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**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE FOUNDATION, INC.**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

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Pontchartrain  
Conservancy



SCIENCE FOR OUR COAST. SINCE 1989.

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE FOUNDATION, INC.**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2022**

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Pontchartrain Conservancy and Save Our Lake Endowment, Inc.

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Pontchartrain Conservancy (the Conservancy) and Save Our Lake Endowment, Inc. (the Endowment), collectively, the Entity, which comprise the consolidated statements of financial position as of December 31, 2022 and 2021, and the related consolidated 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 consolidated financial statements present fairly, in all material respects, the financial position of the Entity as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the years then 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 Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Entity 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 opinion.

#### ***Emphasis of Matter***

As discussed in Note 1 to the consolidated financial statements, in 2022, the Entity adopted new accounting guidance in connection with its implementation of Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842). Our opinion is not modified with respect to this matter.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Entity's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

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

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

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

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The consolidating financial statements and schedule of compensation, benefits, and other payments to agency head are presented for the purposes of additional analysis and are not a required part of the consolidated financial statements. The accompanying schedule of expenditures of federal awards,

as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is also 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the consolidating financial statements; schedule of compensation, benefits, and other payments to agency head; and schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the consolidated 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 12, 2023, on our consideration of the Entity'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 the Entity'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 the Entity's internal control over financial reporting and compliance.

*Postlethwaite & Netterville*

Metairie, Louisiana  
June 12, 2023

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATED STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2022**

	<b>2022</b>	<b>2021</b>
<b><u>ASSETS</u></b>		
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 179,146	\$ 134,805
Restricted Cash	736,491	798,290
Grants receivable	282,974	592,814
Inventory	15,551	16,177
Prepaid expenses and deposits	351	553
Other receivables	94,677	8,057
Investments	121,475	142,960
Other current assets	6,256	6,256
Total current assets	1,436,921	1,699,912
<b><u>NONCURRENT ASSETS</u></b>		
Property and equipment, net	804,300	870,217
Right-of-use assets, net	188,742	-
Total assets	\$ 2,429,963	\$ 2,570,129
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable	\$ 92,037	\$ 145,076
Accrued liabilities	60,853	47,233
Refundable advances	278,680	356,655
Notes payable, current portion	17,634	17,292
Lease liability, current portion	73,771	-
Total current liabilities	522,975	566,256
<b><u>NONCURRENT LIABILITIES</u></b>		
Note payable, net of current portion	489,491	495,291
Lease liability, net of current portion	128,910	-
Total liabilities	1,141,376	1,061,547
<b><u>NET ASSETS</u></b>		
Without donor restrictions	560,853	772,108
With donor restrictions	727,734	736,474
Total net assets	1,288,587	1,508,582
Total liabilities and net assets	\$ 2,429,963	\$ 2,570,129

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

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATED STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>Total</u></b>
<b><u>Revenues and Support</u></b>			
Contracts- Federal	\$ 19,785	\$ -	\$ 19,785
Contracts- Local Government	247,353	-	247,353
Grants- Federal	838,283	-	838,283
Grants- Non-Federal	1,269,297	201,016	1,470,313
Contributions	433,642	49,117	482,759
Fundraising			
Events (Net of direct benefits to donors of \$18,503)	(1,282)	-	(1,282)
Exchange portion of membership dues	2,030	-	2,030
Exchange portion of grants	300	-	300
Lighthouse			
Museum admissions	8,151	-	8,151
Facility rental	21,520	-	21,520
Museum Shop (Net of direct merchandise expense of \$6,359)	1,935	-	1,935
Occupancy	1,752	-	1,752
In-kind Donations			
Donated goods	101,428	-	101,428
Donated services	202,118	-	202,118
Other Income			
Investment income (loss)	(13,149)	(1,745)	(14,894)
Miscellaneous income	7,580	-	7,580
Fee for service	2,329	-	2,329
Employee Retention Tax Credit (refundable portion)	27,136	-	27,136
Net assets released from restrictions	257,265	(257,265)	-
Total revenues and other support	<u>3,427,473</u>	<u>(8,877)</u>	<u>3,418,596</u>
<b><u>Expenses</u></b>			
Program expenses			
Community outreach	1,132,872	-	1,132,872
Scientific programs	1,865,266	-	1,865,266
Total program expenses	<u>2,998,138</u>	<u>-</u>	<u>2,998,138</u>
Supporting services			
Fundraising	187,863	-	187,863
Management and general	452,590	-	452,590
Total supporting services	<u>640,453</u>	<u>-</u>	<u>640,453</u>
Total expenses	<u>3,638,591</u>	<u>-</u>	<u>3,638,591</u>
Change in net assets	(211,118)	(8,877)	(219,995)
<b><u>Net Assets, Beginning of Year</u></b>	<u>898,224</u>	<u>610,358</u>	<u>1,508,582</u>
<b><u>Net Assets, End of Year</u></b>	<u>\$ 687,106</u>	<u>\$ 601,481</u>	<u>\$ 1,288,587</u>

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



**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATED STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

	<b><u>Without Donor Restrictions</u></b>	<b><u>With Donor Restrictions</u></b>	<b><u>Total</u></b>
<b><u>Revenues and Support</u></b>			
Contracts- Federal	\$ 62,626	\$ -	\$ 62,626
Contracts- Local Government	58,387	-	58,387
Grants- Federal	736,637	11,628	748,265
Grants- Non-Federal	1,200,552	265,306	1,465,858
Contributions	193,496	18,507	212,003
Fundraising			
Events (Net of direct benefits to donors of \$23,837)	(14,458)	-	(14,458)
Exchange portion of membership dues	3,225	-	3,225
Exchange portion of grants	300	-	300
Lighthouse			
Museum admissions	5,724	-	5,724
Facility rental	39,085	-	39,085
Museum shop (Net of direct merchandise expense of \$5,510)	2,117	-	2,117
Occupancy	340	-	340
In-kind Donations			
Donated goods	120,522	-	120,522
Donated services	293,525	-	293,525
Other Income			
Investment income	16,149	1,294	17,443
Miscellaneous income	11,496	-	11,496
Payment Protection Program income	219,486	-	219,486
Economic Injury Disaster Loan forgivable advance	10,000	-	10,000
Fee for service	2,553	-	2,553
Employee Retention Tax Credit (refundable portion)	318,339	-	318,339
Net assets released from restrictions	275,971	(275,971)	-
Total revenues and other support	<u>3,556,072</u>	<u>20,764</u>	<u>3,576,836</u>
<b><u>Expenses</u></b>			
Program expenses			
Community outreach	806,693	-	806,693
Scientific programs	1,771,645	-	1,771,645
Total program expenses	<u>2,578,338</u>	<u>-</u>	<u>2,578,338</u>
Supporting services			
Fundraising	156,995	-	156,995
Management and general	424,387	-	424,387
Total supporting services	<u>581,382</u>	<u>-</u>	<u>581,382</u>
Total expenses	<u>3,159,720</u>	<u>-</u>	<u>3,159,720</u>
Change in net assets	396,352	20,764	417,116
<b><u>Net Assets, Beginning of Year</u></b>	<u>501,872</u>	<u>589,594</u>	<u>1,091,466</u>
<b><u>Net Assets, End of Year</u></b>	<u>\$ 898,224</u>	<u>\$ 610,358</u>	<u>\$ 1,508,582</u>

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

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Program Services		Supporting Services		Totals
	Community Outreach	Scientific Programs	Fundraising	Management and General	
Salaries and stipends	\$ 287,002	\$ 537,160	\$ 94,571	\$ 231,132	\$ 1,149,865
Fringe benefits and payroll taxes	43,890	98,790	9,122	37,489	189,291
Advertising/PSA	119,372	60	9,160	326	128,918
Administrative expense	1,924	6,533	136	34,218	42,811
Computer and copier maintenance	37,077	47,883	11,192	30,213	126,365
Contractual services	67,919	189,284	709	26,463	284,375
Insurance	29,580	17,018	1,137	8,744	56,479
Occupancy	8,815	19,477	5,297	4,145	37,734
Printing and postage	806	173	3,240	838	5,057
Professional services	159,211	651,534	42,243	61,818	914,806
Repairs and maintenance	6,629	1,138	220	263	8,250
Supplies and equipment	58,324	85,975	4,583	1,709	150,591
Utilities	16,235	11,509	2,178	9,935	39,857
Travel	10,662	14,066	3,124	3,666	31,518
Vehicle and boat maintenance	1,834	31,900	-	-	33,734
Depreciation expense	57,746	8,511	-	-	66,257
Amortization expense	69,139				69,139
In-kind donations	156,707	144,255	951	1,631	303,544
Total expenses per the statement of activities	1,132,872	1,865,266	187,863	452,590	3,638,591
<b>Expenses netted against revenue</b>					
Event expenses	266	519	16,418	1,300	18,503
Museum shop expenses	6,359	-	-	-	6,359
<b>Total expenses</b>	\$ 1,139,497	\$ 1,865,785	\$ 204,281	\$ 453,890	\$ 3,663,453

