

HOUSING AUTHORITY OF MINDEN, LOUISIANA

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTAL DATA**

TWELVE MONTHS ENDED JUNE 30, 2024

Mike Estes, P.C.

A Professional Accounting Corporation

TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
Independent Auditor's Report		1 – 3
Management Discussion & Analysis		4 – 9
Basic Financial Statements		
Statement of Net Position	A	10
Statement of Revenues, Expenses, and Changes in Fund Net Position	B	11
Statement of Cash Flows	C	12 – 13
Notes to the Basic Financial Statements		14 – 23
Index		14
Notes to Financial Statements		15– 23
<i><u>Other Reports Required by Government Auditing Standards And by Office of Management and Budget (OMB) Compliance Supplement</u></i>		
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		24 – 25
Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance		26 – 28
Schedule of Expenditures of Federal Awards		29
Notes to the Schedule of Expenditures of Federal Awards		30
Schedule of Findings and Questioned Costs		31 – 33
Corrective Action Plan		34
Summary Schedule of Prior Audit Findings		35
<i><u>Supplementary Information</u></i>		
Statement of Modernization Costs – Uncompleted	D(1)	36
Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Director	D(2)	37
Agreed-Upon Procedures Report		38 – 49
Financial Data Schedules		50 – 57



MIKE ESTES, CPA

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4040 FOSSIL CREEK BLVD. – SUITE 100
FORT WORTH, TEXAS 76137

Phone (817) 831-3556
Fax (817) 831-3558
e-mail: office@mikeestespc.com
website: mikeestespc.com

MEMBER OF THE
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC
ACCOUNTANTS
and the
AICPA GOVERNMENTAL
AUDIT QUALITY CENTER

Independent Auditor's Report

Board of Commissioners
Housing Authority of Minden
Minden, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of each major fund of the Housing Authority of the City of Minden, Louisiana as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Housing Authority of Minden, Louisiana basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective position of each major fund, of the Housing Authority of the City of Minden, Louisiana as of and for the year ended June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

Also included in Supplementary Information is an Agreed-Upon Procedures report, which reports on an Agreed-Upon Procedures engagement now required by the Louisiana Legislative Auditor. Our opinion is not modified in respect to this matter.

Other Matters

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Housing Authority of Minden, Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Minden, Louisiana's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Minden, Louisiana's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Minden, Louisiana'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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 9 be presented to supplement the basic financial statements.

Such information, is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Minden, Louisiana's basic financial statements. The statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic 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 December 18, 2024 on our consideration of the Housing Authority of the City of Minden, Louisiana'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 Housing Authority of the City of Minden, Louisiana's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of the City of Minden, Louisiana's internal control over financial reporting and compliance.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
December 18, 2024

The management of Public Housing Authority of Minden, Louisiana presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending June 30, 2024. This represents an overview of financial information. Please read this discussion and analysis in conjunction with the Authority's included audited financial statements.

FINANCIAL HIGHLIGHTS

- The primary source of funding for these activities remains subsidies and grants from the Department of Housing and Urban Development (HUD), while tenant rentals serve as a secondary, though significant, source of funding.
- As of the close of the fiscal year ended 2024, the Housing Authority's assets exceeded its liabilities by \$9,049,931.
 - ✓ Of this amount, \$6,347,189 is restricted and represents the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
 - ✓ Additionally, \$2,159 of the net position is restricted for the Housing Choice Voucher program.
 - ✓ The remaining \$2,700,583 in unrestricted assets could be utilized to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, this amount represents 99% of the total operating expenses of \$2,726,959 for the fiscal year 2024, indicating that the Authority could potentially operate for approximately 12 months using the unrestricted assets alone, compared to 11 months in the prior fiscal year.
- The Housing Authority's total net position increased by \$408,452, reflecting a 5% rise from the prior fiscal year (2023). This increase is primarily due to significant rises in Federal grants for both operations and capital improvements, which are detailed further below.
- The growth in net position was accompanied by a \$106,399 increase in cash and cash equivalents from fiscal year 2023, primarily due to spending \$85,322 less on operations than the Federal funds received for operations, spending \$33,545 less on capital assets than the Federal capital grants received, and transferring \$11,168 of excess cash into investments.
- The Authority spent \$453,874 on capital asset additions and \$214,122 on construction in progress during the current fiscal year.
- These changes resulted in an increase in total assets by \$438,713 and an increase in total liabilities by \$30,261. As a related measure of financial health, there remains over \$20 of current assets for every dollar of total current liabilities, compared to \$22 covering the prior fiscal year's liabilities.
- The Housing Authority continues to operate without the need for debt borrowing.

OVERVIEW OF THE FINANCIAL STATEMENTS

This Management's Discussion and Analysis (MD&A) serves as an introduction to the Housing Authority's basic financial statements. The Housing Authority is a special-purpose government engaged in business-type activities. Accordingly, only fund financial statements are presented as the basic financial statements, which consist of two components: (1) fund financial statements, and (2) a series of notes to the financial statements. These components provide information about the activities of the Housing Authority as a whole and present a long-term view of its finances. This report also includes supplemental information beyond the basic financial statements, demonstrating the completion of projects funded by HUD and addressing potential inadequacies in the Authority's internal controls.

Report on the Housing Authority as a Whole

A key question regarding the Authority's finances is, "Has the Housing Authority's financial position improved or deteriorated as a result of the achievements of fiscal year 2024?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position provide information about the Housing Authority's overall financial status and its activities, helping to answer this question. These statements include all assets and liabilities using the accrual basis of accounting, similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are reported, regardless of when cash is received or paid.

Fund Financial Statements

All of the Housing Authority's funds are reported as proprietary funds. A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Housing Authority, like other enterprises operated by state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Housing Authority's financial statements report its net position and changes in net position. One can view the Housing Authority's net position—the difference between assets and liabilities—as an indicator of the Authority's financial health. Over time, increases and decreases in net position reflect whether the Authority's financial position is improving or deteriorating. However, it is important to consider other non-financial factors, such as changes in occupancy levels or legal obligations to HUD, to assess the overall health of the Housing Authority.

USING THIS ANNUAL REPORT

The Housing Authority's annual report consists of financial statements that show combined information about the Housing Authority's most significant programs:

Low Rent Public Housing	\$ 1,098,051
Public Housing Capital Fund Program	819,913
Housing Choice Vouchers	<u>492,273</u>
Total funding received this current fiscal year	<u><u>\$ 2,410,237</u></u>

The auditors of the Housing Authority have provided assurance in their independent auditors' report, which accompanies this Management's Discussion and Analysis (MD&A), that the basic financial statements are fairly presented. The auditors offer varying levels of assurance regarding the other information included in this report. Report users should carefully review the independent auditors' report to understand the level of assurance provided for each section of this document.

Reporting the Housing Authority's Most Significant Funds

The Housing Authority's financial statements include detailed information on its most significant funds. Some funds are required by the U.S. Department of Housing and Urban Development (HUD), while the Housing Authority establishes other funds to help manage money for specific purposes or to demonstrate compliance with legal requirements for utilizing grants and other financial resources.

The Housing Authority's enterprise funds employ the following accounting approach for proprietary funds: All services provided by the Housing Authority are reported in enterprise funds. The primary focus of proprietary funds is income measurement, which, along with the maintenance of net position, serves as a critical financial indicator.

FINANCIAL ANALYSIS

As of June 30, 2024, the Housing Authority's net position was \$9,049,931. Of this amount, \$6,347,189 was invested in capital assets, with the remaining \$2,700,583 classified as unrestricted. Additionally, \$43,107 in assets were specifically restricted for the Housing Choice Voucher (HCV) program, tenant security deposits, and future housing payment reserves.

