

**Housing Authority of the
CITY OF BOGALUSA**
Bogalusa, Louisiana

**Annual Financial Report
As of and for the Year Ended September 30, 2019**

HOUSING AUTHORITY OF THE CITY OF BOGALUSA
 Bogalusa, Louisiana
Basic Financial Statements
 As of and for the Year Ended September 30, 2019
 With Supplemental Information Schedules

CONTENTS

| | Exhibit | Page |
|---|---------|------|
| Independent Auditor's Report | | 3 |
| Required Supplementary Information | | |
| Management's Discussion and Analysis | | 6 |
| Basic Financial Statements: | | |
| Statement of Net Position | A | 13 |
| Statement of Revenues, Expenses and Changes in Net Position | B | 15 |
| Statement of Cash Flows | C | 16 |
| Combining Statement of Net Position for Discrete Component Units | | 18 |
| Combining Statement of Revenues, Expenses and Changes in Net Position for the Discrete Component Units | | 19 |
| Notes to the Financial Statements | | 20 |
| Supplementary Information | | |
| Financial Data Schedule | | 35 |
| Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer | | 40 |
| Statement and Certification of Actual Modernization Cost | | 41 |
| Agreed-Upon Procedures Report | | 42 |
| Other Reports Required by Government Auditing Standards and OMB Uniform Guidance: | | |
| Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> | | 51 |
| Independent Auditor's Report on Compliance for each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance | | 53 |
| Schedule of Expenditures of Federal Awards | | 56 |
| Schedule of Current Year Findings and Questioned Costs | | 58 |
| Other Information | | |
| Schedule of Prior Audit Findings | | 60 |
| Schedule of Compensation Paid Board Members | | 61 |
| Management Letter | | 62 |

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INDEPENDENT AUDITOR'S REPORT

Board of Commissioners
Housing Authority of the City of Bogalusa
Bogalusa, Louisiana

Report on the Financial Statements

I have audited the accompanying financial statements of the Housing Authority of the City of Bogalusa (the authority) as of and for the year ended September 30, 2019, and the related notes to the financial statements, which comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

My responsibility is to express opinions on these financial statements based on my audit. I did not audit the financial statements of the discretely presented component units of the Housing Authority, which represent 100% of the assets, net position and revenues as of December 31, 2018 of the discretely presented component units. Those statements were audited by other auditors whose reports have been furnished to us, and my opinion, insofar as it relates to the amounts included for the discretely presented component units, is based solely on the report of the other auditors. I conducted my 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana

Independent Auditor's Report, 2019

Page Two

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

Opinions

In my opinion, the financial statements referred to above present fairly in all material respects, the respective financial position of the Housing Authority of the City of Bogalusa as of September 30, 2019, and the respective changes in financial position and 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 required by the Louisiana Legislative Auditor. My opinion is not modified in respect to the matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the *Management's discussion and analysis* as listed in the table of contents be presented to supplement the basic financial statements. Such information, 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. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally 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 my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana
Independent Auditor's Report, 2019
Page Three

Other Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the authority's basic financial statements. The Financial Data Schedule; the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer and the Statement and Certification of Actual Modernization Cost are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis 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*, and is also not a required part of the basic financial statements.

The Financial Data Schedule; the Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer; the Statement and Certification of Actual Modernization Cost and the Schedule of Expenditures of Federal Awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such 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 my opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Schedule of Compensation of Board Members has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, I do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated October 22, 2020 on my consideration of the authority's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the authority's internal control over financial reporting and compliance.

William Daniel McCaskill

William Daniel McCaskill, CPA
A Professional Accounting Corporation

October 22, 2020

Housing Authority of the City of Bogalusa
Bogalusa, Louisiana
Management's Discussion and Analysis
For the Year Ended September 30, 2019

The management of Public Housing Authority of Bogalusa, Louisiana presents the following discussion and analysis (MD&A) of the Housing Authority's financial activities for the fiscal year ending September 30, 2019. 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 continues to be subsidies and grants from the Department of Housing and Urban Development (HUD), whereas tenant rentals provide a secondary but also significant source of funding.
- The Housing Authority's assets exceeded its liabilities by \$9,904,888 at the close of the fiscal year ended 2019.
 - ✓ Of this amount \$657,260 represents a restriction equal to the net amount invested in land, buildings, furnishings, leasehold improvements, equipment, and construction in progress, minus associated debts.
 - ✓ Also of this amount, \$49,771 of net position is restricted for the Housing Choice Voucher program
 - ✓ The remainder of \$9,197,857 of unrestricted assets could be used to meet the Housing Authority's ongoing obligations to citizens and creditors. As a measure of financial strength, the Authority might be able to operate about 69 months using the unrestricted assets alone, compared to 7 months in the prior fiscal year.
- The Housing Authority's total net position increased by \$5,256,385, a 100% increase from the prior fiscal year 2018. This increase is attributable to significant increases in notes receivable relating to the authority's ongoing RAD conversion and increases in federal grants for both operations and capital improvements.
- The increase in net position of these funds was accompanied by a decrease in unrestricted cash by \$680,063 from fiscal year 2018.
- These changes led to an increase in total assets by \$5,276,856 and an increase in total liabilities by \$20,471. As related measure of financial health, there are still over \$13 of current assets covering each dollar of total current liabilities, which compares 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 MD&A is intended to serve 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, comprised of two components: (1) fund financial statements and (2) a series of notes to the financial statements. These provide information about the activities of the Housing Authority as a whole and present a longer-term view of the Housing Authority's finances. This report also contains other supplemental information in addition to the basic financial statements themselves demonstrating how projects funded by HUD have been completed, and whether there are inadequacies in the Authority's internal controls.