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

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

	Program Services		Supporting Services		Totals
	Community Outreach	Scientific Programs	Fundraising	Management and General	
Salaries and stipends	\$ 226,668	\$ 482,215	\$ 26,821	\$ 246,724	\$ 982,428
Fringe benefits and payroll taxes	25,625	65,687	2,486	33,356	127,154
Advertising/PSA	88,268	688	3,580	5	92,541
Administrative expenses	5,880	6,282	847	20,556	33,565
Computer and copier maintenance	39,621	48,638	13,436	21,343	123,038
Contractual services	45,972	226,690	17,722	19,888	310,272
Insurance	20,920	10,743	2,617	4,872	39,152
Occupancy	19,824	32,764	9,639	13,469	75,696
Printing and postage	2,113	1,005	559	1,648	5,325
Professional services	75,059	501,123	71,203	40,734	688,119
Repairs and maintenance	20,083	-	763	173	21,019
Supplies and equipment	48,349	32,066	3,879	2,220	86,514
Utilities	13,329	10,785	1,338	5,315	30,767
Travel	8,779	10,164	828	3,237	23,008
Vehicle and boat maintenance	(94)	33,855	12	1	33,774
Depreciation expense	59,998	13,303	-	-	73,301
In-kind donations	106,299	295,637	1,265	10,846	414,047
Total expenses per the statement of activities	806,693	1,771,645	156,995	424,387	3,159,720
<b>Expenses netted against revenue</b>					
Event expenses	4	-	23,781	52	23,837
Museum shop expenses	5,510	-	-	-	5,510
<b>Total expenses</b>	\$ 812,207	\$ 1,771,645	\$ 180,776	\$ 424,439	\$ 3,189,067

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

**PONTCHARTRAIN CONSERVANCY  
AND SAVE OUR LAKE ENDOWMENT, INC.  
CONSOLIDATED STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021**

	<u>2022</u>	<u>2021</u>
<b><u>CASH FLOWS FROM OPERATING ACTIVITIES</u></b>		
Change in net assets	\$ (219,995)	\$ 417,116
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Depreciation	66,257	73,301
ROU Amortization	69,139	-
Interest and dividends	(3,115)	(3,256)
Net realized and unrealized gain (loss) on investments	26,638	(8,175)
Loss on sale of fixed assets	5,160	5,474
Change in assets and liabilities		
Grants receivable	309,840	(445,048)
Other receivables	(86,620)	(3,112)
Prepaid expenses and deposits	202	325
Inventory	626	(1,038)
Accounts payable	(53,039)	87,146
Accrued liabilities	13,620	(60,929)
Refundable advances	(77,975)	321,655
Operating lease asset	(257,881)	-
Operating lease liability	202,681	-
Net cash provided by (used in) operating operating activities	<u>(4,462)</u>	<u>383,459</u>
<b><u>CASH FLOWS FROM INVESTING ACTIVITIES</u></b>		
Purchases of fixed assets	(5,500)	(29,319)
Purchases of investments	(73,986)	(11,993)
Proceeds from sales of investments	71,948	9,562
Net cash used in investing activities	<u>(7,538)</u>	<u>(31,750)</u>
<b><u>CASH FLOWS FROM FINANCING ACTIVITIES</u></b>		
Payments on line of credit	-	(180,000)
Proceeds from notes payable	-	25,186
Principal payments on notes payable	(5,458)	(17,924)
Net cash used in financing activities	<u>(5,458)</u>	<u>(172,738)</u>
Net increase (decrease) in cash	(17,458)	178,971
Cash, beginning of year	933,095	754,124
Cash, end of year	<u>\$ 915,637</u>	<u>\$ 933,095</u>
<b><u>RECONCILIATION TO STATEMENTS OF FINANCIAL POSITION:</u></b>		
Cash and cash equivalents	\$ 179,146	\$ 134,805
Restricted Cash	736,491	798,290
Total cash and cash equivalents	<u>\$ 915,637</u>	<u>\$ 933,095</u>
<b><u>SUPPLEMENTAL DISCLOSURES</u></b>		
Cash paid for interest	<u>\$ 25,631</u>	<u>\$ 8,627</u>

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

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**1. Organization and Summary of Significant Accounting Policies**

**Organization**

Pontchartrain Conservancy (the Conservancy) is a non-profit, publicly supported organization and established under 501(c)(3) of the Internal Revenue Code. It was established and incorporated September 19, 1989 by Act 716 of the 1989 Louisiana Legislature for the purpose of the restoration and preservation of the environmental and ecological balance of the Lake Pontchartrain Basin.

On January 20, 1998, Save Our Lake Endowment, Inc. (the Endowment) was established by the Conservancy to operate as a 501(c)(3) organization whose mission is to financially support the Pontchartrain Conservancy and its continuing efforts to restore and maintain Lake Pontchartrain. The Endowment is a Trust established for the exclusive benefit of the Conservancy. The Conservancy is the sole beneficiary of the Trust.

The Conservancy and the Endowment are collectively referred to as the Entity.

The Conservancy operates the following programs and supporting services:

***Community Outreach***

Outreach activities provide information and referrals regarding our research and educational information to those that live within and around the Pontchartrain Basin.

***Scientific Programs***

The Conservancy also undertakes research in areas such as urban and rural storm water, wastewater treatment systems, industrial discharges, agricultural discharges, saltwater intrusion, coastal land loss, and habitat restoration.

***Fundraising***

Fundraising consists of raising funds, whether through grants, events, or otherwise, which provides for programs, operations, and the mission of the Entity.

***Management and General***

Management and general consist of oversight, general and financial operations, and technology maintenance for the Entity.

**Principles of Consolidation**

The accompanying consolidated financial statements include the accounts of the Conservancy and the Endowment. All significant intercompany balances and transactions have been eliminated in the consolidated financial statements.

**Basis of Accounting**

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**1. Organization and Summary of Significant Accounting Policies (continued)**

Basis of Presentation of Net Assets

The consolidated financial statements of the Entity have been prepared in accordance with accounting principles generally accepted in the United States (“U.S. GAAP”), which require the Entity to report information regarding its financial position and activities according to the following net asset classifications:

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

*Net Assets with donor restrictions* - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Entity or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. Donor restricted contributions are reported as an increase in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized.

Use of Estimates

The preparation of the consolidated financial statements in conformity with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents

For the purposes of the consolidated statements of cash flows, the Entity considers all highly liquid investments available for current use with an initial maturity of one year or less to be cash equivalents.

Investments

Investments are reported at their fair values in the statements of financial position, and changes in fair value are reported as investment return in the consolidated statements of activities. Investment return is reported as increases or decreases in net assets without donor restrictions unless the income is restricted by the donor or law.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**1. Organization and Summary of Significant Accounting Policies (continued)**

Grants Receivable

Grants receivable are stated at the amount management expects to collect from outstanding balances. Management monitors outstanding balances and writes off all balances deemed uncollectible. Management believes all outstanding balances as of December 31, 2022, and 2021, to be fully collectible.

Inventories

Inventories consist of goods for sale at the Lighthouse gift shop and are stated at the weighted-average cost method.

Other Receivables

Other receivables mainly consist of amounts due from tour groups and settlements from credit card purchases. The Entity provides for estimated uncollectible receivables on a specific account basis as determined by management. Management believes all outstanding balances are fully collectible.

Property and Equipment

Property and equipment are recorded at cost when purchased and at fair market value when received as a donation. Expenditures for maintenance, repairs, and minor renewals are charged against earnings as incurred. Major expenditures, improvements, renewals, and betterments of \$500 or more are capitalized. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Estimated useful lives of property and equipment range from 3 to 40 years. The cost and accumulated depreciation of assets sold or retired are removed from the respective accounts, and any resulting gain or loss is recorded in the change in net assets.

