & training | 24,753 |
| Without donor restrictions | 904,024 |
| TOTAL NET ASSETS | <u>928,777</u> |
| TOTAL LIABILITIES & NET ASSETS | <u><u>\$ 1,069,670</u></u> |

See accompanying notes and independent accountant's review report.

CASA OF TERREBONNE, INC.
Statement of Activities
For the Year Ended June 30, 2024

| | <u>Without Donor Restrictions</u> | <u>With Donor Restrictions</u> | <u>Totals</u> |
|---|---------------------------------------|------------------------------------|-------------------|
| REVENUES, GAINS AND OTHER SUPPORT: | | | |
| Fundraising | \$ 93,030 | | \$ 93,030 |
| Donations | 141,632 | | 141,632 |
| Investment income (loss) | 38,189 | | 38,189 |
| Other income | 4,229 | | 4,229 |
| Grant income, private sources | 5,000 | \$ 55,500 | 60,500 |
| Grant income, government sources | 320,674 | | 320,674 |
| Satisfaction of restrictions | 36,846 | (36,846) | - |
| | <u>639,601</u> | <u>18,654</u> | <u>658,255</u> |
| EXPENSES: | | | |
| Program services: | | | |
| Court appointed special advocate | 433,155 | | 433,155 |
| Support services: | | | |
| General and administrative | 21,827 | | 21,827 |
| Fund-raising expense | 9,052 | | 9,052 |
| | <u>30,879</u> | | <u>30,879</u> |
| Total support services | <u>30,879</u> | | <u>30,879</u> |
| Total expenses | <u>464,034</u> | | <u>464,034</u> |
| INCREASE (DECREASE) IN NET ASSETS | 175,567 | 18,654 | 194,221 |
| NET ASSETS, beginning of year (restated see note 2) | <u>728,457</u> | <u>6,099</u> | <u>734,556</u> |
| NET ASSETS, end of year | <u>\$ 904,024</u> | <u>\$ 24,753</u> | <u>\$ 928,777</u> |

See accompanying notes and independent accountant's review report.

CASA OF TERREBONNE, INC.
Statement of Functional Expenses
For the Year Ended June 30, 2024

| | Program Services | Supporting Services | | |
|---------------------------------------|--|---------------------------|------------------|-------------------|
| | Court Appointed Special Advocates for Children | Management and General | Fund- raising | Total Expenses |
| Compensation & related expenses: | | | | |
| Salaries | \$ 244,699 | \$ 4,994 | | \$ 249,693 |
| Employee benefits | | | | |
| Payroll taxes | 20,542 | 419 | | 20,961 |
| Medical insurance | 36,346 | 742 | | 37,087 |
| Retirement contribution | 5,895 | 120 | | 6,015 |
| Workers comp. insurance | 2,666 | 54 | | 2,720 |
| Total compensation & related expenses | <u>310,147</u> | <u>6,330</u> | | <u>316,476</u> |
| Advertising | 16,923 | | | 16,923 |
| CASA Children expenses | 5,473 | | | 5,473 |
| Computer support & subscriptions | 4,999 | 555 | | 5,554 |
| Depreciation expense | 28,996 | 3,222 | | 32,218 |
| Dues & memberships | 729 | 81 | | 810 |
| Fundraising expense | | | \$ 9,052 | 9,052 |
| Insurance | 4,180 | 464 | | 4,645 |
| Interest expense | 6,958 | 773 | | 7,731 |
| Office expense | 6,327 | 703 | | 7,030 |
| Other expenses | 196 | 22 | | 218 |
| Printing & copying | 2,899 | 322 | | 3,221 |
| Professional fees | 15,943 | 1,771 | | 17,715 |
| Repairs & maintenance | - | 5,328 | | 5,328 |
| Scholarship awards | 2,000 | | | 2,000 |
| Staff & volunteer recognition | 8,119 | 902 | | 9,021 |
| Supplies | 4,005 | 445 | | 4,450 |
| Telephone | 5,578 | 620 | | 6,197 |
| Training | 5,328 | | | 5,328 |
| Travel | 1,765 | | | 1,765 |
| Utilities | 2,591 | 288 | | 2,879 |
| Totals | <u>\$ 433,155</u> | <u>\$ 21,827</u> | <u>\$ 9,052</u> | <u>\$ 464,034</u> |

See accompanying notes and independent accountant's review report.