Reporting on the Housing Authority as a Whole

One of the most important questions asked about the Authority's finances is, "Is the Housing Authority as a whole better off, or worse off, as a result of the achievements of fiscal year 2019?" The Statement of net position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the Housing Authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

Fund Financial Statements

The authority accounts for all financial activity in a single enterprise fund. A fund is a grouping of related accounts that is 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 think of the Housing Authority's net position – the difference between assets and liabilities – as one way to measure the Authority's financial health, or financial position. Over time, increases and decreases in the Authority's net position are one indicator of whether its financial health is improving or deteriorating. One will need to consider other non-financial factors, however, such as the changes in the Authority's occupancy levels or its 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 | \$ 901,666 |
| Public Housing Capital Fund Program | 1,557,412 |
| Housing Choice Vouchers | <u>1,754,343</u> |
| Total funding received this current fiscal year | <u>\$4,213,421</u> |

The Housing Authority's auditors provided assurance in their independent auditors' report with which this MD&A is included, that the basic financial statements are fairly stated. The auditors provide varying degrees of assurance regarding the other information included in this report. A user of this report should read the independent auditors' report carefully to determine the level of assurance provided for each of the other parts of this report.

Housing Authority of Bogalusa, LA
 Management's Discussion and Analysis (MD&A)
 September 30, 2019

FINANCIAL ANALYSIS

The Housing Authority's net position was \$9,904,888 as of September 30, 2019. Of this amount, \$657,260 was invested in capital assets, and the remaining \$9,197,857 was unrestricted. There were \$78,845 in specific assets restricted Housing Choice Voucher (HCV) program, for tenant security deposits and future housing payment reserves

CONDENSED FINANCIAL STATEMENTS

**Condensed Statement of Net Position
 As of September 30, 2019**

| | <u>2019</u> | <u>2018</u> |
|--|---------------------------|---------------------------|
| ASSETS | | |
| Current assets | \$1,351,780 | \$2,063,773 |
| Assets restricted | 78,845 | 44,564 |
| Capital assets, net of depreciation | 657,260 | 2,655,362 |
| Other non-current assets | <u>7,952,671</u> | <u>-</u> |
| Total assets | <u>10,040,556</u> | <u>4,763,699</u> |
| DEFERRED OUTFLOWS OF RESOURCES | | |
| Deferred payments to government assistance programs | <u>-</u> | <u>-</u> |
| LIABILITIES | | |
| Current liabilities | 105,582 | 93,698 |
| Non-current liabilities | <u>30,086</u> | <u>21,498</u> |
| Total liabilities | <u>135,668</u> | <u>115,196</u> |
| DEFERRED INFLOWS OF RESOURCES | | |
| Deferred revenues from government assistance programs | <u>-</u> | <u>-</u> |
| NET POSITION | | |
| Invested in capital assets, net of depreciation | 657,260 | 2,655,362 |
| Net position restricted for the Housing Choice Voucher program | 49,771 | 12,044 |
| Unrestricted net position | <u>9,197,857</u> | <u>1,981,097</u> |
| Total net position | <u><u>\$9,904,888</u></u> | <u><u>\$4,648,503</u></u> |

Housing Authority of Bogalusa, LA
 Management's Discussion and Analysis (MD&A)
 September 30, 2019

CONDENSED FINANCIAL STATEMENTS (Continued)

The net position of these funds increased by \$5,256,385, or by 100%, from those of fiscal year 2018, as explained below. In the narrative that follows, the detail factors causing this change are discussed:

**Condensed Statement of Revenues, Expenses, and Changes in Fund Net Position
 Fiscal Year Ended September 30, 2019**

| | <u>2019</u> | <u>2018</u> | <u>Total Changes</u> |
|---|--------------|--------------|--------------------------|
| OPERATING REVENUES | | | |
| Tenant rental revenue | \$ 246,273 | \$ 358,844 | \$ (112,571) |
| Government grants for operations | 4,213,421 | 1,798,954 | 2,414,467 |
| Other tenant revenue | 1,329 | 108,662 | (107,333) |
| | <hr/> | <hr/> | <hr/> |
| Total operating revenues | 4,461,023 | 2,266,460 | 2,194,563 |
| OPERATING EXPENSES | | | |
| General | 530,049 | 820,928 | (290,879) |
| Ordinary maintenance and repairs | 85,134 | 499,198 | (414,064) |
| Administrative expenses and management fees | 403,371 | 457,090 | (53,719) |
| Utilities | 302,318 | 398,660 | (96,342) |
| Federal Housing Assistance Payments (HAP) to landlords & Ports | 1,657,323 | 502,413 | 1,154,910 |
| Depreciation | 343,658 | 419,300 | (75,642) |
| | <hr/> | <hr/> | <hr/> |
| Total operating expenses | 3,321,854 | 3,097,589 | 224,265 |
| Income from operations | <hr/> | <hr/> | <hr/> |
| | 1,139,169 | (831,129) | 1,970,298 |
| NON-OPERATING REVENUES (EXPENSES) | | | |
| Interest income | 482 | 1,056 | (574) |
| Gains from sale or disposal of assets | 3,000,421 | 391 | 3,000,030 |
| Fraud Recovery | - | 8,686 | (8,686) |
| Other non-tenant revenue | 1,146,716 | 423,352 | 723,364 |
| Casualty (losses) | (30,404) | (292,294) | 261,890 |
| | <hr/> | <hr/> | <hr/> |
| Total non-operating revenues (expenses) | 4,117,216 | 141,191 | 3,976,025 |
| Income before capital contributions | <hr/> | <hr/> | <hr/> |
| | 5,256,385 | (689,938) | 5,946,323 |
| CAPITAL CONTRIBUTIONS | | | |
| | <hr/> | <hr/> | <hr/> |
| | - | - | - |
| CHANGES IN NET POSITION | | | |
| | <hr/> | <hr/> | <hr/> |
| | 5,256,385 | (689,938) | 5,946,323 |
| NET POSITION, BEGINNING OF FISCAL YEAR | | | |
| | <hr/> | <hr/> | <hr/> |
| | 4,648,503 | 5,338,441 | (689,938) |
| NET POSITION, END OF FISCAL YEAR | | | |
| | <hr/> | <hr/> | <hr/> |
| | \$ 9,904,888 | \$ 4,648,503 | \$ 5,256,385 |

EXPLANATIONS OF FINANCIAL ANALYSIS

Compared with the prior fiscal year, total operating and non-operating revenues increased \$5,908,695, or by 100%, from a combination of larger offsetting factors. Reasons for most of this change are listed below:

- Total tenant revenue decreased by \$219,904, or by 47%, from that of the prior fiscal year, because occupancy rates decreased by 7%, and because the amount of rent each tenant pays is based on a sliding scale of their personal income. Some tenants' personal incomes decreased, so rent revenue from these tenants decreased accordingly, lowering the overall total. Further, other tenant revenues (such as fees collected from tenants for late payment of rent, damages to their units, and other assessments) decreased by \$107,333, or by 99%.
- Federal revenues from HUD for operations increased by \$2,414,466 from that of the prior fiscal year. The determination of operating grants is based in part upon operations performance of prior years. This amount fluctuates from year-to-year because of the complexities of the funding formula HUD employs. Generally, this formula calculates an allowable expense level adjusted for inflation, occupancy, and other factors, and then uses this final result as a basis for determining the grant amount. The amount of rent subsidy received from HUD depends upon an eligibility scale of each tenant. There was an increase in the number of eligible tenants receiving subsidies, so Housing Assistance Grants increased accordingly, lowering the overall total.
- Total other non-operating revenue increased by \$714,677 from that of the prior fiscal year, due to numerous cumulative factors: Portability income increased as well as income increase due to RAD conversions.
- Gains on sales of assets increased by \$3,000,030 from that of the prior fiscal year, due to RAD conversion asset transfers.
- Interest income totaling \$482, did not change significantly from the prior to the current year.

Compared with the prior fiscal year, total operating and non-operating expenses decreased \$37,628, or by 1%, but this also was made up of a combination of offsetting factors. Again, reasons for most of this change are listed below:

- Depreciation expense decreased by \$75,643, or by 18%, from that of the prior fiscal year, because existing capital assets are reaching the end of their estimated useful lives.
- Maintenance and repairs decreased by \$414,064, or by 83%, from that of the prior fiscal year, due to numerous offsetting factors: Repair staff wages decreased by \$154,406, and related employee benefit contributions decreased by \$67,499. Also, materials used decreased by \$68,581, and contract labor costs decreased by \$123,578.