Revenue Recognition

The Entity utilizes the guidance in Accounting Standard Update (“ASU”) 2018-08 in the assessment of whether revenue is an exchange transaction or contribution and considers factors including commensurate value received, reciprocity, and donor-imposed conditions.

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

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**1. Organization and Summary of Significant Accounting Policies (continued)**

Revenue Recognition (continued)

A portion of the Entity's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenditures. Amounts received are recognized as revenue when the Entity has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the consolidated statements of financial position. The Entity reported refundable advances totaling \$278,680 and \$356,655 as of December 31, 2022 and 2021, respectively.

The Entity recognizes revenue from museum admissions and merchandise at the point of sale. Membership dues, which are nonrefundable, are recognized over the membership period which is generally one year. The performance obligations include a monthly subscription to the Conservancy's newsletter, free admission to the New Canal Lighthouse Museum, lighthouse prints, and certain discounts. Dues are recognized during the fiscal year as services are simultaneously received and consumed by the members.

Special events revenue includes the cost of direct benefits to donors and contribution revenue. Direct benefits to donors for special events are generally received within the fiscal year the payments are received. If the direct benefits are received subsequent to the fiscal year end, revenue will be recognized in the period the benefits are received.

Rental revenue from the New Canal Lighthouse Museum is recognized when the performance obligation of the rental has occurred.

In-Kind Donations

The value of contributed services is recorded, at fair value, as revenues and support and expenses in the period received, provided there is an objective basis for measurement of the value of such services and they are significant, require specialized skills and form an integral part of the Conservancy's efforts. See Note 12 for the detail of in-kind donations for 2022 and 2021.

Income Taxes

Pontchartrain Conservancy and Save Our Lake Foundation, Inc. are exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from State income taxes under Section 121(5) of Title 47 of the Louisiana Revised Statutes of 1950. Accordingly, no provision for income taxes has been included in the consolidated financial statements.

FASB ASC 740 provides detailed guidance for financial statement recognition, measurement, and disclosure of uncertain tax positions recognized in an entity's financial statement. As of December 31, 2022, the Entity has determined that it does not have any uncertain tax positions that qualify for either recognition or disclosure in the financial statements. Tax returns generally remain subject to examination by the taxing authorities for three years.



**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**1. Organization and Summary of Significant Accounting Policies (continued)**

Functional Expenses

The costs of providing the program services and other activities have been summarized on a functional basis in the consolidated statements of activities. The consolidated statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses are allocated on a reasonable basis that is consistently applied. When possible, expenses are first allocated by direct identification. If an expenditure benefits more than one program or function, the allocation is based on direct relation to each program or function. The expenses that are allocated include salaries, employee benefits, and payroll taxes which are allocated based on hours worked on each identified program or grant. Depreciation, maintenance, supplies, legal and professional fees, printing and publications, and other expenses are allocated on the basis of staff head count. Insurance and occupancy are allocated based on square footage.

Leases

The Entity has entered into several lease agreements. Determination of leases is arranged at inception. Operating leases are included in operating lease right-of-use (ROU) assets and operating lease liabilities on the statements of financial position.

ROU assets represent the right to use an underlying asset for the lease term, and lease liabilities represent the Entity's obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of the lease payments over the lease term. As most of the Entity's leases do not provide an implicit rate, the incremental borrowing rate is used based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the Entity will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term.

The Entity's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**1. Organization and Summary of Significant Accounting Policies (continued)**

Compensated Absences

The Entity currently employs a compensated absences policy to which employees earn an escalating number of paid compensation hours each year based on the length of service provided to the Entity. Employees may carry over and accumulate annual leave time up to a maximum of 120 hours without forfeiture. As of December 31, 2022 and 2021, employees of the Entity had accumulated \$29,092 and \$28,292, respectively, of employee leave benefits. These amounts are included on the consolidated statements of financial position in accrued liabilities.

Advertising Expenses

The Entity expenses advertising costs as incurred. Advertising expense was \$128,918 and \$92,541 for the years ended December 31, 2022 and 2021, respectively.

Recently Adopted Accounting Pronouncements

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02, *Leases*. This accounting standard and its related subsequent improvements increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the balance sheet. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The Entity elected to use the transition option that allows an organization to apply the new lease standard at the adoption date and recognize a cumulative-effect adjustment (if any) to the opening balance of net assets in the year of adoption. Comparable periods continue to be presented under the guidance of the previous standard, ASC 840. As a result of the adoption of the new lease accounting guidance, the Entity recognized, on January 1, 2022, a lease liability of \$202,681 and a right-of-use asset of \$188,742. The standard had a material impact on the statement of financial position but did not have a material impact on the statements of activities, functional expenses and cash flows.

The Entity adopted Accounting Standards Update (ASU) 2020-07, Not-for-Profit Entities (Topic 958), *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The ASU requires nonprofits to change their financial statement presentation and disclosure of contributed nonfinancial assets, or gifts-in-kind. The FASB issued the update in an effort to improve transparency in reporting nonprofit gifts-in-kind. This standard was adopted on a retrospective basis, and the adoption had no impact to net assets as of December 31, 2022 or 2021.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**2. Cash Restricted for Program and Capital Expenditures**

In accordance with Environmental Protection Agency grant agreements, the Conservancy is required to maintain separate checking accounts for which the use is restricted to the purpose of the grant. As of December 31, 2022 and 2021, \$610,238 and \$672,174, respectively, was restricted for program expenditures.

**3. Liquidity and Availability**

The following presents the Entity's financial assets and those available to meet general expenditures within one year at December 31:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 179,146	\$ 134,805
Grants receivable	282,974	592,814
Other receivables	94,677	8,057
Operating investments	94,275	111,835
Total	<u>\$ 651,072</u>	<u>\$ 847,511</u>

The Entity's objective is to maintain liquid financial assets without donor restrictions sufficient to cover twelve months of program expenditures.

Additionally, the Entity records in-kind donations that historically fund approximately 13% of annual program and supporting activities. See Note 12 for more information regarding these donations.

**4. Concentration of Credit Risk**

The Entity has concentrated its credit risk for cash by maintaining deposits in financial institutions, which may at times exceed amounts covered by insurance provided by the U.S. Federal Deposit Insurance Corporation ("FDIC"). In addition, the Entity has cash equivalent accounts with a brokerage firm. The Securities Investor Protection Corporation insures these accounts up to \$250,000. The Entity has not experienced any losses, and does not believe that significant credit risk exists as a result of this practice. The Entity attempts to minimize risk in this area by sweeping all funds over \$100,000 from its operating account to a nightly investment sweep account.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**5. Property and Equipment**

Property and equipment consist of the following as of December 31:

	<b>2022</b>	<b>2021</b>
Land	\$ 12,360	\$ 12,360
Lighthouse building	1,084,053	1,084,053
Boat and other program equipment	254,811	306,282
Leasehold improvements	213,207	213,207
Computer equipment	48,269	48,269
Furniture and fixtures	12,819	12,819
	<u>1,625,519</u>	<u>1,676,990</u>
Less accumulated depreciation	<u>(821,219)</u>	<u>(806,773)</u>
Property and equipment, net	<u>\$ 804,300</u>	<u>\$ 870,217</u>

**6. Investments**

Investments at December 31 consist of the following:

	<b>2022</b>	<b>2021</b>
Mutual Funds	\$ 94,275	\$ 111,835
Pooled Investment Accounts	27,200	31,125
	<u>\$ 121,475</u>	<u>\$ 142,960</u>

**7. Fair Value of Financial Instruments**

Under the provisions of FASB ASC Topic, *Fair Value Measurement*, fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

This guidance establishes a fair value hierarchy for inputs used in measuring fair market value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available. Observable inputs are those that market participants would use in pricing the asset or liability based on the best information available in the circumstances.

The fair value hierarchy is categorized into three levels based on the inputs as follows:

Level 1- Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities as of the reporting date. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these securities does not entail a significant degree of judgement.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**7. Fair Value of Financial Instruments (continued)**

Level 2- Valuations based on quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly, as of the reporting date.

Level 3- Valuations based on inputs that are unobservable and include situations where there is little, if any, market activity for the investment. The inputs into the determination of fair value require significant management judgement or estimation.

In some instances, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such instances, an investment's level within the fair value hierarchy is based on the lowest level of input that is significant to the fair value measurement.

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

Pooled Investments- The fair value is determined by use of the calculated net asset value per ownership share.