CASA OF TERREBONNE, INC.
Statement of Cash Flows
For the Year Ended June 30, 2024

| | |
|---|-------------------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | |
| Increase in net assets | \$ 194,221 |
| Adjustments to reconcile net assets to net cash provided by operating activities: | |
| Depreciation | 32,218 |
| (Increase) decrease in operating assets: | |
| Grants receivable | (1,288) |
| Accrued interest receivable | (1,705) |
| Prepaid expenses | (3,333) |
| Increase (decrease) in operating liabilities: | |
| Accounts payable | (1,166) |
| Payroll and payroll liabilities | 2,053 |
| Compensated absences payable | 1,110 |
| | <hr/> |
| Net cash provided (used) by operating activities | 222,110 |
| CASH FLOWS FROM INVESTING ACTIVITIES: | |
| Purchase of capital assets | (2,385) |
| Redemption of certificates of deposit | 99,661 |
| Purchase of investments & certificates of deposit | (325,550) |
| Reinvested investment earnings less unrealized gains/losses | (9,997) |
| | <hr/> |
| Net cash provided (used) by investing activities | (238,271) |
| CASH FLOWS FROM FINANCING ACTIVITIES: | |
| Reduction in financing lease obligations | (23,938) |
| | <hr/> |
| Net cash provided (used) by financing activities | (23,938) |
| Net increase (decrease) in cash and cash equivalents | <hr/> (40,099) <hr/> |
| CASH AND CASH EQUIVALENTS, beginning of year | 234,596 |
| CASH AND CASH EQUIVALENTS, end of year | <hr/> <u>\$ 194,497</u> <hr/> |

See accompanying notes and independent accountant's review report.

CASA OF TERREBONNE, INC.

Notes to the Financial Statements

For the Year Ended June 30, 2024

NOTE I SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies followed are described to enhance the usefulness of the financial statements to the reader.

A. NATURE OF OPERATIONS

CASA of Terrebonne, Inc. (the Organization) is a nonprofit corporation organized under the laws of Louisiana on July 10, 2000. The corporation was formed for the purpose of recruiting, training and supporting volunteer court appointed advocates to speak for the best interests of abused and neglected children in court. The Organization is a member of the National Court Appointed Special Advocate Association. Their mission is to be an independent and objective presence in the courts and to advocate for the best interests of abused, neglected, or dependent children involved in child-in-need care cases. The Organization promotes and supports trained community volunteers to represent children and help secure for each child a nurturing, safe, and permanent home. CASA of Terrebonne, Inc. serves the children of Terrebonne parish. A Board of Directors manages the operation of the Organization, and those Directors receive no compensation for their services. The Organization is primarily funded through grants from various organizations and agencies as well as contributions from private foundations, corporations, and individuals.

B. FINANCIAL STATEMENT PRESENTATION

The financial statements of the CASA of Terrebonne, Inc. have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains and losses are classified based on the existence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

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 assets may be used at the discretion of the Organization's management and board of directors.

Net assets with donor restrictions – Net assets subject to donor-imposed stipulations that will be met, either (1) by incurring expenses satisfying the restricted purpose (purpose restricted), and/or passage of time or other events (time restricted), or (2) will never expire (perpetual in nature). When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

C. CASH AND CASH EQUIVALENTS

For purposes of the Statement of Cash Flows, the Organization considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash

CASA OF TERREBONNE, INC.

Notes to the Financial Statements

For the Year Ended June 30, 2024

equivalents. There were no restricted cash equivalents at year-end. Funds held in the raffle account are required to be maintained separately. Those funds are held separately in the B1 bank account.

D. RECEIVABLES

Receivables are stated at unpaid balances. CASA of Terrebonne considers grants receivable to be fully collectible since the balance consists principally of payments due under government contracts. Therefore, an allowance for doubtful accounts has not been recorded. If amounts due became uncollectible, they will be charged to operations when that determination is made.

E. INVESTMENTS

Investments consist of certificates of deposit, mutual funds, and exchange-traded funds which do not meet CASA's definition of cash equivalents. The investments are carried at their fair values in the statement of financial position. The Organization's investment income and unrealized gains and losses are included in the changes in net assets in the accompanying statement of activities.