CONDENSED FINANCIAL STATEMENTS

Condensed Statement of Net Position As of June 30, 2024		
	<u>2024</u>	<u>2023</u>
ASSETS		
Current assets	\$ 2,894,950	\$ 2,763,148
Assets restricted	43,107	56,974
Capital assets, net of depreciation	<u>6,347,189</u>	<u>6,026,411</u>
Total assets	<u>9,285,246</u>	<u>8,846,533</u>
DEFERRED OUTFLOWS OF RESOURCES		
Deferred payments to government assistance programs	<u>-</u>	<u>-</u>
LIABILITIES		
Current liabilities	150,275	128,380
Non-current liabilities	<u>85,040</u>	<u>76,674</u>
Total liabilities	<u>235,315</u>	<u>205,054</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred revenues from government assistance programs	<u>-</u>	<u>-</u>
NET POSITION		
Invested in capital assets, net of depreciation	6,347,189	6,026,411
Restricted Net position	2,159	17,283
Unrestricted net position	<u>2,700,583</u>	<u>2,597,785</u>
Total net position	<u><u>\$ 9,049,931</u></u>	<u><u>\$ 8,641,479</u></u>

CONDENSED FINANCIAL STATEMENTS (Continued)

The net position of these funds increased by \$408,452, or 5%, compared to fiscal year 2023, as outlined below. The following narrative provides a detailed explanation of the factors contributing to this change.

Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position**Fiscal Year Ended June 30, 2024**

	<u>2024</u>	<u>2023</u>	<u>Total Changes</u>
OPERATING REVENUES			
Tenant rental revenue	\$ 525,104	\$ 477,564	\$ 47,540
Other tenant revenue	89,115	80,803	8,312
Government grants for operations	1,786,738	1,589,909	196,829
Other non-tenant revenue	54,818	66,059	(11,241)
Total operating revenues	<u>2,455,775</u>	<u>2,214,335</u>	<u>241,440</u>
OPERATING EXPENSES			-
Administrative expenses and management fees	591,650	540,426	51,224
Tenant services	16,575	9,633	6,942
Utilities	153,017	135,053	17,964
Ordinary maintenance and repairs	675,633	551,879	123,754
General	485,731	390,230	95,501
Federal Housing Assistance Payments (HAP) to landlords & Ports	432,287	375,172	57,115
Depreciation	372,066	366,761	5,305
Total operating expenses	<u>2,726,959</u>	<u>2,369,154</u>	<u>357,805</u>
Income (losses) from operations	<u>(271,184)</u>	<u>(154,819)</u>	<u>(116,365)</u>
NON-OPERATING REVENUES (EXPENSES)			-
Interest income	33,137	11,655	21,482
Gains from sale or disposal of assets	23,000	-	23,000
Total non-operating revenues (expenses)	<u>56,137</u>	<u>11,655</u>	<u>44,482</u>
Income (losses) before capital contributions	<u>(215,047)</u>	<u>(143,164)</u>	<u>(71,883)</u>
CAPITAL CONTRIBUTIONS	<u>623,499</u>	<u>121,848</u>	<u>501,651</u>
CHANGES IN NET POSITION	<u>408,452</u>	<u>(21,316)</u>	<u>429,768</u>
NET POSITION, BEGINNING OF FISCAL YEAR	<u>8,641,479</u>	<u>8,662,795</u>	<u>(21,316)</u>
NET POSITION, END OF FISCAL YEAR	<u><u>\$9,049,931</u></u>	<u><u>\$8,641,479</u></u>	<u><u>\$408,452</u></u>

EXPLANATIONS OF FINANCIAL ANALYSIS

Compared to the prior fiscal year, total operating and non-operating revenues increased by \$780,473, or 33%, driven by a combination of factors. The primary reasons for this change are outlined below:

- **Total Tenant Revenue** increased by \$55,852, or 10%, compared to the prior fiscal year. This increase was due to the rent each tenant pays being based on a sliding scale tied to their personal income. As some tenants' personal incomes rose, their rent payments increased, resulting in higher overall revenue. Additionally, other tenant-related revenues (such as fees for late rent payments, unit damages, and other assessments) rose by \$8,312, or 10%.
- **Federal Revenues** from HUD for Operations increased by \$196,829, or 12%, compared to the prior fiscal year. The determination of operating grants is partly based on the prior years' performance. This amount fluctuates annually due to the complexities of HUD's funding formula, which considers inflation, occupancy, and other factors to calculate an allowable expense level. As a result, an increase in the number of eligible tenants receiving subsidies contributed to the higher Housing Assistance Grants.
- **Federal Capital Funds** from HUD increased by \$501,651 compared to the prior fiscal year. This increase was due to ongoing projects funded by HUD grants from fiscal years 2021 through 2023.
- **Total Other Non-Operating Revenue** decreased by \$11,242, or 17%, compared to the prior fiscal year. However, this decrease was offset by a \$15,900 increase in gains from the sale of capital assets and the receipt of some waivers for payments in lieu of taxes (PILOT) from the related City taxing authority.
- Lastly, **Interest Income** rose by \$21,482 compared to the prior fiscal year.

Total operating and non-operating expenses increased by \$357,806, or 15%, compared to the prior fiscal year, also due to a combination of offsetting factors. The key reasons for this change are as follows:

- **Depreciation Expense** increased by \$5,306, or 1%, compared to the prior fiscal year, as a result of an increase in capital assets of \$667,995.
- **Maintenance and Repairs** expenses rose by \$123,754, or 22%, compared to the prior fiscal year. This increase was driven by several factors: staff wages for repairs increased by \$50,483, with employee benefit contributions rising by \$23,502. Additionally, material costs increased by \$12,136, and contract labor costs rose by \$37,633.
- **General Expenses** increased by \$95,502, or 24%, compared to the prior fiscal year. Payments in lieu of taxes (PILOT) increased by \$1,687, or 5%, due to proportional changes in rent and utilities. Insurance premiums rose by \$68,341, primarily driven by increases in property and casualty insurance. Other general expenses increased by \$1,103, while bad debts grew by \$18,086, and compensated absences rose by \$6,285, or 31%.
- **Administrative Expenses** rose by \$51,224, or 9%, from the prior fiscal year, driven by a combination of factors: administrative staff salaries increased by \$12,465, and employee benefit contributions increased by \$8,421, resulting in a 6% overall rise in staff salaries and benefits. Audit fees increased by \$1,000, and legal fees rose by \$88, contributing to a 4% increase in outside professional fees. Additionally, staff travel reimbursements grew by \$8,905, office expenses by \$22,985, and sundry expenses decreased by \$2,640, resulting in a 20% increase in other administrative expenses.
- **Housing Assistance Payments to Landlords** increased by \$57,115, or 15%, compared to the prior fiscal year, reflecting a rise in the number of tenants qualifying for subsidies during the year.

- **Utilities Expenses** increased by \$17,964, or 13%, from the prior fiscal year, due to several cumulative factors: water costs rose by \$17,518 (31% increase in consumption), electricity costs decreased by \$1,405 (19% decrease in rate), gas costs fell by \$821 (13% decrease in consumption), and other utilities expenses (including labor, benefits, garbage, sewage, and waste removal) increased by \$1,851, or 4%.
- **Other Tenant Services** increased by \$6,942, or 72%, from the prior fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2024, the Housing Authority had a total investment of \$19,685,033 in a wide range of assets and construction in progress from projects funded between 2020 and 2023, as detailed below. This amount, excluding depreciation, reflects an increase of \$667,995 from the previous year. Further details regarding capital assets can be found in the notes to the financial statements.

Capital Assets, Net of Accumulated Depreciation As of June 30, 2024

	<u>2024</u>	<u>2023</u>
Land	\$ 155,540	\$ 155,540
Construction in progress	489,647	275,525
Buildings	4,941,492	4,952,236
Leasehold improvements	601,772	511,973
Furniture and equipment	158,738	131,137
	<hr/>	<hr/>
Total	<u>\$ 6,347,189</u>	<u>\$ 6,026,411</u>

As of the end of the 2024 fiscal year, the Authority is still in the process of completing HUD grants totaling \$2,226,833, awarded during the 2020 through 2023 fiscal years. A remaining balance of \$1,169,349 will be received, and \$1,092,243 will be advanced and \$1,097,461 expended to complete these projects during the 2025 fiscal year.

Debt

Non-current liabilities also include accrued annual vacation and sick leave benefits owed to employees. The Housing Authority has not incurred any mortgages, leases, or bond indentures for the financing of capital assets or operations.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority is primarily dependent on HUD for operational funding, making it more influenced by federal budgetary decisions than by local economic conditions. The capital budgets for the 2025 fiscal year have already been submitted to HUD for approval, and no major changes are anticipated.

The Capital Fund programs are multi-year budgets and have remained relatively stable. These funds are used for the modernization of public housing properties, including administrative fees associated with the modernization efforts.