Housing Authority of Bogalusa, LA
 Management's Discussion and Analysis (MD&A)
 September 30, 2019

- General Expenses decreased by \$290,879, or by 35%, from that of the prior fiscal year, and payments in lieu of taxes (PILOT) decreased by \$5,967, or by 100%. PILOT is calculated as a percentage of rent minus utilities, which changed proportionately to the changes in each of these. Insurance premiums decreased by \$47,967, or by 29%, since property and casualty insurance premiums decreased; whereas, other general expenses decreased by \$237,068, or by 38%. Bad debts decreased by \$21,358, or by 100%; however, compensated absences increased by \$21,481.
- Administrative Expenses decreased by \$53,720, or by 12%, from that of the prior fiscal year, due to a combination of offsetting factors: Administrative staff salaries decreased by \$53,891; conversely, related employee benefit contributions increased by \$4,698. Thus, total staff salaries and benefit costs decreased by 15%. In addition, audit fees increased by \$8,980, and legal fees decreased by \$13,212; there, total outside professional fees decreased by 13%. Lastly, staffs travels reimbursements decreased by \$6,649, or by 25%, office expenses increased by \$5,729, or by 13%, and sundry expenses increased by \$625, or by 3%.
- Housing Assistance Payments to landlords increased by \$1,154,910 from that of the prior fiscal year due, in part to, an increase in the number of tenants qualifying for subsidy during the year.
- Utilities Expense decreased by \$96,342, or by 24%, from that of the prior fiscal year, due to several factors: Water cost decreased by \$42,484, due to a decrease in rate by 40%; electricity cost decreased by \$48,243, due to a decrease in rate by 22%; gas cost increased by \$1,353, due to an increase in rate by 100%; and, finally, other utilities expense (such as labor, benefits, garbage, sewage, and waste removal) decreased by \$5,615, or by 7%.
- Lastly, casualty losses decreased by \$261,890, or by 90% from that of the prior fiscal year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2019, the Housing Authority had a total cost of \$5,860,726 invested in a broad range of assets and construction in progress from projects funded in 2015 through 2018, listed below. This amount, not including depreciation, represents increases of (\$13,370,321) from the prior year. More detailed information about capital assets appears in the notes to the financial statements.

**Capital Assets, Net of Accumulated Depreciation
 As of September 30, 2019**

| | <u>2019</u> | <u>2018</u> |
|-------------------------|-------------|-------------|
| Land | \$ 81,982 | \$ 288,721 |
| Buildings | 520,363 | 2,018,415 |
| Leasehold improvements | 50,706 | 339,824 |
| Furniture and equipment | 4,208 | 8,402 |
| Total | \$ 657,260 | \$2,655,362 |

As of the end of the 2019 fiscal year, the Authority is still in the process of completing HUD grants of \$2,035,699 obtained during 2015 through 2018 fiscal years. A total remainder of \$478,910 will be received and \$478,287 will be spent for completing these projects during fiscal year 2020.

Debt

Non-current liabilities also include accrued annual vacation due to employees. The Housing Authority has not incurred any mortgages, leases, or bond indentures for financing capital assets or operations.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Housing Authority is primarily dependent upon HUD for the funding of operations; therefore, the Housing Authority is affected more by Federal budget than by local economic conditions. The capital budgets for the 2020 fiscal year have already been submitted to HUD for approval and no major changes are expected.

The Capital fund programs are multiple year budgets and have remained relatively stable. Capital Funds are used for the modernization of public housing properties including administrative fees involved in the modernization.

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 Vonda Waskom, at Public Housing Authority of Bogalusa, Louisiana; P.O BOX 1113 Bogalusa, LA 70427.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
ENTERPRISE FUNDS
STATEMENT OF NET POSITION
SEPTEMBER 30, 2019

| | <u>Total Primary Government</u> | Statement A <u>Discrete Component Units</u> |
|--|---|--|
| ASSETS: | | |
| Current Assets: | | |
| Cash and cash equivalents | \$ 1,220,228 | \$ 445,099 |
| Investments - restricted | | 13,052,333 |
| Accounts receivable HUD | 623 | - |
| Accounts receivable tenants, net | 6,546 | 694 |
| Accounts receivable miscellaneous, net | 22,956 | 41,402 |
| Prepaid items and other assets | 86,423 | - |
| Inventory | 15,004 | - |
| Restricted deposits | 78,845 | 3,274,091 |
| | <u>1,430,625</u> | <u>16,813,619</u> |
| Total Current Assets | | |
| Noncurrent Assets: | | |
| Capital Assets: | | |
| Land | 81,982 | 268,000 |
| Construction in progress | | 3,757,863 |
| Buildings, improvements, equipment and infrastructure (net of accumulated depreciation) | 575,278 | 4,402,689 |
| Capital assets, net | <u>657,260</u> | <u>8,428,552</u> |
| Notes receivable from component unit | 7,485,000 | - |
| Due from component units | 467,671 | - |
| | <u>8,609,931</u> | <u>8,428,552</u> |
| Total Noncurrent Assets | | |
| | <u>8,609,931</u> | <u>8,428,552</u> |
| TOTAL ASSETS | <u>\$ 10,040,556</u> | <u>\$ 25,242,171</u> |

(continued)

The notes to the financial statements are an integral part of this statement.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
ENTERPRISE FUNDS
STATEMENT OF NET POSITION
SEPTEMBER 30, 2019