F. PROPERTY AND EQUIPMENT

Property and equipment purchased with an original cost of \$1,000 or more are reported at historical cost. Donations of property and equipment are recorded as support at their estimated fair value as of the date received. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the organization reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. CASA of Terrebonne reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

Property and equipment are depreciated using the straight-line method over their estimated useful lives as follows:

| | |
|------------------------|------------|
| Equipment & furniture | 5-7 years |
| Leasehold improvements | 5-15 years |

G. CONTRIBUTED FACILITIES AND SERVICES

Donated services are recognized as contributions in accordance with SFAS No. 116, "Accounting for Contributions Received and Contributions Made", if the services (a) create or enhance nonfinancial assets or (b) required specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Many individuals volunteer their time and perform a variety of tasks that assist the Organization with the

CASA OF TERREBONNE, INC.
Notes to the Financial Statements
For the Year Ended June 30, 2024

advocacy program throughout the year that are not recognized as contributions in the financial statements since the recognition criteria under SFAS No. 116 were not met.

H. LEASES

The CASA of Terrebonne determines if an arrangement is a lease at inception. Operating leases with an initial term greater than 12 months are included in operating right-of-use (ROU) assets, other current liabilities, and operating lease liabilities in the statement of financial position. Finance leases are included in property and equipment, other current liabilities, and other long-term liabilities on the statement of financial position. Leases with an initial term of 12 months or less are not recorded on the statement of financial position. Lease expense is recognized for these leases on a straight-line basis over the lease term.

I. REVENUE AND EXPENSE RECOGNITION

Contributions are recognized when the donor makes a commitment to give and are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), donor restricted net assets are reclassified to net assets without donor restrictions and reported in the Statement of Activities as net assets released from restrictions. Restrictions on gifts of fixed assets or cash for the purchase of fixed assets expire when the asset is placed in service. Expenses are recognized in the period incurred in accordance with the accrual basis of accounting.

J. ADVERTISING

The Organization uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed when incurred. Advertising expense was \$16,923 for the year ended June 30, 2024.

K. INCOME TAX STATUS

CASA of Terrebonne, Inc. is exempt from federal income tax under Section 501(C)(3) of the Internal Revenue Code. In addition, the organization qualifies for the charitable contribution deduction under section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2). Accordingly, no provision for income taxes is made in the financial statements.

CASA of Terrebonne, Inc. is required to file federal form 990 for informational purposes and federal income tax returns for fiscal year ended June 30, 2021 to present remain subject to examination by the Internal Revenue Service.

CASA OF TERREBONNE, INC.
Notes to the Financial Statements
For the Year Ended June 30, 2024

L. USE OF ESTIMATES

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

M. FUNCTIONAL ALLOCATION OF EXPENSES

Expenses are summarized and categorized based on their function classification as either program or supporting services. Specific expenses that are readily identifiable to a single program or activity are charged directly to that function. Certain categories of expenses are attributable to more than one program or supporting function. Therefore, these expenses require allocation based on time, space, or other resources used for those functions.

N. COMPENSATED ABSENCES

Eligible employees will be granted paid vacation on the employee's anniversary date of each calendar year according to the following schedule.

| | |
|-------------------------|--|
| Six months to one year | 5 days (40 hours) |
| One year to three years | 10 days |
| Four to five years | 15 days |
| Six years | 18 days |
| More than six years | for each additional year in excess of six years of service, and employee will receive one additional day per year added to the standard 18 days per year, not to exceed 20 days annual vacation. |

An employee becomes eligible to receive vacation benefits when they have successfully completed the six months of continuous employment.

Unused vacation leave may be carried over up to 120 hours. Upon separation, employees will be compensated for any unused vacation leave, paid at the current salary, which is not to exceed 240 hours.

Eligible employees will be granted 40 hours per year sick leave after three months of employment. 40 hours of sick leave will be granted each year on the employee's anniversary date. Sick leave is not accrued nor paid upon separation.

O. MANAGEMENT OF LIQUID RESOURCES

CASA of Terrebonne is primarily funded by contributions that may contain restrictions. Those restrictions required that resources be used in a certain manner or in a future period. Therefore, CASA of Terrebonne must maintain adequate resources to meet those

CASA OF TERREBONNE, INC.

Notes to the Financial Statements

For the Year Ended June 30, 2024

responsibilities to its donors and certain financial assets may not be available for general expenditure within one year. As part of its liquidity management, CASA has a policy to structure its financial assets to be available as general expenditures, liabilities, and other obligations become due. CASA also invests its cash in investments. The Board of Directors may occasionally designate amounts to its liquidity reserve that could be utilized in the event of an unanticipated liquidity need.

P. SUBSEQUENT EVENTS

The subsequent events of the organization were evaluated through the date of the financial statements were available to be issued (September 27, 2024).