CONTACTING THE HOUSING AUTHORITY'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens, investors, and creditors with a general overview of the Housing Authority's finances, and to show the Housing Authority's accountability for the money it receives. If you have questions about this report, or wish to request additional financial information, contact Chunda Jones, at Public Housing Authority of Minden, Louisiana; 1209 East Street; Minden, LA 71055.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
STATEMENT OF NET POSITION

JUNE 30, 2024

	General	Housing Choice Voucher	Total
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Current assets			
Cash and cash equivalents	\$ 2,127,659	\$ 4,558	\$ 2,132,217
Investments	284,909	0	284,909
Accounts receivable net	86,109	0	86,109
Interfund	8,776	0	8,776
Prepaid items and other assets	334,487	3,481	337,968
Inventory	44,971	0	44,971
Restricted assets - cash and cash equivalents	40,948	2,159	43,107
	<u>2,927,859</u>	<u>10,198</u>	<u>2,938,057</u>
Capital Assets, net			
Land and other non-depreciated assets	645,187	0	645,187
Other capital assets - net of depreciation	5,701,778	224	5,702,002
	<u>6,346,965</u>	<u>224</u>	<u>6,347,189</u>
Total Capital Assets, net			
Total Assets	<u>\$ 9,274,824</u>	<u>\$ 10,422</u>	<u>\$ 9,285,246</u>
	<u> </u>	<u> </u>	<u> </u>
LIABILITIES			
Current Liabilities			
Accounts payable	\$ 38,222	\$ 1,094	\$ 39,316
Unearned income	8,993	0	8,993
Compensated absences payable	18,681	1,651	20,332
Accrued PILOT	37,209	0	37,209
Deposits due others	35,649	0	35,649
Interfund	0	8,776	8,776
	<u>138,754</u>	<u>11,521</u>	<u>150,275</u>
Noncurrent Liabilities			
Compensated absences payable	80,499	4,541	85,040
	<u>219,253</u>	<u>16,062</u>	<u>235,315</u>
Total Liabilities			
NET POSITION			
Net investment in capital assets	6,346,965	224	6,347,189
Restricted for:			
HAP Equity	0	2,159	2,159
Unrestricted	2,708,606	(8,023)	2,700,583
	<u>9,055,571</u>	<u>(5,640)</u>	<u>9,049,931</u>
Net Position	<u>\$ 9,055,571</u>	<u>\$ (5,640)</u>	<u>\$ 9,049,931</u>
	<u> </u>	<u> </u>	<u> </u>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
STATEMENT OF REVENUES,
EXPENSES AND CHANGES IN FUND NET POSITION

YEAR ENDED JUNE 30, 2024

	General	Housing Choice Voucher	Total
	<hr/>	<hr/>	<hr/>
OPERATING REVENUES			
Dwelling rental	\$ 525,104	\$ 0	\$ 525,104
Governmental operating grants	1,294,465	492,273	1,786,738
Tenant revenue- other	89,115	0	89,115
Other	53,538	1,280	54,818
	<hr/>	<hr/>	<hr/>
Total Operating Revenues	1,962,222	493,553	2,455,775
	<hr/>	<hr/>	<hr/>
OPERATING EXPENSES			
Administration	511,541	80,109	591,650
Tenant services	16,575	0	16,575
Utilities	153,017	0	153,017
Ordinary maintenance & operations	675,633	0	675,633
General expenses	483,366	2,365	485,731
Depreciation	371,401	665	372,066
Housing assistance payments	0	432,287	432,287
	<hr/>	<hr/>	<hr/>
Total Operating Expenses	2,211,533	515,426	2,726,959
	<hr/>	<hr/>	<hr/>
Income (Loss) from Operations	(249,311)	(21,873)	(271,184)
	<hr/>	<hr/>	<hr/>
Non Operating Revenues (Expenses)			
Interest earnings	32,876	261	33,137
Gain on sale of capital assets	23,000	0	23,000
	<hr/>	<hr/>	<hr/>
Total Non-Operating Revenues (Expenses)	55,876	261	56,137
	<hr/>	<hr/>	<hr/>
Income (Loss) before contribution	(193,435)	(21,612)	(215,047)
	<hr/>	<hr/>	<hr/>
Capital Contribution	623,499	0	623,499
	<hr/>	<hr/>	<hr/>
Change in net position	430,064	(21,612)	408,452
	<hr/>	<hr/>	<hr/>
Total net position - beginning	8,625,507	15,972	8,641,479
	<hr/>	<hr/>	<hr/>
Total net position - ending	\$ 9,055,571	\$ (5,640)	\$ 9,049,931
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2024

	General	Housing Choice Voucher	Total
	<u> </u>	<u> </u>	<u> </u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Rental receipts	\$ 475,597	\$ 0	\$ 475,597
Other receipts	136,740	10,056	146,796
Federal grants	1,375,397	492,273	1,867,670
Payments to vendors	(1,151,844)	(24,035)	(1,175,879)
Payments to employees – net	(691,691)	(59,431)	(751,122)
Payments to private landlords	0	(432,287)	(432,287)
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by operating activities	144,199	(13,424)	130,775
	<u> </u>	<u> </u>	<u> </u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Proceeds from sale of assets	23,000	0	23,000
Purchase of capital assets	(692,845)	0	(692,845)
Federal Capital Grants	623,499	0	623,499
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by capital and related financing activities	(46,346)	0	(46,346)
	<u> </u>	<u> </u>	<u> </u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest income	32,877	261	33,138
Purchase of investments	(11,168)	0	(11,168)
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by investing activities	21,709	261	21,970
	<u> </u>	<u> </u>	<u> </u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	119,562	(13,163)	106,399
	<u> </u>	<u> </u>	<u> </u>
CASH AND CASH EQUIVALENTS			
Beginning of Fiscal Year	2,049,045	19,880	2,068,925
	<u> </u>	<u> </u>	<u> </u>
CASH AND CASH EQUIVALENTS			
End of Fiscal Year	\$ 2,168,607	\$ 6,717	\$ 2,175,324
	<u> </u>	<u> </u>	<u> </u>

Continued

HOUSING AUTHORITY OF MINDEN, LOUISIANA
STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2024

	General	Housing Choice Voucher	Total
	<u> </u>	<u> </u>	<u> </u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating income (loss)	\$ (249,311)	\$ (21,873)	\$ (271,184)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	371,401	665	372,066
Provision of uncollectible accounts	(12,845)	0	(12,845)
Change in assets and liabilities:			
Receivables	103,134	0	103,134
Inventories	(2,638)	0	(2,638)
Prepaid items	(76,897)	(1,702)	(78,599)
Account payables	18,954	710	19,664
Deposits due others	1,177	0	1,177
Interfund	(8,776)	8,776	0
Net cash provided (used) by operations	<u>\$ 144,199</u>	<u>\$ (13,424)</u>	<u>\$ 130,775</u>

Concluded

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

INDEX

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES	15
A. REPORTING ENTITY	15
B. FUNDS	16
C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING	16
D. CASH AND CASH EQUIVALENTS	17
E. INVESTMENTS	17
F. REVENUE RECOGNITION	17
G. INVENTORY	17
H. PREPAID ITEMS	17
I. CAPITAL ASSETS	18
J. UNEARNED INCOME	18
K. COMPENSATED ABSENCES	18
L. POST EMPLOYMENT BENEFITS	18
M. NET POSITION AND FLOW ASSUMPTIONS	18
N. USE OF ESTIMATES	19
NOTE 2 – DEPOSITS AND INVESTMENTS	19
NOTE 3 – ACCOUNTS RECEIVABLE	20
NOTE 4 – CAPITAL ASSETS	20
NOTE 5 – ACCOUNTS PAYABLE	21
NOTE 6 – COMPENSATED ABSENCES	21
NOTE 7 – LONG – TERM OBLIGATIONS	21
NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES	21
NOTE 9 – RETIREMENT SYSTEM	22
NOTE 10 – COMMITMENTS AND CONTINGENCIES	22
NOTE 11 – ECONOMIC DEPENDENCE	23
NOTE 12 – SUBSEQUENT EVENTS	23

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of the Housing Authority of the City of Minden have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

A. REPORTING ENTITY Housing Authorities are chartered as public corporations under the laws (LSA – R.S. 40.391) of the State of Louisiana for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the city or parish declaring a need for the Housing Authority to function in such city or parish. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor of the City of Minden, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	247 Units
Section 8	
Housing Choice Vouchers	137 Vouchers

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of the City of Minden since the City of Minden appoints a voting majority of the Housing Authority's governing board. The City of Minden is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the City of Minden. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Minden.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

- 1) Appointing a voting majority of an organization's governing body, and:
 - a) The ability of the government to impose its will on that organization and/or
 - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

B. FUNDS The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program. The housing choice voucher fund accounts for the Section 8 Housing Choice Voucher program.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

PROPRIETARY FUNDS Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to landlords. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

D. CASH AND CASH EQUIVALENTS Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$2,175,324. This is comprised of cash and cash equivalents of \$2,132,217 and restricted assets – cash of \$43,107, on the statement of net position.