Mutual Funds- The fair value of investments is the market value based on quoted market prices, when available, or market prices provided by recognized broker dealers. If listed prices or quotes are not available, fair value is based upon externally developed models that use unobservable inputs due to the limited market activity of the investment.

The valuation of the Entity's assets measured at fair value on a recurring basis at December 31, 2022, are as follows:

<b>Assets</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
Mutual Funds	\$ 94,275	\$ -	\$ -	\$ 94,275
Pooled Investment Accounts	-	27,200	-	27,200
	<u>\$ 94,275</u>	<u>\$ 27,200</u>	<u>\$ -</u>	<u>\$ 121,475</u>

The valuation of the Entity's assets measured at fair value on a recurring basis at December 31, 2021, are as follows:

<b>Assets</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Total</b>
Mutal Funds	\$ 111,835	\$ -	\$ -	\$ 111,835
Pooled Investment Accounts	-	31,125	-	31,125
	<u>\$ 111,835</u>	<u>\$ 31,125</u>	<u>\$ -</u>	<u>\$ 142,960</u>

A portion of the Entity's investments are held in pooled assets managed by GNOF. The values of the Entity's investments in this pool are based on information provided by GNOF and include the use of Net Asset Values (NAV) as the primary input to measure fair value. These investments are classified within Level 2 of the fair value hierarchy.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**7. Fair Value of Financial Instruments (continued)**

The method described above may produce fair value calculations that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Entity believes its valuation methods are appropriate and consistent with those of other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The Investment Pool includes investments in a well-diversified asset mix, which includes equity and fixed income securities as well as cash and alternative investments.

**8. Endowment Funds**

The Entity's endowments consist of the donor-restricted Greater New Orleans Foundation Endowment Fund and The Save Our Lake Endowment Fund created by the Conservancy, collectively known as the Endowment Funds. The Entity has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor restricted endowment funds absent explicit donor stipulations to the contrary.

As a result of the interpretation, the Entity retains in perpetuity:

- The original value of gifts donated to the endowment,
- The original value of subsequent gifts to the endowment, and
- Accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund.

The remaining portion of the donor-restricted endowment fund not retained in perpetuity is appropriated for the expenditure by the Endowment Funds in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Endowment Funds consider the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund
- The purpose of the Entity and donor-restricted endowment fund
- General economic conditions
- The possible effect of inflation and deflation
- Other resources of the Entity
- The investment policies of the Endowment

**GNOF Endowment Fund**

GNOF Endowment Fund is maintained and managed by the GNOF within its investment pool. The fund is invested by GNOF with an attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of these endowment assets over the long-term. Annual distributions of income from the GNOF Endowment Fund, as determined by the Board of Trustees of GNOF, are provided to the Entity.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**8. Endowment Funds (continued)**

For the year ended December 31, 2022, the GNOF Endowment Fund investment return, net totaled (\$1,409). For the year ended December 31, 2021, the investment return, net totaled \$2,152. For the years ended December 31, 2022 and 2021, the GNOF Endowment Fund appropriations totaled \$572 and \$561, respectively.

*The Save Our Lake Endowment Fund*

The Save Our Lake (SOL) Endowment Fund was established primarily for the purpose of maintaining the operations of the Conservancy and consists of donor-restricted funds.

*Return Objectives and Risk Parameters.* The SOL Endowment Fund is invested with the intention of obtaining general market returns with a minimum amount of investment and management expenses.

*Strategies Employed for Achieving Objectives.* The investment funds are invested in a savings account as of December 31, 2022 and 2021 to minimize risk. In 2022, the Conservancy's Finance Committee and the Endowment's Board reviewed investment policy and options with the goal of optimizing market returns and minimizing management expenses.

*Spending Policy and How Investment Objectives Relate to the Spending Policy.* Contributions to the SOL Endowment Fund were received from various donors who stipulated that the corpus be maintained in perpetuity and the income from the SOL Endowment Fund be used for the restoration and preservation of the environmental and ecological balance of Lake Pontchartrain.

For the each of the years ended December 31, 2022 and 2021, the SOL Endowment Fund investment return totaled \$136 and \$88, respectively.

The composition of endowment net assets for the year ended December 31, 2022 were as follows:

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Donor-Restricted Endowment Funds			
SOL Endowment Fund	\$ -	\$ 126,253	\$ 126,253
GNOF Endowment Fund	-	11,709	11,709
Total Donor-Restricted Endowment Funds	<u>\$ -</u>	<u>\$ 137,962</u>	<u>\$ 137,962</u>

The composition of endowment net assets for the year ended December 31, 2021 were as follows:

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Donor-Restricted Endowment Funds			
SOL Endowment Fund	\$ -	\$ 126,116	\$ 126,116
GNOF Endowment Fund	-	13,827	13,827
Total Donor-Restricted Endowment Funds	<u>\$ -</u>	<u>\$ 139,943</u>	<u>\$ 139,943</u>

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**8. Endowment Funds (continued)**

A summary of changes in the Entity's endowment net assets as of December 31, 2022, are as follows:

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Net Assets, January 1, 2022	\$ -	\$ 139,943	\$ 139,943
Investment Return (loss), Net	-	(1,409)	(1,409)
Amount Appropriated for Expenditures	-	(572)	(572)
Net Assets, December 31, 2022	<u>\$ -</u>	<u>\$ 137,962</u>	<u>\$ 137,962</u>

A summary of changes in the Entity's endowment net assets as of December 31, 2021, are as follows:

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
Net Assets, January 1, 2021	\$ -	\$ 138,352	\$ 138,352
Investment Return, Net	-	2,152	2,152
Amount Appropriated for Expenditures	-	(561)	(561)
Net Assets, December 31, 2021	<u>\$ -</u>	<u>\$ 139,943</u>	<u>\$ 139,943</u>

*Funds with Deficiencies.* From time to time, the fair value of assets associated with individual donor restricted endowment funds may fall below the level that either the donor or UPMIFA required the Entity to retain as a fund of perpetual duration. These deficiencies can result from unfavorable market fluctuations. There were no such deficiencies as of December 31, 2022 and 2021.

**9. Leases**

In May 2020, the Entity entered into a lease agreement with 3501 N. Causeway Associates for office space. The lease is to be paid in monthly installments based on an agreed upon rate per square foot. The rate increases \$0.75 per square foot after the 24<sup>th</sup> installment and 49<sup>th</sup> installment. The lease agreement ends in 2025.



**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**9. Leases (continued)**

**The components of lease expense were as follows:**

**Year Ended December 31,**

*Operating lease cost*

Operating lease cost

Total operating lease cost

**2022**

\$ 206,089

\$ 206,089

**Other information related to leases was as follows:**

**Year Ended December 31,**

**2022**

Supplemental Cash Flows Information

Cash paid for amounts included in the measurement of lease liabilities:

Operating Leases

Operating cash flows from operating leases

\$ 75,068

Right-of-use assets obtained in exchange for lease obligations:

Operating leases

188,742

Weighted Average Remaining Lease Term

Operating leases

2.67

Weighted Average Discount Rate

Operating leases

1.21%

Future minimum lease payments under non-cancellable leases as of December 31, 2022 are as follows:

Year Ending December 31,

2023 \$ 75,807

2024 77,775

2025 52,507

\$ 206,089

**10. Retirement Plan**

The Entity sponsors a 401(k) plan covering all employees who have completed a minimum of one year of service. Eligible plan participants may contribute to the plan, and the Entity may make matching contributions on behalf of participants of up to 5% of employee contributions. The Entity's contributions to the plan totaled \$18,759 and \$17,693 for the years ended December 31, 2022 and 2021, respectively.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**11. Notes Payable**

On April 26, 2020, the Entity obtained an Economic Injury Disaster Loan totaling \$500,000 from the Small Business Administration (SBA). Monthly payments, including principal and interest, of \$2,136 began on April 26, 2021. The loan has an interest rate of 2.75% and matures on April 26, 2050. The outstanding balance at December 31, 2022 and 2021 was \$492,015 and \$492,015, respectively.

On January 14, 2021, the Entity obtained a note payable to a local financial institution secured by a vehicle. The note is dated January 14, 2021 and matures on January 31, 2026. The note is payable in equal monthly installments of \$420, and it bears no interest. The outstanding balance of the note as of December 31, 2022 and 2021 was \$15,110 and \$20,568, respectively.