NOTE 2 PRIOR PERIOD ADJUSTMENT

A prior period adjustment was made which restated beginning net assets in order to record beginning accrued interest receivable and adjust cash held in an investment account. The adjustment increased (credit) net assets by \$11,547, increased accrued interest receivable by \$4,281 and increased (debit) cash by \$7,266.

NOTE 3 FAIR VALUE MEASUREMENTS

The fair value of a financial instrument is the current amount that would be exchanged between willing parties, other than in a forced liquidation. Fair value is best determined based upon quoted market prices. However, in many instances, there are no quoted market prices for the Organization's various financial instruments. In cases where quoted market prices are not available, fair values are based on estimates using present value or other valuation techniques. Those techniques are significantly affected by the assumptions used, including discount rate and estimates of future cash flows. Accordingly, the fair value estimates may not be realized in an immediate settlement of the instrument.

The Organization utilizes fair value measurements to record fair value adjustments to certain financial assets and financial liabilities and to determine fair value disclosures. The Organization has not disclosed any other financial assets or non-financial assets and liabilities recorded at fair value on a recurring or non-recurring basis.

The Organization uses a three-tier fair value hierarchy which prioritizes the inputs used in measuring fair value as follows:

- Level 1 – Observable inputs such as quoted prices in active markets.
- Level 2 – Inputs; other than the quoted prices in active markets, that are observable either directly or indirectly; and
- Level 3 – Unobservable inputs in which there is little or no market data, which require the reporting entity to develop its own assumptions.

CASA OF TERREBONNE, INC.
Notes to the Financial Statements
For the Year Ended June 30, 2024

The fair value at June 30, 2024, are as follows:

| | Cost | Level 1 | Level 2 | Level 3 | Total unrealized gains/losses |
|-------------------------|------------|------------|---------|---------|-------------------------------------|
| Exchange-traded funds | \$ 4,144 | \$ 6,197 | \$ - | \$ - | \$ 2,053 |
| Mutual funds | 86,560 | 87,140 | - | - | 580 |
| Certificates of deposit | 600,000 | 605,666 | - | - | 5,666 |
| Total investments | \$ 690,704 | \$ 699,003 | \$ - | \$ - | \$ 8,299 |

The change in net unrealized holding gains and losses of \$10,101 has been included in Investment Income in the Statement of Activities for the year ended June 30, 2024. The unrealized gains and losses recognized during the year are for securities held at year end.

NOTE 4 PROPERTY AND EQUIPMENT

Property and Equipment at June 30, 2024, consisted of the following:

| | |
|---|-------------------|
| Furniture and equipment | \$ 24,775 |
| Miscellaneous capital asset | 1,471 |
| Leasehold improvements | 35,430 |
| less: accumulated depreciation | (30,995) |
| Total depreciable property & equipment, net | <u>\$ 30,681</u> |
| Financing right-of-use assets | 158,803 |
| less: accumulated amortization | (51,520) |
| Total financing ROU assets, net | <u>107,283</u> |
| Net investment in property and equipment | <u>\$ 137,964</u> |

Depreciation expense for the year ended June 30, 2024 was \$32,218.

NOTE 5 LEASES

Office building

CASA of Terrebonne entered into a commercial lease for its office space on August 2, 2018. The terms are for ten years beginning August 1, 2018 and ending July 31, 2028 (primary term). This lease secured office space for the administrative office. Rent was \$2,000 monthly, payable on the first of the month. On March 31, 2023, the agreement was amended to increase the monthly rent to \$2,500. CASA of Terrebonne is responsible for utilities and certain building maintenance expense.

CASA OF TERREBONNE, INC.

Notes to the Financial Statements

For the Year Ended June 30, 2024

The lessor has granted CASA of Terrebonne the exclusive option to purchase the property at any point within the primary term for the outstanding balance due on the mortgage loan at the time of said purchase. It is management's intention to purchase the property at the end of the lease agreement. Management has determined this lease to be a financing right-of-use asset with an imputed interest rate of 6%. At June 30, 2024, the remaining financing lease liability for this agreement was \$109,011.93.

Copy machine

On March 23, 2023, CASA entered into a lease agreement with Canon Solutions of America for a Cannon Copier. The agreement is for 60 months. Monthly payments are \$133.25. Management has determined this lease to be a financing right-of-use asset with an imputed interest rate of 5.4%. At June 30, 2024, the remaining financing lease liability for this agreement was \$5,341.34.