E. INVESTMENTS Investments are limited to L.S.-R.S. 33:2955 and the Housing Authority investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

F. REVENUE RECOGNITION Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

G. INVENTORY All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

H. PREPAID ITEMS Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

I. CAPITAL ASSETS Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$1,000. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful live is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	20 years
Buildings	40 years
Building improvements	15-20 years
Furniture and equipment	5-7 years
Computers	5 years

J. UNEARNED INCOME The Housing Authority reports prepaid revenues on its statement of net position. Prepaid revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for prepaid revenue is removed from the statement of net position and the revenue is recognized.

K. COMPENSATED ABSENCES The Housing Authority follows Louisiana Civil Service regulations for accumulated annual and sick leave. Employees may accumulate up to three hundred hours of annual leave which may be received upon termination or retirement. Sick leave hours accumulate, but the employee is not paid for them if not used by his/her retirement or termination date.

L. POST EMPLOYMENT BENEFITS The Authority does not recognize or pay any post employment benefits.

M. NET POSITION AND FLOW ASSUMPTIONS Net position is reported as restricted when constraints placed on net position use as either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Sometime the Authority may fund outlays from both restricted and unrestricted resources. In the event that should occur, the Authority must make a flow assumption about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

N. USE OF ESTIMATES The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

NOTE 2 – DEPOSITS AND INVESTMENTS The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at June 30, 2024. Deposits are stated at cost, which approximates fair value.

Interest Rate Risk: The Housing Authority's policy does not address interest rate risk.

Credit Rate Risk: GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

Custodial Credit Risk: The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

Restricted Cash: \$35,649 is restricted in the General Fund for security deposits. \$5,299 is restricted for an amount equal to unspent capital funds. \$2,159 is restricted in the Housing Choice Voucher fund for HAP Equity.

At June 30, 2024, the Housing Authority's carrying amount of deposits was \$2,460,132 and the bank balance was \$2,471,451, which includes \$284,909 in certificates of deposits classified as investments. Petty cash consists of \$101. \$578,420 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$1,893,031 was covered by pledged securities. However, this \$1,893,031 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within ten days of being notified by the Housing Authority that the fiscal agent has failed to pay deposited funds upon demand. Investments during the year were solely in time deposits at banks.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

NOTE 3 – ACCOUNTS RECEIVABLE The receivables at June 30, 2024, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Housing Choice Voucher</u>	<u>Total</u>
Local sources:			
Tenants	\$ 7,737	\$ 0	\$ 7,737
Federal sources:			
Grants	78,372	0	78,372
Total	\$ 86,109	\$ 0	\$ 86,109

The tenants account receivable is net of an allowance for doubtful accounts of \$3,160.

NOTE 4 – CAPITAL ASSETS The changes in capital assets are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 155,540	\$ 0	\$ 0	\$ 155,540
Construction in progress	275,525	214,122	0	489,647
Depreciable assets:				
Buildings	17,712,855	433,397	0	18,146,252
Furniture and equipment	873,118	45,325	24,848	893,595
Total capital assets	19,017,038	692,844	24,848	19,685,034
Less: accumulated depreciation				
Buildings	12,219,513	342,923	0	12,562,436
Furniture and equipment	771,114	29,143	24,848	775,409
Total accumulated depreciation	12,990,627	372,066	24,848	13,337,845
Total capital assets, net	\$ 6,026,411	\$ 320,778	\$ 0	\$ 6,347,189

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

NOTE 5 – ACCOUNTS PAYABLE The payables at June 30, 2024 are as follows:

	General	Housing Choice Voucher	Total
Vendors	\$ 16,014	\$ 0	\$ 16,014
Payroll taxes & Retirement withheld	9,861	1,094	10,955
Utilities	12,347	0	12,347
Total	\$ 38,222	\$ 1,094	\$ 39,316

NOTE 6 – COMPENSATED ABSENCES At June 30, 2024, employees of the Housing Authority have accumulated and vested \$105,372 of employee leave computed in accordance with GASB, Codification Section C60.

NOTE 7 – LONG-TERM OBLIGATIONS The following is a summary of the long-term obligation transactions for the year ended June 30, 2024.

	Compensated Absences
Balance, beginning	\$ 93,769
Additions	16,231
Deletions	(4,628)
Balance, ending	105,372
Amounts due in one year	\$ 20,332

NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES At June 30, 2024, the Housing Choice Voucher Fund owes the General Fund \$8,776.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

NOTE 9 – RETIREMENT SYSTEM The Housing Authority participates in the Housing Renewal and Local Agency Retirement Plan, which is a defined contribution plan. The plan consists of employees of various local and regional housing authorities, urban renewal agencies, and other similar organizations. Through this plan, the Housing Authority provides pension benefits for all of its full-time employees. All full-time employees are eligible to participate in the plan on the first day of the month after completing six months of continuous and uninterrupted employment.

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. Each participant in the plan is required to make a monthly contribution equal to 5% of his effective compensation, and may make additional contributions. The employer is required to make monthly contributions equal to 5% of each participant's effective compensation.

The Housing Authority's contribution for each employee and income allocated to the employee's account is fully vested after five years of continuous service. The Housing Authority's contributions and interest forfeited by employees who leave employment before five years of service are first used to pay for plan expenses and if there is any residual amount, the amount is refunded to the Housing Authority.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority's Joinder Agreement with the Housing Renewal and Local Agency Retirement Plan may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made the required contributions of \$48,692 for the year ended June 30, 2024, of which \$24,346 was paid by the Housing Authority and \$24,346 was paid by employees. No payments were made out of the forfeiture account.

NOTE 10 – COMMITMENTS AND CONTINGENCIES

Commitments On November 21, 2022, the Authority entered into an Employment agreement with the Executive Director. The agreement renewed an existing agreement and is retroactive to January 1, 2022. It terminates December 31, 2027. The agreement may be renewed for an additional term, upon approval by the Board of Commissioners. However, the agreement may be terminated sooner, by either party.

The Board must give due notice and follow certain procedures to terminate the Executive Director for cause. In such event, the Executive Director must be paid salary earned through termination, plus accrued annual leave and other benefits.

The Board may also terminate the Executive Director without cause, when in its judgment, such termination is in the best interest of the Authority. In such event the Director shall be entitled to 120 days advance written advance notice of such termination, or severance pay equal to 120 days of salary, in addition to all amounts or benefits due to the Executive Director during that time period.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2024

Litigation The Housing Authority is not presently involved in litigation.

Grant Disallowances The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

Construction Projects There are certain renovation or construction projects in progress at June 30, 2024. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

Risk Management The Housing Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

The Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of property, general liability, public liability, and worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Louisiana State law prohibits one governmental entity assessing another entity. If the Louisiana Housing Council, Inc Group Insurance Risk Management Agency risk pool is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

The Authority has adopted GASB Statement No. 96, which provides accounting and financial reporting guidance for subscription-based information technology arrangements (SBITAs). The adoption of GASB Statement No. 96 had no material effect on the Authority's June 30, 2024 financial statements.

NOTE 11 – ECONOMIC DEPENDENCE The Department of Housing and Urban Development provided \$2,410,237 to the Housing Authority, which represents approximately 78% of the Housing Authority's total revenue and capital contributions for the year.

NOTE 12 - SUBSEQUENT EVENTS Management has evaluated events and transactions subsequent to the statement of net position date through, December 18, 2024, of the independent auditor's report for potential recognition or disclosure in the financial statements.