Statement A

| | <u>Total Primary Government</u> | <u>Discrete Component Units</u> |
|---|---|---|
| LIABILITIES: | | |
| Current Liabilities: | | |
| Accounts payable | \$ 27,969 | \$ 226,871 |
| Unearned revenue | 30,788 | 86,088 |
| Accrued wages payable | 542 | - |
| Current portion of compensated absences | 8,637 | - |
| Other liability | 8,572 | 54,120 |
| Current portion of long-term debt | - | 661,729 |
| Deposits due others | 29,074 | 24,600 |
| | <hr/> | <hr/> |
| Total Current Liabilities | 105,582 | 1,053,408 |
| | <hr/> | <hr/> |
| Noncurrent Liabilities: | | |
| Compensated absences payable | 30,086 | - |
| Long-term debt | - | 22,864,851 |
| | <hr/> | <hr/> |
| Total Noncurrent Liabilities | 30,086 | 22,864,851 |
| | <hr/> | <hr/> |
| TOTAL LIABILITIES | 135,668 | 23,918,259 |
| | <hr/> | <hr/> |
| NET POSITION: | | |
| Net investment in capital assets | 657,260 | 1,388,764 |
| Restricted for HAP | 49,771 | |
| Unrestricted | 9,197,857 | (64,852) |
| | <hr/> | <hr/> |
| TOTAL NET POSITION | \$ 9,904,888 | \$ 1,323,912 |
| | <hr/> | <hr/> |

(concluded)

The notes to the financial statements are an integral part of this statement.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
ENTERPRISE FUNDS
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR THE YEAR ENDED SEPTEMBER 30, 2019

| | Total Primary <u>Government</u> | Statement B Discrete Component <u>Units</u> |
|--|---------------------------------------|--|
| Operating Revenues: | | |
| Dwelling rental | \$ 246,273 | \$ 99,825 |
| Other operating | 1,329 | 70 |
| Federal grants | 4,213,421 | - |
| | <hr/> | <hr/> |
| Total operating revenues | 4,461,023 | 99,895 |
| | <hr/> | <hr/> |
| Operating Expenses: | | |
| Administration | 403,371 | 35,989 |
| Utilities | 302,318 | - |
| Maintenance | 115,538 | 15,129 |
| General expenses | 530,049 | 317 |
| Housing assistance payments | 1,657,323 | - |
| Depreciation and amortization | 343,658 | 14,311 |
| | <hr/> | <hr/> |
| Total operating expenses | 3,352,257 | 65,746 |
| | <hr/> | <hr/> |
| Operating income (loss) | 1,108,766 | 34,149 |
| | <hr/> | <hr/> |
| Nonoperating revenues (expenses): | | |
| Interest earnings | 482 | 52,877 |
| Miscellaneous revenues | 1,146,716 | 52,277 |
| Gain on sale of capital assets | 3,000,421 | - |
| Interest expense | - | (79,989) |
| | <hr/> | <hr/> |
| Total nonoperating revenues (expenses) | 4,147,619 | 25,165 |
| | <hr/> | <hr/> |
| Net income (loss) before contributions and special items | 5,256,385 | 59,314 |
| | <hr/> | <hr/> |
| Capital contributions | - | 1,264,598 |
| | <hr/> | <hr/> |
| Change in net position | 5,256,385 | 1,323,912 |
| | <hr/> | <hr/> |
| NET POSITION, beginning of year | 4,648,503 | - |
| | <hr/> | <hr/> |
| NET POSITION, end of year | \$ 9,904,888 | \$ 1,323,912 |
| | <hr/> <hr/> | <hr/> <hr/> |

The notes to the financial statements are an integral part of this statement.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
ENTERPRISE FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2019

| | | Statement C |
|---|----|---------------------------------------|
| | | Total Primary <u>Government</u> |
| Cash Flows from Operating Activities: | | |
| Rental receipts | \$ | 243,059 |
| Federal grants | | 4,227,741 |
| Payments to vendors | | (1,642,796) |
| Payments to employees | | (167,807) |
| Payments to private landlords | | <u>(1,657,323)</u> |
| Net Cash Provided (Used) by Operating Activities | | <u>1,002,874</u> |
| Cash Flows from Noncapital Financing Activities: | | |
| Miscellaneous Revenues | | 1,146,716 |
| Net Cash Provided (Used) by noncapital Financing Activities | | <u>1,146,716</u> |
| Cash Flows from Capital and Related Financing Activities | | |
| Related Financing Activities | | |
| Purchase of capital assets | | (34,134) |
| Proceeds from sale of capital assets | | <u>4,689,000</u> |
| Net Cash Provided (Used) by Capital and Related Financing Activities | | <u>4,654,866</u> |
| Cash Flows from Investing Activities: | | |
| Interest | | 482 |
| Issuance of notes receivable | | <u>(7,485,000)</u> |
| Net Cash Provided (Used) by Investing Activities | | <u>(7,484,518)</u> |
| Net Increase (Decrease) in Cash and Cash Equivalents | | <u>(680,062)</u> |
| CASH, beginning of year | | <u>1,979,135</u> |
| CASH, end of year | \$ | <u><u>1,299,073</u></u> |