The future payments on the notes payable as of December 31, 2022 are summarized as follows:

Year Ending December 31,	
2023	\$ 17,634
2024	17,984
2025	18,345
2026	14,099
Thereafter	<u>439,063</u>
	<u>\$ 507,125</u>

**12. In-Kind Donations**

The Entity receives significant in-kind contributions of time and pro bono services from members of the community and volunteers related to program operations, special events, and fund-raising campaigns. Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and otherwise would be purchased by the Entity. The Entity recognizes in-kind contributions revenue and a corresponding expense in an amount approximating the estimated fair value at the time of the donation.

All donated goods and services were utilized by Pontchartrain Conservancy's programs and supporting services. There were no donor-imposed restrictions associated with the donated goods and services. The fair market value of donated services are determined with reference to the U.S. Bureau of Labor's most recent Occupational Employment and Wage Statistics. Donated goods are valued at the prices that would be received for selling the same or similar products.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**12. In-Kind Donations (continued)**

In-kind donations for the year ended December 31, 2022, are as follows:

	<b>Donated Services</b>	<b>Donated Goods</b>	<b>Total</b>
Management and general	\$ 632	\$ 999	\$ 1,631
Communications	15,972	-	15,972
Special events	951	-	951
New Canal Light House	29,018	20,667	49,685
Outreach	44,787	-	44,787
Education	16,696	29,568	46,264
Coastal sustainability	78,310	5,076	83,386
Water quality	15,752	45,118	60,870
	<u>\$ 202,118</u>	<u>\$ 101,428</u>	<u>\$ 303,546</u>

In-kind donations for the year ended December 31, 2021, are as follows:

	<b>Donated Services</b>	<b>Donated Goods</b>	<b>Total</b>
Management and general	\$ 457	\$ -	\$ 457
Information technology	10,389	-	10,389
Special events	1,265	-	1,265
New Canal Light House	2,141	7,750	9,891
Outreach	47,193	6,030	53,223
Education	37,156	-	37,156
Public access	-	6,030	6,030
Coastal sustainability	87,764	85,302	173,066
Water quality	107,160	15,410	122,570
	<u>\$ 293,525</u>	<u>\$ 120,522</u>	<u>\$ 414,047</u>

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**13. Restrictions on Net Assets**

Net assets with donor restrictions are restricted by donors for specific programs, purposes, or to assist specific departments of the Entity, or time restricted. These restrictions are considered to expire when expenditures for restricted purposes are made, or when time has passed for time-restricted net assets.

The following sets forth the composition of net assets with donor restrictions as of December 31:

	<u>2022</u>	<u>2021</u>
Purpose restrictions:		
Coastal sustainability	\$ 430,114	\$ 392,958
Outreach and education	15,705	24,740
New Canal Lighthouse Museum	6,968	26,085
Public access	10,532	10,532
Water quality	200	13,099
Development	-	3,000
	<u>463,519</u>	<u>470,414</u>
Endowment Funds:		
Original gifts restricted in perpetuity	97,457	97,368
Accumulated income available for appropriation	40,505	42,576
	<u>137,962</u>	<u>139,944</u>
Total	<u>\$ 601,481</u>	<u>\$ 610,358</u>

The following net assets with donor restrictions were released during the years ended December 31, 2022 and 2021, due the following donor restrictions:

	<u>2022</u>	<u>2021</u>
Purpose restrictions:		
Coastal sustainability	\$ 239,083	\$ 143,963
Outreach and education	2,501	64,052
New Canal Lighthouse Museum	3,117	11,590
Communication	-	30,662
Water quality	12,564	2,732
Advocacy	-	13,095
Development	-	9,877
Total	<u>\$ 257,265</u>	<u>\$ 275,971</u>

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT, INC.**

**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

**14. Risk and Uncertainties**

Investments in various securities, in general, are exposed to various risks, such as interest rate, credit, and overall market volatility. Due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in risk in the near-term would materially affect the fair market value of investments held by the Entity.

**15. Outbreak of COVID-19 and Paycheck Protection Program**

On March 11, 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic. During the year ended December 31, 2020, the Entity applied for and was approved for a \$219,400 loan under the Paycheck Protection Program administered by the Small Business Administration as part of the relief efforts related to COVID-19. The Entity was eligible for loan forgiveness of up to 100% of the loan, upon meeting certain requirements. The Entity recognized \$219,400 of the loan as revenue during 2020, having met the conditions for forgiveness by incurring eligible expenditures. This loan was forgiven on October 22, 2021.

During 2021, the Entity applied for and was approved for a second loan under the Paycheck Protection Program, totaling \$219,486. The Entity was eligible for loan forgiveness of up to 100% of the loan, upon meeting certain requirements. The Entity recognized \$219,486 of the loan as revenue, which is recorded in the consolidated statement of activities for 2021, having met the conditions for forgiveness by incurring eligible expenditures. This loan was forgiven on November 3, 2021.

**16. Subsequent Events**

Management has evaluated subsequent events through the date that the consolidated financial statements were available to be issued, June 12, 2023, and determined that no events occurred that required disclosure. No other subsequent events occurring after this date have been evaluated for inclusion in these consolidated financial statements.

**SUPPLEMENTAL INFORMATION**

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATING STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2022**

**ASSETS**

	<b><u>Pontchartrain Conservancy</u></b>	<b><u>Save our Lake Endowment</u></b>	<b><u>Eliminations</u></b>	<b><u>Total</u></b>
<b><u>CURRENT ASSETS</u></b>				
Cash and cash equivalents	\$ 179,146	\$ -	\$ -	\$ 179,146
Restricted cash	610,238	126,253	-	736,491
Grants receivable	282,974	-	-	282,974
Inventory	15,551	-	-	15,551
Prepaid expenses	351	-	-	351
Other receivables	94,677	-	-	94,677
Investments	121,475	-	-	121,475
Other current assets	6,256	-	-	6,256
Total current assets	<u>1,310,668</u>	<u>126,253</u>	<u>-</u>	<u>1,436,921</u>
<b><u>NONCURRENT ASSETS</u></b>				
Property and equipment, net	804,300	-	-	804,300
Right-of-use asset, net	188,742	-	-	188,742
Investment in Save our Lake Endowment, Inc.	126,253	-	(126,253)	-
Total noncurrent assets	<u>1,119,295</u>	<u>-</u>	<u>(126,253)</u>	<u>993,042</u>
Total assets	<u>\$ 2,429,963</u>	<u>\$ 126,253</u>	<u>\$ (126,253)</u>	<u>\$ 2,429,963</u>

**LIABILITIES AND NET ASSETS**

<b><u>CURRENT LIABILITIES</u></b>				
Accounts payable	\$ 92,037	\$ -	\$ -	\$ 92,037
Accrued liabilities	60,853	-	-	60,853
Refundable advances	278,680	-	-	278,680
Notes payable, current portion	17,634	-	-	17,634
Lease liability, current portion	73,771	-	-	73,771
Total current liabilities	<u>522,975</u>	<u>-</u>	<u>-</u>	<u>522,975</u>
<b><u>NONCURRENT LIABILITIES</u></b>				
Note payable, net of current portion	489,491	-	-	489,491
Lease liability, net of current portion	128,910	-	-	128,910
Total liabilities	<u>1,141,376</u>	<u>-</u>	<u>-</u>	<u>1,141,376</u>
<b><u>NET ASSETS</u></b>				
Without donor restrictions	687,106	-	(126,253)	560,853
With donor restrictions	601,481	126,253	-	727,734
Total net assets	<u>1,288,587</u>	<u>126,253</u>	<u>(126,253)</u>	<u>1,288,587</u>
Total liabilities and net assets	<u>\$ 2,429,963</u>	<u>\$ 126,253</u>	<u>\$ (126,253)</u>	<u>\$ 2,429,963</u>

See accompanying independent auditors' report.