MIKE ESTES, CPA

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4040 FOSSIL CREEK BLVD. – SUITE 100
FORT WORTH, TEXAS 76137

Phone (817) 831-3556
Fax (817) 831-3558
e-mail: office@mikeestespc.com
website: mikeestespc.com

MEMBER OF THE
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC
ACCOUNTANTS
and the
AICPA GOVERNMENTAL
AUDIT QUALITY CENTER

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*

Independent Auditor's Report

Housing Authority of Minden
Minden, Louisiana

We have audited, 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, the financial statements of each major fund, of the Housing Authority of the City of Minden, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Minden, Louisiana's basic financial statements, and have issued our report thereon dated December 18, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Minden, Louisiana'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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Minden, Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Minden, Louisiana'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 may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Minden, Louisiana's financial statements are free of 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.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
December 18, 2024



MIKE ESTES, CPA

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4040 FOSSIL CREEK BLVD. – SUITE 100
FORT WORTH, TEXAS 76137

Phone (817) 831-3556
Fax (817) 831-3558
e-mail: office@mikeestespc.com
website: mikeestespc.com

MEMBER OF THE
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC
ACCOUNTANTS
and the
AICPA GOVERNMENTAL
AUDIT QUALITY CENTER

Report on Compliance For Each Major Federal Program; Report on Internal
Control Over Compliance; and Report on the Schedule of Expenditures of
Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Housing Authority of Minden
Minden, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Housing Authority of the City of Minden, Louisiana's compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of the City of Minden, Louisiana's major federal programs for the year ended June 30, 2024. The Housing Authority of the City of Minden, Louisiana's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

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

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

Management is responsible 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 Housing Authority of the City of Minden, Louisiana's federal programs.

Auditor's 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 Housing Authority of the City of Minden, Louisiana'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 Housing Authority of the City of Minden, Louisiana's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Housing Authority of the City of Minden, Louisiana'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 Housing Authority of the City of Minden, Louisiana'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 Housing Authority of the City of Minden, Louisiana'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 charge with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's 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.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the Housing Authority of Minden, Louisiana's each major fund, and the aggregate remaining fund information of the Housing Authority of the City of Minden, Louisiana, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Minden, Louisiana's basic financial statements. We issued our report thereon dated December 18, 2024, which contained unmodified opinions on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
December 18, 2024

HOUSING AUTHORITY OF MINDEN, LOUISIANA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2024

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850a	\$ 1,098,051
Capital Fund Program	14.872	819,913
Housing Choice Voucher	14.871	492,273
		<hr/>
Total United States Department of Housing and Urban Development		\$ 2,410,237
		<hr/> <hr/>
Total Expenditures of Federal Awards		\$ 2,410,237
		<hr/> <hr/>

The accompanying notes are an integral part of this schedule.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2024

NOTE 1 – BASIS OF PRESENTATION The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of the City of Minden, Louisiana (the “Housing Authority”) under programs of the federal government for the year ended June 30, 2024. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

NOTE 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.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

	<u>Federal Sources</u>
Enterprise Funds	
Governmental operating grants	\$ 1,786,738
Capital contributions	623,499
	<hr/>
Total	\$ 2,410,237
	<hr/> <hr/>

NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

NOTE 5 – DE MINIMIS INDIRECT COST RATE The Housing Authority did not elect to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2024

Section I – Summary of the Auditor’s Results

Financial Statement Audit

1. Type of Auditor’s Report Issued on Financial Statements – Unmodified.
2. Internal Control Over Financial Reporting:
 - a. Material weakness(es) identified? _____ yes ✓ no
 - b. Significant deficiency(ies) identified? _____ yes ✓ none reported
3. Noncompliance material to financial statements noted? _____ yes ✓ no

Audit of Federal Awards

1. Internal Control Over Major Programs:
 - a. Material weakness(es) identified? _____ yes ✓ no
 - b. Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes ✓ none reported
2. Type of Auditor’s Report Issued on Compliance For Major Programs – Unmodified.
3. Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance (2 CFR 200)? _____ yes ✓ no
4. The programs tested as major programs include:

CFDA# 14.850 Public and Indian Housing – Low Rent Program
5. Dollar threshold used to distinguish between Type A and Type B Programs as described in the Uniform Guidance (2 CFR 200): \$ 750,000
6. Auditee qualified as low-risk auditee under Uniform Guidance (2 CFR 200)? ✓ yes _____ no
7. Nonstatistical sampling was used. To determine sample sizes, the AICPA Audit Guide *Audit Sampling* was used.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2024

Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:

None

HOUSING AUTHORITY OF MINDEN, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2024

**Section III – Findings and questioned costs for federal awards which are required to be reported
under Uniform Guidance**

None

HOUSING AUTHORITY OF MINDEN, LOUISIANA
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2024

There were no audit findings.

HOUSING AUTHORITY OF MINDEN, LOUISIANA
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED JUNE 30, 2024

The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:

There were no prior audit findings.

SUPPLEMENTARY INFORMATION

HOUSING AUTHORITY OF MINDEN, LOUISIANA
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED JUNE 30, 2024

CASH BASIS

	2018 Capital Fund	2019 Capital Fund	2020 Capital Fund
Funds approved	\$ 424,081	\$ 440,407	\$ 473,093
Funds expended	424,081	440,407	467,915
Excess of funds approved	\$ 0	\$ 0	\$ 5,178
Funds advanced	\$ 424,081	\$ 440,407	\$ 467,915
Funds expended	424,081	440,407	467,915
Excess (Deficiency) of funds advanced	\$ 0	\$ 0	\$ 0
	2021 Capital Fund	2022 Capital Fund	2023 Capital Fund
Funds approved	\$ 505,248	\$ 623,693	\$ 624,799
Funds expended	314,323	308,387	38,747
Excess of funds approved	\$ 190,925	\$ 315,306	\$ 586,052
Funds advanced	\$ 319,541	\$ 308,387	\$ 38,747
Funds expended	314,323	308,387	38,747
Excess (Deficiency) of funds advanced	\$ 5,218	\$ 0	\$ 0

See accountant's report

HOUSING AUTHORITY OF MINDEN, LOUISIANA
 SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO AGENCY HEAD
 OR CHIEF EXECUTIVE DIRECTOR

YEAR ENDED JUNE 30, 2024

Agency Head Name: Chunda Jones, Executive Director

Purpose	Amount
Salary	\$ 86,098
Benefits-insurance	14,746
Benefits-retirement	3,952
Benefits-<list any other here>	
Car allowance	
Vehicle provided by government	<enter amount reported on W-2>
Per diem	2,452
Reimbursements	
Travel	
Registration fees	3,019
Conference travel	7,147
Continuing professional education fees	
Housing	
Unvouchered expenses*	
Special meals	
Total	\$ 117,414



MIKE ESTES, CPA

MIKE ESTES, P.C.
A PROFESSIONAL ACCOUNTING CORPORATION
4040 FOSSIL CREEK BLVD. – SUITE 100
FORT WORTH, TEXAS 76137

Phone (817) 831-3556
Fax (817) 831-3558
e-mail: office@mikeestespc.com
website: mikeestespc.com

MEMBER OF THE
AMERICAN INSTITUTE OF

CERTIFIED PUBLIC
ACCOUNTANTS

and the
AICPA GOVERNMENTAL
AUDIT QUALITY CENTER

AGREED UPON PROCEDURES REPORT

Independent Accountant's Report On Applying Agreed-Up Procedures

To the Board of Directors of the Minden Housing Authority and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by the Minden Housing Authority and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Up Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Minden Housing Authority's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

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

- 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.
- 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.
- vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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).
- 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.
- x. ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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.
- 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.

Results of Testing:

All of the above policies have been adopted, except for Debt Service, which is not applicable.

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 that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - 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 comparisons, at a minimum, on all proprietary fund, and

semi-annual budget-to-actual comparisons, 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.*

- 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.
- 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.

Results of Testing:

- (i)-The board met in accordance with its bylaws.
- (ii)-The minutes properly referenced that budget-to-actual comparisons were reviewed.
- (iii)-The prior audit report did not contain any audit findings.

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:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - 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 within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and
 - 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.

Results of Testing:

No exceptions were noted in the above tests.

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).

Results of Testing:

Management represents that the tenant receipts were received and processed only from the Authority office.

- 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
- i. Employees responsible for cash collections do not share cash drawers/registers;
 - 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;
 - 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
 - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

A fidelity/surety bond was in force for the entire year that covered all employees who handle cash.

- 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
- i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - 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).

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

Results of Testing:

No exceptions were noted in the above tests.

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).

Results of Testing:

Payments were processed and disbursed only from the Authority office.