The notes to the financial statements are an integral part of this statement.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
ENTERPRISE FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED SEPTEMBER 30, 2019

| | | Statement C |
|--|----|---------------------------------------|
| | | Total Primary <u>Government</u> |
| Cash and cash equivalents | \$ | 1,220,228 |
| Restricted deposits | | <u>78,845</u> |
| Total cash and cash equivalents | | <u><u>1,299,073</u></u> |
| Reconciliation of Operating Income | | |
| (Loss) to Net Cash Provided (Used) | | |
| by Operating Activities: | | |
| Operating income (loss) | | 1,108,766 |
| Adjustments to reconcile operating income | | |
| to net cash provided (used) by operating activities: | | |
| Depreciation and amortization expense | | 343,658 |
| Change in assets and liabilities: | | |
| Receivables, net | | (6,854) |
| Prepaid items | | 4,504 |
| Due from component units | | (467,671) |
| Accounts payable | | 17,478 |
| HUD liability | | (4) |
| Accrued wages payable | | (1,020) |
| PILOT payable | | (5,967) |
| Other liability | | (11,815) |
| Unearned revenue | | 14,937 |
| Deposits due others | | (3,450) |
| Compensated absences | | <u>10,312</u> |
| NET CASH PROVIDED (USED) | | |
| BY OPERATING ACTIVITIES | \$ | <u><u>1,002,874</u></u> |

The notes to the financial statements are an integral part of this statement.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
 COMBINING STATEMENT OF NET POSITION FOR DISCRETE COMPONENT UNITS
 SEPTEMBER 30, 2019

Statement D

| ASSETS | Discrete Component Units | | |
|--|--------------------------|-------------------|-----------------------------------|
| | Pine Trace I | Pine Trace II | Total Discrete Component Units |
| Current assets | | | |
| Cash and cash equivalents | \$ 195,270 | \$ 249,829 | \$ 445,099 |
| Investments | 6,029,414 | 7,022,919 | |
| Receivables: | | | |
| Tenants | | | |
| Accounts receivable, net | 393 | 301 | 694 |
| Miscellaneous, net of allowance | 6,000 | 35,402 | 41,402 |
| Restricted deposits | 1,443,294 | 1,830,797 | 3,274,091 |
| Total current assets | <u>7,674,371</u> | <u>9,139,248</u> | <u>16,813,619</u> |
| Noncurrent assets | | | |
| Capital assets: | | | |
| Land | 73,000 | 195,000 | 268,000 |
| Construction in Progress | 1,674,176 | 2,083,687 | 3,757,863 |
| Buildings, improvements and equipment, net of depreciation | 2,441,783 | 1,960,906 | 4,402,689 |
| Total noncurrent assets | <u>4,188,959</u> | <u>4,239,593</u> | <u>8,428,552</u> |
| Total assets | <u>11,863,330</u> | <u>13,378,841</u> | <u>25,242,171</u> |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Accounts payable | 75,823 | 151,048 | 226,871 |
| Unearned revenue | 42,690 | 43,398 | 86,088 |
| Other liabilities | 33,446 | 20,674 | 54,120 |
| Current portion of long-term debt | 306,808 | 354,921 | 661,729 |
| Deposits due others | 6,000 | 18,600 | 24,600 |
| Total current liabilities | <u>464,767</u> | <u>588,641</u> | <u>1,053,408</u> |
| Noncurrent Liabilities | | | |
| Long-term debt | 10,808,686 | 12,056,165 | 22,864,851 |
| Total noncurrent liabilities | <u>10,808,686</u> | <u>12,056,165</u> | <u>22,864,851</u> |
| Total liabilities | <u>11,273,453</u> | <u>12,644,806</u> | <u>23,918,259</u> |
| NET POSITION | | | |
| Net investment in capital assets | 694,826 | 693,938 | 1,388,764 |
| Unrestricted | (104,949) | 40,097 | (64,852) |
| TOTAL NET POSITION | <u>\$ 589,877</u> | <u>\$ 734,035</u> | <u>\$ 1,323,912</u> |

The notes to the financial statements are an integral part of this statement.