Future minimum commitments required under financing leases are as follows:

| Year Ended July 30, | Total Commitment |
|------------------------|---------------------|
| 2025 | \$25,332 |
| 2026 | \$26,887 |
| 2027 | \$28,536 |
| 2028 | \$29,886 |
| 2029 | \$5,766 |
| | |
| Total minimum payments | <u>\$116,407</u> |

Interest expense for the year ended June 30, 2024, was \$7,731.

Land Lease

On March 6, 2024 CASA entered into a lease agreement for a parcel of land. The terms of the lease are one-dollar per year for 48 months. The land is adjacent to the office building and will be used for additional parking. The lease payment is expensed when paid.

NOTE 6 FINANCIAL INSTRUMENTS

Financial instruments which potentially subject the Organization to concentrations of credit risk include temporary cash investments. The Organization maintains its cash and invested funds in several financial institutions. Accounts at these institutions are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At June 30, 2024, the Organization did not exceed the insured limits.

NOTE 7 CONCENTRATION OF RISK

CASA's primary sources of support are from grants awarded by the state. Management is always seeking funding for the upcoming years through renewals of current grants as well

CASA OF TERREBONNE, INC.
Notes to the Financial Statements
For the Year Ended June 30, 2024

as by applying for new grants; however, in the event the Organization is unable to secure additional funding, the financial position of the Organization could be significantly impacted. For the year ended June 30, 2024, the Organization's support from state grants totaled 49% of total revenue.

NOTE 8 BOARD COMPENSATION

The Board of Directors is a voluntary board; therefore, no compensation was paid to any board member for the year ended June 30, 2024.

NOTE 9 RETIREMENT PLAN

Eligible employees can participate in a SIMPLE IRA which is a defined contribution salary deferral plan. Under the plan, CASA matches the employee's contribution up to three percent of each eligible employee's salary. All contributions are 100% vested to the employee. Plan expenses incurred by CASA for the current year ended totaled \$6,015.

NOTE 10 LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

CASA of Terrebonne maintains operating revenue for general expenditures. At June 30, 2024, current financial assets totaled \$237,689. These assets are available for general expenditures. CASA of Terrebonne has a goal to maintain financial assets, which consists of cash and receivables, on hand to meet 60 days of normal operating expenses, which are on average, \$77,000. It is the Organization's policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations become due.

NOTE 11 LITIGATION AND CLAIMS

CASA of Terrebonne, Inc. is exposed to various risks of loss from torts; theft of, damage to, and destruction of assets; business interruption; errors and omissions; employee injuries; and natural disasters. Commercial insurance coverage is purchased to cover real and personal property, general liability, automobile, and criminal liability. There has been no significant reduction in insurance coverage during the current fiscal year.

Supplementary Information

CASA OF TERREBONNE, INC.
Schedule of CASA Assistance Program
Grant Revenue and Expenses
For the Year Ended June 30, 2024

REVENUES:

| | |
|-------------------------|------------|
| CASA Assistance Program | \$ 320,674 |
|-------------------------|------------|

EXPENSES:

| | |
|-----------------------|---------------|
| Training | 150 |
| Operating expense | 37,598 |
| Printing | - |
| Professional services | 100 |
| Salaries | 149,103 |
| Fringe benefits | 36,662 |
| Supplies | 230 |
| Travel | 137 |
| Administrative | <u>96,694</u> |

| | |
|----------------|----------------|
| Total expenses | <u>320,674</u> |
|----------------|----------------|

CASA OF TERREBONNE, INC.
Schedule of Compensation, Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended June 30, 2024

Agency Head Name:

Christine Aucoin, Executive Director

| Purpose | Amount |
|--------------------------------|---------------|
| Salary | \$53,385 |
| Benefits-insurance | 13,013 |
| Benefits-retirement | 1,572 |
| Benefits-other | 0 |
| Car allowance | 0 |
| Vehicle provided by government | 0 |
| Per diem | 0 |
| Reimbursements | 0 |
| Travel / mileage | 0 |
| Registration fees | 210 |
| Conference travel | 0 |
| Housing | 0 |
| Unvouchered expenses | 0 |
| Special meals | 0 |

This form is used to satisfy the reporting requirements of R.S. 24:513(A)(3). Under those requirements, only payments made with public funds are required to be reported.