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**CONSOLIDATING STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2021**

**ASSETS**

	<b><u>Pontchartrain Conservancy</u></b>	<b><u>Save our Lake Endowment</u></b>	<b><u>Eliminations</u></b>	<b><u>Total</u></b>
<b><u>CURRENT ASSETS</u></b>				
Cash and cash equivalents	\$ 134,805	\$ -	\$ -	\$ 134,805
Cash restricted for program expenditures	672,174	126,116	-	798,290
Grants receivable	592,814	-	-	592,814
Inventory	16,177	-	-	16,177
Prepaid expenses	553	-	-	553
Other receivables	8,057	-	-	8,057
Investments	142,960	-	-	142,960
Other current assets	6,256	-	-	6,256
Total current assets	1,573,796	126,116	-	1,699,912
<b><u>NONCURRENT ASSETS</u></b>				
Property and equipment, net	870,217	-	-	870,217
Investment in Save our Lake Endowment, Inc.	126,116	-	(126,116)	-
Total noncurrent assets	996,333	-	(126,116)	870,217
Total assets	<u>\$ 2,570,129</u>	<u>\$ 126,116</u>	<u>\$ (126,116)</u>	<u>\$ 2,570,129</u>

**LIABILITIES AND NET ASSETS**

<b><u>CURRENT LIABILITIES</u></b>				
Accounts payable	\$ 145,076	\$ -	\$ -	\$ 145,076
Accrued liabilities	47,233	-	-	47,233
Refundable advances	356,655	-	-	356,655
Notes payable, current portion	17,292	-	-	17,292
Total current liabilities	566,256	-	-	566,256
<b><u>NONCURRENT LIABILITIES</u></b>				
Note payables, noncurrent portion	495,291	-	-	495,291
Total liabilities	1,061,547	-	-	1,061,547
<b><u>NET ASSETS</u></b>				
Without donor restrictions	898,224	-	(126,116)	772,108
With donor restrictions	610,358	126,116	-	736,474
Total net assets	1,508,582	126,116	(126,116)	1,508,582
Total liabilities and net assets	<u>\$ 2,570,129</u>	<u>\$ 126,116</u>	<u>\$ (126,116)</u>	<u>\$ 2,570,129</u>

See accompanying independent auditors' report.



**PONTCHARTRAIN CONSERVANCY  
AND SAVE OUR LAKE ENDOWMENT, INC.  
CONSOLIDATING STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Pontchartrain Conservancy</u>			<u>Save our Lake Endowment, Inc.</u>	<u>Eliminations</u>	<u>Consolidated</u>		
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>With Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b><u>REVENUES AND SUPPORT</u></b>								
Contracts- Federal	\$ 19,785	\$ -	\$ 19,785	\$ -	\$ -	\$ 19,785	\$ -	\$ 19,785
Contracts- Local Government	247,353	-	247,353	-	-	247,353	-	247,353
Grants- Federal	838,283	-	838,283	-	-	838,283	-	838,283
Grants- Non-Federal	1,269,297	201,016	1,470,313	-	-	1,269,297	201,016	1,470,313
Contributions	433,642	49,117	482,759	-	-	433,642	49,117	482,759
Fundraising								
Events (Net of direct benefits to donors of \$18,503)	(1,282)	-	(1,282)	-	-	(1,282)	-	(1,282)
Exchange portion of membership dues	2,030	-	2,030	-	-	2,030	-	2,030
Exchange portion of grants	300	-	300	-	-	300	-	300
Lighthouse								
Museum admissions	8,151	-	8,151	-	-	8,151	-	8,151
Facility rental	21,520	-	21,520	-	-	21,520	-	21,520
Museum shop (Net of direct merchandise expense of \$6,359)	1,935	-	1,935	-	-	1,935	-	1,935
Pontchartrain Beach Rental	-	-	-	-	-	-	-	-
Occupaney	1,752	-	1,752	-	-	1,752	-	1,752
In-kind Donations								
Donated goods	101,428	-	101,428	-	-	101,428	-	101,428
Donated services	202,118	-	202,118	-	-	202,118	-	202,118
Other Income								
Investment income	(13,149)	(1,745)	(14,894)	137	(137)	(13,149)	(1,745)	(14,894)
Miscellaneous income	7,580	-	7,580	-	-	7,580	-	7,580
Fee for service	2,329	-	2,329	-	-	2,329	-	2,329
Employee Retention Tax Credit (refundable portion)	27,136	-	27,136	-	-	27,136	-	27,136
Net assets released from restrictions	257,265	(257,265)	-	-	-	257,265	(257,265)	-
Total revenues and other support	<u>3,427,473</u>	<u>(8,877)</u>	<u>3,418,596</u>	<u>137</u>	<u>(137)</u>	<u>3,427,473</u>	<u>(8,877)</u>	<u>3,418,596</u>
<b><u>EXPENSES</u></b>								
Program expenses								
Community outreach	1,132,872	-	1,132,872	-	-	1,132,872	-	1,132,872
Scientific programs	1,865,266	-	1,865,266	-	-	1,865,266	-	1,865,266
Total program expenses	<u>2,998,138</u>	<u>-</u>	<u>2,998,138</u>	<u>-</u>	<u>-</u>	<u>2,998,138</u>	<u>-</u>	<u>2,998,138</u>
Supporting services								
Fundraising	187,863	-	187,863	-	-	187,863	-	187,863
Management and general	452,590	-	452,590	-	-	452,590	-	452,590
Total supporting services	<u>640,453</u>	<u>-</u>	<u>640,453</u>	<u>-</u>	<u>-</u>	<u>640,453</u>	<u>-</u>	<u>640,453</u>
Total expenses	<u>3,638,591</u>	<u>-</u>	<u>3,638,591</u>	<u>-</u>	<u>-</u>	<u>3,638,591</u>	<u>-</u>	<u>3,638,591</u>
Change in net assets	(211,118)	(8,877)	(219,995)	137	(137)	(211,118)	(8,877)	(219,995)
<b><u>NET ASSETS, BEGINNING OF YEAR</u></b>	<u>898,224</u>	<u>610,358</u>	<u>1,508,582</u>	<u>126,116</u>	<u>(126,116)</u>	<u>898,224</u>	<u>610,358</u>	<u>1,508,582</u>
<b><u>NET ASSETS, END OF YEAR</u></b>	<u>\$ 687,106</u>	<u>\$ 601,481</u>	<u>\$ 1,288,587</u>	<u>\$ 126,253</u>	<u>\$ (126,253)</u>	<u>\$ 687,106</u>	<u>\$ 601,481</u>	<u>\$ 1,288,587</u>

See accompanying independent auditors' report.

**PONTCHARTRAIN CONSERVANCY  
AND SAVE OUR LAKE ENDOWMENT, INC.  
CONSOLIDATING STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2021**

	<u>Pontchartrain Conservancy</u>			<u>Save our Lake Endowment, Inc.</u>	<u>Eliminations</u>		<u>Consolidated</u>		
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>With Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	
<b><u>REVENUES AND SUPPORT</u></b>									
Contracts- Federal	\$ 62,626	\$ -	\$ 62,626	\$ -	\$ -	\$ 62,626	\$ -	\$ 62,626	
Contracts- Local Government	58,387	-	58,387	-	-	58,387	-	58,387	
Grants- Federal	736,637	11,628	748,265	-	-	736,637	11,628	748,265	
Grants- Non-Federal	1,200,552	265,306	1,465,858	-	-	1,200,552	265,306	1,465,858	
Contributions	193,496	18,507	212,003	-	-	193,496	18,507	212,003	
Fundraising									
Events (Net of direct benefits to donors of \$23,837)	(14,458)	-	(14,458)	-	-	(14,458)	-	(14,458)	
Exchange portion of membership dues	3,225	-	3,225	-	-	3,225	-	3,225	
Exchange portion of grants	300	-	300	-	-	300	-	300	
Lighthouse									
Museum admissions	5,724	-	5,724	-	-	5,724	-	5,724	
Facility rental	39,085	-	39,085	-	-	39,085	-	39,085	
Museum shop (Net of direct merchandise expense of \$5,510)	2,117	-	2,117	-	-	2,117	-	2,117	
Occupancy	340	-	340	-	-	340	-	340	
In-kind Donations									
Donated goods	120,522	-	120,522	-	-	120,522	-	120,522	
Donated services	293,525	-	293,525	-	-	293,525	-	293,525	
Other Income									
Investment income	16,149	1,294	17,443	88	(88)	16,149	1,294	17,443	
Miscellaneous income	11,496	-	11,496	-	-	11,496	-	11,496	
Payment Protection Program income	219,486	-	219,486	-	-	219,486	-	219,486	
Economic Injury Disaster Loan forgiveable advance	10,000	-	10,000	-	-	10,000	-	10,000	
Fee for service	2,553	-	2,553	-	-	2,553	-	2,553	
Employee Retention Tax Credit (refundable portion)	318,339	-	318,339	-	-	318,339	-	318,339	
Net assets released from restrictions	275,971	(275,971)	-	-	-	275,971	(275,971)	-	
Total revenues and other support	<u>3,556,072</u>	<u>20,764</u>	<u>3,576,836</u>	<u>88</u>	<u>(88)</u>	<u>3,556,072</u>	<u>20,764</u>	<u>3,576,836</u>	
<b><u>EXPENSES</u></b>									
Program expenses									
Community outreach	806,693	-	806,693	-	-	806,693	-	806,693	
Scientific programs	1,771,645	-	1,771,645	-	-	1,771,645	-	1,771,645	
Total program expenses	<u>2,578,338</u>	<u>-</u>	<u>2,578,338</u>	<u>-</u>	<u>-</u>	<u>2,578,338</u>	<u>-</u>	<u>2,578,338</u>	
Supporting services									
Fundraising	156,995	-	156,995	-	-	156,995	-	156,995	
Management and general	424,387	-	424,387	-	-	424,387	-	424,387	
Total supporting services	<u>581,382</u>	<u>-</u>	<u>581,382</u>	<u>-</u>	<u>-</u>	<u>581,382</u>	<u>-</u>	<u>581,382</u>	
Total expenses	<u>3,159,720</u>	<u>-</u>	<u>3,159,720</u>	<u>-</u>	<u>-</u>	<u>3,159,720</u>	<u>-</u>	<u>3,159,720</u>	
Change in net assets	396,352	20,764	417,116	88	(88)	396,352	20,764	417,116	
<b><u>NET ASSETS, BEGINNING OF YEAR</u></b>	<u>501,872</u>	<u>589,594</u>	<u>1,091,466</u>	<u>126,028</u>	<u>(126,028)</u>	<u>501,872</u>	<u>589,594</u>	<u>1,091,466</u>	
<b><u>NET ASSETS, END OF YEAR</u></b>	<u>\$ 898,224</u>	<u>\$ 610,358</u>	<u>\$ 1,508,582</u>	<u>\$ 126,116</u>	<u>\$ (126,116)</u>	<u>\$ 898,224</u>	<u>\$ 610,358</u>	<u>\$ 1,508,582</u>	