- B. For each location selected under procedure #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
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
 - b) At least two employees are involved in processing and approving payments to vendors;
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
 - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

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

Results of Testing:

No exceptions were noted in the above tests.

- C. For each location selected under procedure #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
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

- 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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.*

Results of Testing:

No exceptions were noted in the above tests.

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.

Results of Testing:

Management represents that our list of credit and debit cards is complete.

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

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

No exceptions were noted in the above tests.

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
- 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);
 - 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.

Results of Testing:

No exceptions were noted in the above tests.

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
- 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;
 - 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);

- 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
- 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.

Results of Testing:

No exceptions were noted in the above tests.

9) Payroll and Personnel

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

Results of Testing:

No exceptions were noted in the above tests.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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.

Results of Testing:

Management represents that all payroll related amounts and reports were timely filed. We did not note any past due amounts or reports in our tests.

10) Ethics

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
 - a. Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
 - b. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

Results of Testing:

No exceptions were noted in the above tests.

- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Results of Testing:

An ethics designee has been appointed.

11) Debt Service

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

Results of Testing:

Not applicable.

- 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).

Results of Testing:

Not applicable.

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.

Results of Testing:

Management represents that they are not aware of any misappropriations of public funds or assets during the fiscal period. We did not note any during our tests.

- 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.

Results of Testing:

The notice has been properly posted.

13) Information Technology Disaster Recovery/Business Continuity

- A. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- a. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if 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.
 - b. 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.
 - c. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results of Testing:

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 Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results of Testing:

No exceptions were noted in the above tests.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

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

Results of Testing:

The employees did not receive the training during the fiscal year.

Recommendation

The applicable employees should obtain the training. We have reviewed the certificates of the applicable employees who obtained the training after the end of the fiscal year.

View of Responsible Official

As noted above, the applicable employees obtained the training after the year end.

14) Prevention of Sexual Harassment

- 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.

Results of Testing:

No exceptions were noted in the above tests.

- 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).

Results of Testing:

The notice is properly posted.

- 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.

Results of Testing:

Management represents that they did not receive any sexual harassment complaints during the audit period.

We were engaged by the Minden Housing Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Minden Housing Authority 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.

Mike Estes, P.C.

Mike Estes, P.C.
Fort Worth, Texas
December 18, 2024

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Entity Wide Balance Sheet Summary						
	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$2,075,906	\$51,753	\$4,558	\$2,132,217		\$2,132,217
112 Cash - Restricted - Modernization and Development	\$5,299	\$0	\$0	\$5,299		\$5,299
113 Cash - Other Restricted	\$0	\$0	\$2,159	\$2,159		\$2,159
114 Cash - Tenant Security Deposits	\$35,649	\$0	\$0	\$35,649		\$35,649
115 Cash - Restricted for Payment of Current Liabilities	\$0	\$0		\$0		\$0
100 Total Cash	\$2,116,854	\$51,753	\$6,717	\$2,175,324	\$0	\$2,175,324
121 Accounts Receivable - PHA Projects	\$0	\$0	\$0	\$0		\$0
122 Accounts Receivable - HUD Other Projects	\$78,372			\$78,372		\$78,372
124 Accounts Receivable - Other Government	\$0	\$0	\$0	\$0		\$0
125 Accounts Receivable - Miscellaneous						
126 Accounts Receivable - Tenants	\$10,897	\$0	\$0	\$10,897		\$10,897
126.1 Allowance for Doubtful Accounts - Tenants	-\$3,160	\$0	\$0	-\$3,160		-\$3,160
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0		\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$0	\$0	\$0	\$0		\$0
128 Fraud Recovery	\$0	\$0	\$0	\$0		\$0
128.1 Allowance for Doubtful Accounts - Fraud	\$0	\$0	\$0	\$0		\$0
129 Accrued Interest Receivable	\$0	\$0	\$0	\$0		\$0
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$86,109	\$0	\$0	\$86,109	\$0	\$86,109
131 Investments - Unrestricted	\$284,909	\$0	\$0	\$284,909		\$284,909
132 Investments - Restricted	\$0	\$0		\$0		\$0
135 Investments - Restricted for Payment of Current Liability	\$0	\$0		\$0		\$0
142 Prepaid Expenses and Other Assets	\$334,487	\$0	\$3,481	\$337,968		\$337,968
143 Inventories	\$47,337	\$0	\$0	\$47,337		\$47,337
143.1 Allowance for Obsolete Inventories	-\$2,366	\$0	\$0	-\$2,366		-\$2,366
144 Inter Program Due From	\$8,776			\$8,776		\$8,776
145 Assets Held for Sale	\$0	\$0	\$0	\$0		\$0
150 Total Current Assets	\$2,876,106	\$51,753	\$10,198	\$2,938,057	\$0	\$2,938,057
161 Land	\$155,540	\$0	\$0	\$155,540		\$155,540
162 Buildings	\$17,357,265	\$0	\$0	\$17,357,265		\$17,357,265
163 Furniture, Equipment & Machinery - Dwellings	\$339,358	\$0	\$0	\$339,358		\$339,358
164 Furniture, Equipment & Machinery - Administration	\$517,831	\$0	\$36,406	\$554,237		\$554,237
165 Leasehold Improvements	\$788,987	\$0	\$0	\$788,987		\$788,987
166 Accumulated Depreciation	-\$13,301,663	\$0	-\$36,182	-\$13,337,845		-\$13,337,845
167 Construction in Progress	\$489,647	\$0	\$0	\$489,647		\$489,647
168 Infrastructure	\$0	\$0	\$0	\$0		\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$6,346,965	\$0	\$224	\$6,347,189	\$0	\$6,347,189
171 Notes, Loans and Mortgages Receivable - Non-Current						
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due						
173 Grants Receivable - Non Current	\$0	\$0	\$0	\$0		\$0
174 Other Assets						
176 Investments in Joint Ventures						
180 Total Non-Current Assets	\$6,346,965	\$0	\$224	\$6,347,189	\$0	\$6,347,189
200 Deferred Outflow of Resources	\$0	\$0	\$0	\$0		\$0
290 Total Assets and Deferred Outflow of Resources	\$9,223,071	\$51,753	\$10,422	\$9,285,246	\$0	\$9,285,246

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Entity Wide Balance Sheet Summary						
	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
311 Bank Overdraft	\$0	\$0	\$0	\$0		\$0
312 Accounts Payable <= 90 Days	\$16,014	\$0	\$0	\$16,014		\$16,014
313 Accounts Payable >90 Days Past Due	\$0	\$0	\$0	\$0		\$0
321 Accrued Wage/Payroll Taxes Payable	\$9,861	\$0	\$1,094	\$10,955		\$10,955
322 Accrued Compensated Absences - Current Portion	\$18,681	\$0	\$1,651	\$20,332		\$20,332
324 Accrued Contingency Liability	\$0	\$0	\$0	\$0		\$0
325 Accrued Interest Payable	\$0	\$0	\$0	\$0		\$0
331 Accounts Payable - HUD PHA Programs						
332 Account Payable - PHA Projects	\$0	\$0	\$0	\$0		\$0
333 Accounts Payable - Other Government	\$37,209	\$0	\$0	\$37,209		\$37,209
341 Tenant Security Deposits	\$35,649	\$0	\$0	\$35,649		\$35,649
342 Unearned Revenue	\$8,993			\$8,993		\$8,993
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue		\$0	\$0	\$0		\$0
344 Current Portion of Long-term Debt - Operating Borrowings	\$0	\$0	\$0	\$0		\$0
345 Other Current Liabilities	\$0	\$0	\$0	\$0		\$0
346 Accrued Liabilities - Other	\$12,347	\$0	\$0	\$12,347		\$12,347
347 Inter Program - Due To	\$0	\$0	\$8,776	\$8,776		\$8,776
348 Loan Liability - Current						
310 Total Current Liabilities	\$138,754	\$0	\$11,521	\$150,275	\$0	\$150,275
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue						
352 Long-term Debt, Net of Current - Operating Borrowings	\$0	\$0	\$0	\$0		\$0
353 Non-current Liabilities - Other	\$0	\$0	\$0	\$0		\$0
354 Accrued Compensated Absences - Non Current	\$80,499	\$0	\$4,541	\$85,040		\$85,040
355 Loan Liability - Non Current						
356 FASB 5 Liabilities	\$0	\$0	\$0	\$0		\$0
357 Accrued Pension and OPEB Liabilities						
350 Total Non-Current Liabilities	\$80,499	\$0	\$4,541	\$85,040	\$0	\$85,040
300 Total Liabilities	\$219,253	\$0	\$16,062	\$235,315	\$0	\$235,315
400 Deferred Inflow of Resources	\$0	\$0	\$0	\$0		\$0
508.4 Net Investment in Capital Assets	\$6,346,965	\$0	\$224	\$6,347,189		\$6,347,189
511.4 Restricted Net Position	\$0	\$0	\$2,159	\$2,159		\$2,159
512.4 Unrestricted Net Position	\$2,656,853	\$51,753	-\$8,023	\$2,700,583		\$2,700,583
513 Total Equity - Net Assets / Position	\$9,003,818	\$51,753	-\$5,640	\$9,049,931	\$0	\$9,049,931
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$9,223,071	\$51,753	\$10,422	\$9,285,246	\$0	\$9,285,246