Other Reports



**Independent Accountant's Report
on Applying Agreed-Upon Procedures**

To the Board of Directors
CASA of Terrebonne, Inc.
Houma, Louisiana

We have performed the procedures enumerated below on Casa of Terrebonne, Inc.'s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2024, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Casa of Terrebonne, Inc.'s management is responsible for its financial records and compliance with applicable laws and regulations.

Casa of Terrebonne, Inc. 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 Casa of Terrebonne, Inc.'s compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended June 30, 2024. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. The report may not be suitable for any other purpose. The procedures performed may not address all items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year from Casa of Terrebonne, Inc.'s management.

CASA of Terrebonne, Inc. provided us with the following list of expenditures made for state grant awards received during the fiscal year ended June 30, 2024:

| | <i>Federal Grant</i> | <i>State Grant</i> | <i>Local Grant</i> |
|-------------------|--------------------------|--------------------|------------------------|
| CASA AP 2023-2024 | \$ - | \$320,674 | \$ - |

Casa of Terrebonne, Inc. represented that they received no federal or local grant awards during the fiscal year ended June 30, 2024.

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

There was one funding source from which six disbursements each were randomly selected during the year ended June 30, 2024.

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

No exceptions. Each of the selected disbursements agreed to the amount and payee in the supporting documentation.

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

No exceptions. All of the disbursements were coded to the correct fund and general ledger account.

5. Report whether the selected disbursements were approved in accordance with Casa of Terrebonne, Inc.'s policies and procedures.

No exceptions. Inspection of documentation supporting each of the selected disbursements indicated approvals from proper authorities.

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

Activities allowed or unallowed

No exceptions. We compared documentation for each of the selected disbursements with program compliance requirements related to services allowed or not allowed.

Eligibility

No exceptions. We compared documentation for each of the selected disbursements with program compliance requirements related to eligibility.

Reporting

No exceptions. We compared documentation for each of the selected disbursements with program compliance requirements related to reporting.

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

No exceptions. We compared the close-out reports with the agency's financial records. The amounts reported on the close-out reports agreed to the agency's financial records.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions.

Not applicable. Due to the confidential nature of the cases discussed at the meetings, the organization does not post agendas for the meetings in accordance with the open meetings law. Most of the discussion during the meetings concerns sensitive and confidential case information which could not be discussed freely in a public meeting.

Budget

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

No exceptions. CASA of Terrebonne, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. These budgets specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

State Audit Law

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

No exceptions. Casa of Terrebonne, Inc.'s report was submitted to the Legislative Auditor before the statutory due date.

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

No exceptions. Casa of Terrebonne, Inc.'s management represented that Casa of Terrebonne, Inc. did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior-Year Comments

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

In the audit engagement for the year ended June 30, 2023, we reported an inadequate segregation of duties. This is common to small nonprofit entities as the hiring of additional personnel to improve the segregation of duties is not cost beneficial; therefore, this has not been resolved by management.

We were engaged by Casa of Terrebonne, Inc. to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on Casa of Terrebonne, Inc.'s compliance with the foregoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Casa of Terrebonne, Inc. 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 Casa of Terrebonne, Inc.'s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.



T.S. Kearns & Co., CPA
September 27, 2024

CASA OF TERREBONNE, INC.
LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-public Agencies)

9/19/2024 (Date Transmitted)

T.S. Kearns & Co CPA
164 W Main St.
Thibodaux, LA 70301

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of June 30, 2024 and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Federal, State, and Local Awards

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

Open Meetings

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

Yes [] No N/A []
(See Attached)

Budget

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

Yes No [] N/A []

Reporting

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes [] No [] N/A

Prior-Year Comments

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

Yes No [] N/A []

General

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

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

Yes No [] N/A []

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No [] N/A []

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

Shelley Loups Secretary 9-19-24 Date

Bob Nagin Treasurer 9-19-2024 Date

[Signature] President 9-19-2024 Date

CASA of Terrebonne, Inc.
Louisiana Attestation Questionnaire
Explanation of 'NO' Responses:

OPEN MEETINGS:

Information regarding programmatic issues is discussed during our board meetings, including confidential information regarding children's cases. All board members have signed a confidentiality agreement, thus allowing for the discussion of any case sensitive information. Due to the discussions of confidential information during board meetings, they have not been open to the public. Furthermore, after carefully reviewing the criteria which classifies a nonprofit organization as a "public body", it is our opinion that CASA of Terrebonne, Inc. is not a "public body" for purposes of the Open Meetings Law, and thus, is not required to comply with Open Meetings Law.