THE HOUSING AUTHORITY OF THE CITY OF BOGALUSA
 COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
 FOR THE DISCRETE COMPONENT UNITS
 FOR THE YEAR ENDED SEPTEMBER 30, 2019

Statement E

| | Discrete Component Units | | |
|---|--------------------------|-------------------|-----------------------------------|
| | Pine Trace I | Pine Trace II | Total Discrete Component Units |
| Operating Revenues | | | |
| Dwelling rental | \$ 57,046 | \$ 42,779 | \$ 99,825 |
| Other operating | 70 | - | 70 |
| | <u>57,116</u> | <u>42,779</u> | <u>99,895</u> |
| Total operating revenues | | | |
| Operating Expenses | | | |
| Administration | 26,653 | 9,336 | 35,989 |
| Maintenance | 11,798 | 3,331 | 15,129 |
| General expenses | 293 | 24 | 317 |
| Depreciation and amortization | 10,217 | 4,094 | 14,311 |
| | <u>48,961</u> | <u>16,785</u> | <u>65,746</u> |
| Total operating expenses | | | |
| Operating income (loss) | <u>8,155</u> | <u>25,994</u> | <u>34,149</u> |
| Nonoperating Revenues (Expenses): | | | |
| Interest earnings | 68 | 52,809 | 52,877 |
| Other revenues | 29,654 | 22,623 | 52,277 |
| Interest expense | (11,919) | (68,070) | (79,989) |
| | <u>17,803</u> | <u>7,362</u> | <u>25,165</u> |
| Total nonoperating revenues (expenses) | | | |
| Income (loss) before other revenues, expenses, gains and losses | <u>25,958</u> | <u>33,356</u> | <u>59,314</u> |
| Capital contributions | 563,919 | 700,679 | 1,264,598 |
| Increase (decrease) in net position | 589,877 | 734,035 | 1,323,912 |
| Net position, beginning of year | <u>-</u> | <u>-</u> | <u>-</u> |
| Net position, end of year | <u>\$ 589,877</u> | <u>\$ 734,035</u> | <u>\$ 1,323,912</u> |

The notes to the financial statements are an integral part of this statement.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana

Notes to the Basic Financial Statements

September 30, 2019

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying basic financial statements of the authority 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.

(1) Reporting Entity

The Housing Authority of The City of Bogalusa (BHA) was chartered as a public corporation under the laws of the State of Louisiana for the purpose of providing safe and sanitary dwelling accommodations for the residents of the City of Bogalusa, Louisiana. This formation was contingent upon the approval of the city.

The authority is governed by a Board of Commissioners (Board), which is composed of five members appointed by the city and serve five-year staggered terms. The Board of the authority exercises all powers granted to the authority.

GASB Statement No. 14, as amended by GASB statement No. 39 and GASB Statement No. 61, establishes criteria for determining the governmental reporting entity. Under provisions of this statement, the authority is considered a primary government, since it is a special purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As used in the GASB statements, fiscally independent means that the authority may, without the approval or consent of another governmental entity, determine or modify its own budget, control collection and disbursements of funds, maintain responsibility for funding deficits and operating deficiencies, and issue bonded debt.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

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 criterion 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:

1. Appointing a 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 dependant 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 authority has determined that the following component units should be considered as part of the authority reporting entity:

Pine Trace Homes RAD I, LP (PTI) and Pine Trace Homes RAD II, LP (PTII) are legally separate entities. These are included in the Bogalusa Housing Authority (BHA) financial statements as Discrete Component Units because the BHA financial statements would be misleading if data of the organization is not included because of the nature and significance of the relationship.

The Magic City Housing and Development Corporation (MCHDC) is a legally separate entity. This entity was established by the authority in order to facilitate the development of the RAD. The members of the authority's board of commissioners also serve as the board of directors of the entity. The authority has the ability to impose its will on the entity. The BHA records MCHDC as a blended entity.

The authority is a related organization of the City of Bogalusa, Louisiana since the city appoints a voting majority of the authority's governing board. The city is not financially accountable for the authority as it cannot impose its will on the

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

authority and there is no potential for the authority to provide financial benefit to, or impose financial burdens on, the city. Accordingly, the authority is not a component unit of the financial reporting entity of the city.

(2) Funds

The accounts of the 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 is maintained consistent with legal and managerial requirements.

All funds of the authority are classified as proprietary. The general fund accounts for transactions of all of the authority's programs.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the authority's enterprise fund are HUD operating grants and subsidies, Section 8 Housing Assistance Subsidies, Section 8 Management Fees and tenant dwelling rents. Operating expenses include Section 8 Housing Assistance Payments, General and Administrative expenses, repairs and maintenance expenses, utilities and depreciation and amortization on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The accompanying basic financial statements of the authority have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The GASB is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis—For State and Local Governments*, which was unanimously approved in June 1999 by the GASB.

(3) Measurement focus and basis of accounting

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 management focus all assets and all liabilities

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

associated with the operation of these funds are included on the statement of net positions.

(4) Assets, liabilities, and net Position

(a) Deposits

The authority's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. HUD regulations, state law and the authority's investment policy allow the housing authority to invest in collateralized certificates of deposit and securities backed by the federal government.

(b) Inventory and prepaid items

All inventories are valued at cost on a first-in first-out (FIFO) basis. Inventories consist of expendable building materials and supplies held for consumption in the course of the authority's operations.