See accompanying independent auditors' report.

**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**SCHEDULE OF COMPENSATION, BENEFITS,**  
**AND OTHER PAYMENTS TO AGENCY HEAD**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

Agency Head Name: Kristi Trail, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 151,542
Benefits - insurance	6,995
Benefits - retirement	3,029
Benefits - taxes	10,925
Benefits - other	1,690
Travel	1,502
	<hr/>
	\$ 175,683
	<hr/> <hr/>

**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 of  
Pontchartrain Conservancy and Save our Lake Endowment, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the consolidated financial statements of Pontchartrain Conservancy (the Conservancy) and Save our Lake Endowment, Inc. (the Endowment), collectively, the Entity (a nonprofit organization), which comprise the consolidated statement of financial position as of December 31, 2022, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated June 12, 2023.

**Report on Internal Control over Financial Reporting**

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Entity’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 the Entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Postlethwaite & Netterville*

Metairie, Louisiana  
June 12, 2023

**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM  
GUIDANCE**

To the Board of Directors of  
Pontchartrain Conservancy and Save our Lake Endowment, Inc.

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

***Opinion on the Major Federal Program***

We have audited Pontchartrain Conservancy (the Conservancy) and Save our Lake Endowment, Inc. (the Endowment), collectively, the Entity (a nonprofit organization), compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on the Entity’s major federal program for the year ended December 31, 2022. The Entity’s major federal program is identified in the summary of auditors’ results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Entity complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2022.

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

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

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

***Responsibilities of Management for Compliance***

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

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

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

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

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

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

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

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

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

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

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

*Postlethwaite & Netterville*

Metairie, Louisiana  
June 12, 2023



**PONTCHARTRAIN CONSERVANCY  
AND SAVE OUR LAKE ENDOWMENT, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

<i>Federal Grantor/Program or Cluster Title</i>	<i>Federal Assistance Listing Number</i>	<i>Pass-Through Entity Identifying Number</i>	<i>Federal Expenditures</i>	<i>Passed through to Subrecipients</i>
<b><u>United States National Oceanic and Atmospheric Administration</u></b>				
Direct Programs:				
NOAA Mission-Related Education Awards	11.008		\$ 64,660	\$ -
NOAA Mission-Related Education Awards	11.008		33,971	-
			<u>98,631</u>	<u>-</u>
Passed through Capital Region Planning Commission:				
Gulf Coast Ecosystem Restoration Science, Observation, Monitoring, and Technology	11.451	NA21NOS4510188	9,084	-
<b>Total United States National Oceanic and Atmospheric Administration</b>			<u>107,715</u>	<u>-</u>
<b><u>US Fish &amp; Wildlife Service</u></b>				
Direct Programs:				
National Wildlife Refuge System Enhancements	15.654		33,239	-
<b>Total US Fish &amp; Wildlife Service</b>			<u>33,239</u>	<u>-</u>
<b><u>United States Environmental Protection Agency</u></b>				
Direct Programs:				
Environmental Justice Collaborative Problem-Solving Cooperating Agreement Program	66.306		27,847	-
Gulf of Mexico Program - Pontchitolawa Watershed	66.475	00D68218	92,332	19,491
Gulf of Mexico Program - Bayou Lacombe Watershed	66.475	00D88819	357,181	242,510
Passed through The Board of Supervisors of Louisiana State University:				
Gulf of Mexico Program	66.475	O2S18122	11,765	-
<b>Total Gulf of Mexico Program</b>			<u>461,278</u>	<u>262,001</u>
Passed through the University of New Orleans:				
Lake Pontchartrain Basin Restoration Program (PRP)	66.125	BR-01F84101	53,736	-
Lake Pontchartrain Basin Restoration Program (PRP)	66.125	BR-01F84101	163,553	-
			<u>217,289</u>	<u>-</u>
<b>Total United States Environmental Protection Agency</b>			<u>706,414</u>	<u>262,001</u>
<b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>			<u>\$ 847,368</u>	<u>\$ 262,001</u>

See accompanying Independent Auditors' Report

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**DECEMBER 31, 2022**

**1. Basis of Presentation**

The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of Pontchartrain Conservancy (the “Conservancy”) and Save Our Lake Endowment, Inc. (the “Endowment”), collectively, the Entity. The Entity’s reporting entity is defined in Note 1 to the consolidated financial statements for the year ended December 31, 2022. All federal awards received from federal agencies are included on the schedule. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Entity, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Entity.

**2. Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Conservancy has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**3. Relationship to the Financial Statements**

Federal awards are included in the consolidated financial statements of the Conservancy as follows:

Contracts - Federal	\$	19,785
Grants- Federal		838,283
Less: fee for service revenues		<u>(10,700)</u>
Total federal expenditures of the Schedule	\$	<u>847,368</u>

**4. Economic Injury Disaster Loan**

On April 26, 2020, the Entity obtained an Economic Injury Disaster Loan totaling \$500,000 from the Small Business Administration (SBA). Monthly payments, including principal and interest, of \$2,136 will begin on April 26, 2021. The loan has an interest rate is 2.75% and matures on April 26, 2050. The outstanding balance at December 31, 2022 was \$492,015. The loan is not included on the Schedule for 2022 as there are no continuing compliance requirements for the loan other than repayment.

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**DECEMBER 31, 2022**

(1) Summary of Auditors' Results

Financial Statements

Type of auditors' report issued: unmodified

Internal control over financial reporting:

- Material weakness(es) identified? no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? none reported

Noncompliance material to financial statements noted: no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? none reported

Type of auditors' report issued on compliance for major programs: unmodified

Any audit findings which are required to be reported in accordance with the 2 CFR 200.516(a)? no

Identification of major program:

<u>Program Name</u>	<u>CFDA #</u>
Gulf of Mexico Program	66.475

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

Auditee qualified as a low-risk auditee? no

(2) Findings relating to the consolidated financial statements reported in accordance with Government Auditing Standards:

None

(3) Findings and questioned costs relating to federal awards:

None

There were no prior year audit findings.

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**PONTCHARTRAIN CONSERVANCY**  
**AND SAVE OUR LAKE ENDOWMENT, INC.**  
**METAIRIE, LOUISIANA**

**REPORT ON STATEWIDE**  
**AGREED-UPON PROCEDURES on COMPLIANCE and CONTROL**  
**AREAS**

**FOR THE YEAR ENDED DECEMBER 31, 2022**

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**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of Pontchartrain Conservancy and Save Our Lake Endowment, Inc and the Louisiana Legislative Auditor

We have performed the procedures enumerated in Schedule A on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022 through December 31, 2022. Pontchartrain Conservancy and Save Our Lake Endowment, Inc. management is responsible for those C/C areas identified in the SAUPs.