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$525,104	\$0	\$525,104
70400 Tenant Revenue - Other	\$89,115	\$0	\$89,115
70500 Total Tenant Revenue	\$614,219	\$0	\$614,219
70600 HUD PHA Operating Grants	\$1,098,051	\$196,414	\$1,294,465
70610 Capital Grants	\$0	\$623,499	\$623,499
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants	\$0	\$0	\$0
71100 Investment Income - Unrestricted	\$32,349	\$0	\$32,349
71200 Mortgage Interest Income	\$0	\$0	\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0	\$0
71310 Cost of Sale of Assets	\$0	\$0	\$0
71400 Fraud Recovery	\$0	\$0	\$0
71500 Other Revenue	\$47,563	\$0	\$47,563
71600 Gain or Loss on Sale of Capital Assets	\$23,000	\$0	\$23,000
72000 Investment Income - Restricted	\$0	\$0	\$0
70000 Total Revenue	\$1,815,182	\$819,913	\$2,635,095
91100 Administrative Salaries	\$242,936	\$0	\$242,936
91200 Auditing Fees	\$17,305	\$0	\$17,305
91300 Management Fee			
91310 Book-keeping Fee	\$0	\$0	\$0
91400 Advertising and Marketing	\$1,679	\$0	\$1,679
91500 Employee Benefit contributions - Administrative	\$86,776	\$0	\$86,776
91600 Office Expenses	\$99,710	\$0	\$99,710
91700 Legal Expense	\$9,932	\$0	\$9,932
91800 Travel	\$30,657	\$0	\$30,657
91810 Allocated Overhead	\$0	\$0	\$0
91900 Other	\$19,423	\$0	\$19,423
91000 Total Operating - Administrative	\$508,418	\$0	\$508,418
92000 Asset Management Fee	\$0	\$0	\$0
92100 Tenant Services - Salaries	\$0	\$0	\$0
92200 Relocation Costs	\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$0	\$0	\$0
92400 Tenant Services - Other	\$16,575	\$0	\$16,575
92500 Total Tenant Services	\$16,575	\$0	\$16,575
93100 Water	\$88,718	\$0	\$88,718
93200 Electricity	\$12,124	\$0	\$12,124
93300 Gas	\$2,775	\$0	\$2,775
93400 Fuel	\$0	\$0	\$0
93500 Labor	\$0	\$0	\$0
93600 Sewer	\$45,242	\$0	\$45,242

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0
93800 Other Utilities Expense	\$4,158	\$0	\$4,158
93000 Total Utilities	\$153,017	\$0	\$153,017
94100 Ordinary Maintenance and Operations - Labor	\$244,485	\$0	\$244,485
94200 Ordinary Maintenance and Operations - Materials and Other	\$121,438	\$0	\$121,438
94300 Ordinary Maintenance and Operations Contracts	\$201,811		\$201,811
94500 Employee Benefit Contributions - Ordinary Maintenance	\$107,899	\$0	\$107,899
94000 Total Maintenance	\$675,633	\$0	\$675,633
95100 Protective Services - Labor	\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$0	\$0	\$0
95300 Protective Services - Other	\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0	\$0
95000 Total Protective Services	\$0	\$0	\$0
96110 Property Insurance	\$315,590	\$0	\$315,590
96120 Liability Insurance	\$15,189	\$0	\$15,189
96130 Workmen's Compensation	\$8,255	\$0	\$8,255
96140 All Other Insurance	\$24,360	\$0	\$24,360
96100 Total insurance Premiums	\$363,394	\$0	\$363,394
96200 Other General Expenses	\$0	\$0	\$0
96210 Compensated Absences	\$25,716	\$0	\$25,716
96300 Payments in Lieu of Taxes	\$37,209	\$0	\$37,209
96400 Bad debt - Tenant Rents	\$57,047	\$0	\$57,047
96500 Bad debt - Mortgages	\$0	\$0	\$0
96600 Bad debt - Other	\$0	\$0	\$0
96800 Severance Expense	\$0	\$0	\$0
96000 Total Other General Expenses	\$119,972	\$0	\$119,972
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0	\$0
96720 Interest on Notes Payable (Short and Long Term)			
96730 Amortization of Bond Issue Costs	\$0	\$0	\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,837,009	\$0	\$1,837,009
97000 Excess of Operating Revenue over Operating Expenses	-\$21,827	\$819,913	\$798,086
97100 Extraordinary Maintenance	\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$0	\$0	\$0
97300 Housing Assistance Payments	\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0	\$0
97400 Depreciation Expense	\$371,401	\$0	\$371,401
97500 Fraud Losses	\$0	\$0	\$0
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense	\$0	\$0	\$0
90000 Total Expenses	\$2,208,410	\$0	\$2,208,410

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$196,414	\$0	\$196,414
10020 Operating transfer Out	\$0	-\$196,414	-\$196,414
10030 Operating Transfers from/to Primary Government			
10040 Operating Transfers from/to Component Unit	\$0	\$0	\$0
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0	\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0	\$0
10091 Inter Project Excess Cash Transfer In	\$0	\$0	\$0
10092 Inter Project Excess Cash Transfer Out	\$0	\$0	\$0
10093 Transfers between Program and Project - In	\$0	\$0	\$0
10094 Transfers between Project and Program - Out	\$0	\$0	\$0
10100 Total Other financing Sources (Uses)	\$196,414	-\$196,414	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$196,814	\$623,499	\$426,685
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$8,577,133	\$0	\$8,577,133
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$623,499	-\$623,499	\$0
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	2821		2821
11210 Number of Unit Months Leased	2821		2821
11270 Excess Cash	\$2,199,511		\$2,199,511
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$0	\$623,499	\$623,499
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Entity Wide Revenue and Expense Summary						
	Project Total	1 Business Activities	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$525,104	\$0	\$0	\$525,104		\$525,104
70400 Tenant Revenue - Other	\$89,115	\$0	\$0	\$89,115		\$89,115
70500 Total Tenant Revenue	\$614,219	\$0	\$0	\$614,219	\$0	\$614,219
70600 HUD PHA Operating Grants	\$1,294,465	\$0	\$492,273	\$1,786,738		\$1,786,738
70610 Capital Grants	\$623,499	\$0	\$0	\$623,499		\$623,499
70710 Management Fee						
70720 Asset Management Fee						
70730 Book Keeping Fee						
70740 Front Line Service Fee						
70750 Other Fees		\$0		\$0		\$0
70700 Total Fee Revenue				\$0	\$0	\$0
70800 Other Government Grants	\$0	\$0	\$0	\$0		\$0
71100 Investment Income - Unrestricted	\$32,349	\$527	\$261	\$33,137		\$33,137
71200 Mortgage Interest Income	\$0	\$0	\$0	\$0		\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0	\$0	\$0		\$0
71310 Cost of Sale of Assets	\$0	\$0	\$0	\$0		\$0
71400 Fraud Recovery	\$0	\$0		\$0		\$0
71500 Other Revenue	\$47,563	\$5,975	\$1,280	\$54,818		\$54,818
71600 Gain or Loss on Sale of Capital Assets	\$23,000	\$0	\$0	\$23,000		\$23,000
72000 Investment Income - Restricted	\$0	\$0		\$0		\$0
70000 Total Revenue	\$2,635,095	\$6,502	\$493,814	\$3,135,411	\$0	\$3,135,411
91100 Administrative Salaries	\$242,936	\$0	\$40,761	\$283,697		\$283,697
91200 Auditing Fees	\$17,305	\$0	\$0	\$17,305		\$17,305
91300 Management Fee						
91310 Book-keeping Fee	\$0	\$0	\$0	\$0		\$0
91400 Advertising and Marketing	\$1,679	\$0	\$76	\$1,755		\$1,755
91500 Employee Benefit contributions - Administrative	\$86,776	\$0	\$18,482	\$105,258		\$105,258
91600 Office Expenses	\$99,710	\$0	\$15,114	\$114,824		\$114,824
91700 Legal Expense	\$9,932	\$0	\$0	\$9,932		\$9,932
91800 Travel	\$30,657	\$1,823	\$0	\$32,480		\$32,480
91810 Allocated Overhead	\$0	\$0	\$0	\$0		\$0
91900 Other	\$19,423	\$1,300	\$5,676	\$26,399		\$26,399
91000 Total Operating - Administrative	\$508,418	\$3,123	\$80,109	\$591,650	\$0	\$591,650
92000 Asset Management Fee	\$0	\$0	\$0	\$0		\$0
92100 Tenant Services - Salaries	\$0	\$0	\$0	\$0		\$0
92200 Relocation Costs	\$0	\$0	\$0	\$0		\$0
92300 Employee Benefit Contributions - Tenant Services	\$0	\$0	\$0	\$0		\$0
92400 Tenant Services - Other	\$16,575	\$0	\$0	\$16,575		\$16,575
92500 Total Tenant Services	\$16,575	\$0	\$0	\$16,575	\$0	\$16,575
93100 Water	\$88,718	\$0	\$0	\$88,718		\$88,718
93200 Electricity	\$12,124	\$0	\$0	\$12,124		\$12,124
93300 Gas	\$2,775	\$0	\$0	\$2,775		\$2,775
93400 Fuel	\$0	\$0	\$0	\$0		\$0
93500 Labor	\$0	\$0	\$0	\$0		\$0
93600 Sewer	\$45,242	\$0	\$0	\$45,242		\$45,242