Pontchartrain Conservancy and Save Our Lake Endowment, 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 the C/C areas identified in LLA's SAUPs for the fiscal January 1, 2022 through December 31, 2022. 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 we performed, and the associated findings are summarized in the attached Schedule A, which is an integral part of this report.

We were engaged by Pontchartrain Conservancy and Save Our Lake Endowment, 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 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 Pontchartrain Conservancy and Save Our Lake Endowment, 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 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.

*Postlethwaite & Netterville*

Metairie, Louisiana  
June 12, 2023

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
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Schedule A

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read “*no exceptions noted*” or for step 13 “*we performed the procedure and discussed the results with management*”. If not, then a description of the exception ensues.

***1) Written Policies and Procedures***

---

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

i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

*No exceptions noted.*

ii. ***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.

*No exceptions noted.*

iii. ***Disbursements***, including processing, reviewing, and approving

*No exceptions noted.*

iv. ***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).

*No exceptions noted.*

v. ***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.

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
**DECEMBER 31, 2022**

Schedule A

- viii. ***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).

*No exceptions noted.*

- ix. ***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.

*No exceptions noted.*

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

*No exceptions noted.*

- xi. ***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.

*No exceptions noted.*

- xii. ***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.

*Not applicable to the Entity.*

## ***2) Board or Finance Committee***

---

- A. 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:

- i. Observe whether 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.

*No exceptions noted.*

- ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

*No exceptions noted.*



**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
**DECEMBER 31, 2022**

Schedule A

- iii. 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.

*Not applicable as this is not a governmental entity.*

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

*No exceptions noted.*

### **3) Bank Reconciliations**

---

- A. 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 listing of bank accounts was provided and included a total of 11 bank accounts. Management identified the entity's main operating account. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the operating account and 4 other accounts and obtained the bank reconciliations for the month ending May 31, 2022, resulting in 5 bank reconciliations obtained and subjected to the below procedures.*

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

*No exceptions noted.*

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

*For the 5 bank reconciliations obtained, there was no written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation.*

- iii. 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.

*No exceptions noted.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
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**4) Collections (excluding electronic funds transfers)**

---

- A. 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).

*A listing of deposit sites was provided and included a total of 2 deposit sites. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we selected the 2 deposit sites and performed the procedures below.*

- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

*A listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 2 collection locations. No exceptions were noted as a result of performing this procedure.*

*From each of the listings provided, we randomly selected one collection location for each deposit site. Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

- i. Employees responsible for cash collections do not share cash drawers/registers;

*We performed the procedure above and noted the following exception: Both employees working at the lighthouse have access to the cash register in the gift shop.*

- ii. 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;

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
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- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

*No exceptions noted.*

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

*We randomly selected two deposit dates for each of the 5 bank accounts selected in procedure #3. We obtained supporting documentation for each of the 10 deposits and performed the procedures below.*

- i. Observe that receipts are sequentially pre-numbered.

*No exceptions noted.*

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

*No exceptions noted.*

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

*No exceptions noted.*

- iv. 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).

*Of the 5 deposits selected for testing, 2 deposits were not made within one business day of collection.*

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

*No exceptions noted.*

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

---

- A. 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).

*The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 1 location and performed the procedures below.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
**AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS**  
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- B. For each location selected under #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

*The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.*

*Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.*

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

*No exceptions noted.*

- ii. At least two employees are involved in processing and approving payments to vendors;

*No exceptions noted.*

- iii. 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;

*No exceptions noted.*

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

*No exceptions noted.*

- v. 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.

*No exceptions noted.*

- C. For each location selected under #5A 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 listing of non-payroll disbursements for each payment processing location selected in procedures #8 was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.*

*From each of the listings provided, we randomly selected 5 disbursements and performed the procedures below.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
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- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice, and that supporting documentation indicates that deliverables included on the invoice were received by the entity, and

*No exceptions noted.*

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

*No exceptions noted.*

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

*No exceptions noted.*

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

---

- A. 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.

*A listing of cards was provided. No exceptions were noted as a result of performing this procedure.*

- B. 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

*From the listing provided, we randomly selected 5 cards used in the fiscal period. We randomly selected one monthly statement for each of the 5 cards selected and performed the procedures noted below.*

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

*For the 5 credit cards selected for testing, the monthly statements provided did not contain evidence of review and approval, in writing, by someone other than the card holder.*

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

*No exceptions noted.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
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- C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

*No exceptions noted.*

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

---

- A. 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:

*The listing of travel and travel-related expense reimbursements was provided for the fiscal period. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 reimbursements and performed the procedures below.*

- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
- ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by “Written Policies and Procedures”, procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*No exceptions noted.*

**8) *Contracts***

---

- A. 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

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
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*An active vendor list for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 contracts and performed the procedures below.*

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

*The 5 contracts selected for testing were not subject to Louisiana Public Bid Law.*

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

*No exceptions noted.*

- iii. 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

*The 5 contracts selected for testing were not amended.*

- iv. 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.

*No exceptions noted.*

## **9) Payroll and Personnel**

---

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

*A listing of employees/elected officials employed during the fiscal year was provided. No exceptions were noted as a result of performing this procedure.*

*From the listing provided, we randomly selected 5 employees/officials and performed the specified procedures. No exceptions noted.*

- B. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

*We randomly selected 1 pay period during the fiscal period and performed the procedures below for the 5 employees/officials selected in procedure #16.*

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

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
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- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
- iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

*No exceptions noted.*

- C. 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.

*No exceptions noted.*

- D. 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.

*No exceptions noted.*

## **10) Ethics**

---

Item 10 is not included as not applicable to nonprofits.

## **11) Debt Service**

---

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

*Not applicable. State Bond Commission approval is not applicable to nonprofits.*

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

*No exceptions noted.*



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Schedule A

***12) Fraud Notice***

---

- A. 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.

*Management represented that there were no misappropriations of public funds and assets during the fiscal period.*

- B. 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.

*No exceptions noted.*

***13) Information Technology Disaster Recovery/Business Continuity***

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- A. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

- i. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

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

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

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

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

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

*No exceptions noted.*

**PONTCHARTRAIN CONSERVANCY AND SAVE OUR LAKE ENDOWMENT INC.**  
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**DECEMBER 31, 2022**

Schedule A

***14) Prevention of Sexual Harassment***

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- A. Using the 5 randomly selected employees/officials from “Payroll and Personnel” procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

*Not applicable to the Entity.*

- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).

*Not applicable to the Entity.*

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

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

*The annual sexual harassment report is not applicable to the Entity.*

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Schedule B

***Management's Response:***

**3(A)(ii) Bank Reconciliations:** *Pontchartrain Conservancy does have a member of management who reviews each monthly bank reconciliation for each bank account; however, the evidence for some of these reviews was not stored correctly due to personnel change in 2022. Going forward, the Director of Finance has created a monthly electronic note/alert to prompt the Executive Director to review, approve, and confirm bank account reconciliations on a monthly basis. These confirmations will be stored via Google GQueues.*

**4(B)(i) Collections:** *Pontchartrain Conservancy has two employees primarily handling all gift shop sales. Management has assessed its need for separate cash registers, and given the minimal amount of cash on hand at any given time, has determined that one cash register remains appropriate. Pontchartrain Conservancy will reassess the need for multiple cash registers should the volume of sales at the gift shop increase in the future.*

**4(D)(iv) Collections:** *Pontchartrain Conservancy currently uses Remote Deposit Capture (RDC) to deposit checks to its bank accounts. This process involves scanning checks to create an electronic file, which is then transmitted to the bank. The scanner captures all of the check information and stores it in a daily detail report. Each location has a locked cabinet or safe where checks are stored prior to RDC. Checks and balances are in place to ensure that each check received at a location is deposited and recorded correctly on the books in a timely manner. Management has reviewed its policy related to frequency of deposits and, at this time, does not foresee the necessity of increasing this frequency.*

**6(B)(i) Credit Cards/Debit Cards/Fuel Cards/P-Cards:** *Pontchartrain Conservancy notes that the card holder would be in the best position to confirm her or her credit card transactions, management will put a second reviewer/approver in place for 2023 and going forward.*