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Entity Wide Revenue and Expense Summary						
	Project Total	1 Business Activities	14,871 Housing Choice Vouchers	Subtotal	ELIM	Total
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0	\$0		\$0
93800 Other Utilities Expense	\$4,158	\$0	\$0	\$4,158		\$4,158
93000 Total Utilities	\$153,017	\$0	\$0	\$153,017	\$0	\$153,017
94100 Ordinary Maintenance and Operations - Labor	\$244,485	\$0	\$0	\$244,485		\$244,485
94200 Ordinary Maintenance and Operations - Materials and Other	\$121,438	\$0	\$0	\$121,438		\$121,438
94300 Ordinary Maintenance and Operations Contracts	\$201,811		\$0	\$201,811		\$201,811
94500 Employee Benefit Contributions - Ordinary Maintenance	\$107,899	\$0	\$0	\$107,899		\$107,899
94000 Total Maintenance	\$675,633	\$0	\$0	\$675,633	\$0	\$675,633
95100 Protective Services - Labor	\$0	\$0	\$0	\$0		\$0
95200 Protective Services - Other Contract Costs	\$0	\$0	\$0	\$0		\$0
95300 Protective Services - Other	\$0	\$0	\$0	\$0		\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0	\$0	\$0		\$0
95000 Total Protective Services	\$0	\$0	\$0	\$0	\$0	\$0
96110 Property Insurance	\$315,590	\$0	\$0	\$315,590		\$315,590
96120 Liability Insurance	\$15,189	\$0	\$0	\$15,189		\$15,189
96130 Workmen's Compensation	\$8,255	\$0	\$0	\$8,255		\$8,255
96140 All Other Insurance	\$24,360	\$0	\$0	\$24,360		\$24,360
96100 Total insurance Premiums	\$363,394	\$0	\$0	\$363,394	\$0	\$363,394
96200 Other General Expenses	\$0	\$0	\$1,467	\$1,467		\$1,467
96210 Compensated Absences	\$25,716	\$0	\$898	\$26,614		\$26,614
96300 Payments in Lieu of Taxes	\$37,209	\$0	\$0	\$37,209		\$37,209
96400 Bad debt - Tenant Rents	\$57,047	\$0	\$0	\$57,047		\$57,047
96500 Bad debt - Mortgages	\$0	\$0	\$0	\$0		\$0
96600 Bad debt - Other	\$0	\$0	\$0	\$0		\$0
96800 Severance Expense	\$0	\$0	\$0	\$0		\$0
96000 Total Other General Expenses	\$119,972	\$0	\$2,365	\$122,337	\$0	\$122,337
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0	\$0	\$0		\$0
96720 Interest on Notes Payable (Short and Long Term)		\$0	\$0	\$0		\$0
96730 Amortization of Bond Issue Costs	\$0	\$0	\$0	\$0		\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$1,837,009	\$3,123	\$82,474	\$1,922,606	\$0	\$1,922,606
97000 Excess of Operating Revenue over Operating Expenses	\$798,086	\$3,379	\$411,340	\$1,212,805	\$0	\$1,212,805
97100 Extraordinary Maintenance	\$0	\$0	\$0	\$0		\$0
97200 Casualty Losses - Non-capitalized	\$0	\$0	\$0	\$0		\$0
97300 Housing Assistance Payments	\$0	\$0	\$432,287	\$432,287		\$432,287
97350 HAP Portability-In	\$0	\$0	\$0	\$0		\$0
97400 Depreciation Expense	\$371,401	\$0	\$665	\$372,066		\$372,066
97500 Fraud Losses	\$0	\$0	\$0	\$0		\$0
97600 Capital Outlays - Governmental Funds						
97700 Debt Principal Payment - Governmental Funds						
97800 Dwelling Units Rent Expense	\$0	\$0	\$0	\$0		\$0
90000 Total Expenses	\$2,208,410	\$3,123	\$515,426	\$2,726,959	\$0	\$2,726,959

HOUSING AUTHORITY OF MINDEN, LOUISIANA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2024

Entity Wide Revenue and Expense Summary						
	Project Total	1 Business Activities	14,871 Housing Choice Vouchers	Subtotal	ELIM	Total
10010 Operating Transfer In	\$196,414	\$0	\$0	\$196,414	-\$196,414	\$0
10020 Operating transfer Out	-\$196,414	\$0	\$0	-\$196,414	\$196,414	\$0
10030 Operating Transfers from/to Primary Government			\$0	\$0		\$0
10040 Operating Transfers from/to Component Unit	\$0	\$0	\$0	\$0		\$0
10050 Proceeds from Notes, Loans and Bonds						
10060 Proceeds from Property Sales						
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0	\$0	\$0		\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0	\$0	\$0		\$0
10091 Inter Project Excess Cash Transfer In	\$0			\$0		\$0
10092 Inter Project Excess Cash Transfer Out	\$0			\$0		\$0
10093 Transfers between Program and Project - In	\$0	\$0	\$0	\$0		\$0
10094 Transfers between Project and Program - Out	\$0	\$0	\$0	\$0		\$0
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$426,685	\$3,379	-\$21,612	\$408,452	\$0	\$408,452
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$8,577,133	\$48,374	\$15,972	\$8,641,479		\$8,641,479
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0			\$0		\$0
11050 Changes in Compensated Absence Balance						
11060 Changes in Contingent Liability Balance						
11070 Changes in Unrecognized Pension Transition Liability						
11080 Changes in Special Term/Severance Benefits Liability						
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents						
11100 Changes in Allowance for Doubtful Accounts - Other						
11170 Administrative Fee Equity			-\$7,799	-\$7,799		-\$7,799
11180 Housing Assistance Payments Equity			\$2,159	\$2,159		\$2,159
11190 Unit Months Available	2821	0	989	3810		3810
11210 Number of Unit Months Leased	2821	0	989	3810		3810
11270 Excess Cash	\$2,199,511			\$2,199,511		\$2,199,511
11610 Land Purchases	\$0			\$0		\$0
11620 Building Purchases	\$623,499			\$623,499		\$623,499
11630 Furniture & Equipment - Dwelling Purchases	\$0			\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$0			\$0		\$0
11650 Leasehold Improvements Purchases	\$0			\$0		\$0
11660 Infrastructure Purchases	\$0			\$0		\$0
13510 CFFP Debt Service Payments	\$0			\$0		\$0
13901 Replacement Housing Factor Funds	\$0			\$0		\$0