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

(c) Restricted Assets

Cash equal to the amount of tenant security deposits and housing assistance payment reserves are reflected as restricted.

(d) Capital assets

Capital assets of the authority are included in the statement of net positions and are recorded at actual cost. The capitalization threshold is \$2,500. Depreciation of all exhaustible fixed assets is charged as an expense against operations.

Property, plant, and equipment of the Authority is depreciated using the straight line method over the following estimated useful lives:

| | |
|--------------------------------|-----------|
| Buildings | 33 years |
| Modernization and improvements | 15 years |
| Furniture and equipment | 3-7 years |

(e) Due from/to other governments or agencies

Amounts due from/to the authority to/by other governments or agencies are generally for grants or programs under which the services have been

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

provided by the authority. The authority also records an amount due to the various taxing districts within the region for payments in lieu of taxes.

(f) Allowance for doubtful accounts

The authority provides an allowance for doubtful accounts, as needed, for accounts deemed not collectible. At September 30, 2019, the management of the authority established an allowance for doubtful accounts of approximately \$353.

(g) Compensated absences

It is the authority's policy to permit employees to accumulate earned but unused vacation pay benefits. In accordance with the provisions of GASB Statement No. 16, "*Accounting for Compensated Absences*," vacation pay is accrued when incurred and reported as a liability.

Employees may accumulate an unlimited number of annual leave hours. Depending on their length of service, employees receive payment for up to 300 annual leave hours upon termination or retirement at their then current rate of pay. The cost of current leave privileges, computed in accordance with GASB Codification Section C60 is recognized as a current year expense when leave is earned.

(h) Restricted net Position

Net positions are reported as restricted when constraints placed on net positions use are 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.

Restricted resources are used first when an expense is incurred for purposes for which both restricted and unrestricted resources are available.

(i) Use of estimates

The preparation of financial statements in conformity with generally accepted accounting principles 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 government-wide financial statements and reported amounts of revenues

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B – DEPOSITS AND INVESTMENTS

Deposits are stated at cost, which approximates fair value. Under state law and/or federal regulation, these deposits, or the resulting bank balances, must be in Federal Securities, secured by federal deposit insurance or the pledge of federal securities. The fair value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

As of September 30, 2019, the authority's carrying amount of deposits was \$1,299,073, which includes the following:

| | |
|--|-------------|
| Cash and cash equivalents-unrestricted | \$1,220,228 |
| Cash and cash equivalents- restricted | 78,845 |
| Total | \$1,299,073 |

Interest Rate Risk—The authority's policy does not address interest rate risk.

Credit Rate Risk—Since all of the authority's deposits are federally insured and/or backed by federal securities, the authority does not have credit rate risk.

Custodial Credit Risk—This is the risk that in the event of a bank failure, the authority's deposits may not be returned to it. The authority does not have a policy for custodial credit risk. \$500,000 of the authority's total deposits were covered by federal depository insurance, and do not have custodial credit risk. \$520,819 of deposits have custodial credit risk, but were collateralized with securities held by the pledging financial institution trust department or agent. As of September 30, 2019, \$278,449 of the blended CU's deposits were uninsured and uncollateralized. Note that the CU is not required to have deposits insured. The bank balances as of September 30, 2019 totaled \$1,299,268.

The carrying amount of the deposits as of December 31, 2018 for Pine Trace RAD I L.P., the Housing Authority's discretely presented component unit, was \$195,270 classified as cash and cash equivalents and \$1,443,294 classified as restricted deposits. As of December 31, 2018, there were no uninsured deposits.

The carrying amount of the deposits as of December 31, 2018 for Pine Trace RAD II, L.P., the Housing Authority's discretely presented component unit, was

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

\$249,829 classified as cash and cash equivalents and \$1,830,797 classified as restricted deposits. As of December 31, 2018, there were no uninsured deposits.

Investments – Component Units

Pine Trace RAD I, LP. – Investments maintained by the bond trustee in certain of the trust funds are stated at fair values and consist of the following:

| | Cost | Fair value at reporting date using quoted prices in active markets for identical assets (level I) | Unrealized gain.(loss) |
|--|--------------------|---|------------------------|
| US Treasury Note/Bonds | \$4,423,623 | \$4,442,529 | \$18,906 |
| US Treasury Strip Coupon Zero | 131,520 | 132,371 | 851 |
| UP Treasury Strip Principal Zero | 1,416,000 | 1,425,897 | 9,897 |
| Money Market fund | 28,616 | 28,616 | 0 |
| Pine Trace Homes RAD I LP Pine General fund | 1 | 1 | 0 |
| Total Investments PT RAD I | \$5,999,760 | \$6,029,414 | \$29,654 |

Pine Trace RAD II, LP. – Investments maintained by the bond trustee in certain of the trust funds are stated at fair values and consist of the following:

| | Cost | Fair value at reporting date using quoted prices in active markets for identical assets (level I) | Unrealized gain.(loss) |
|---|--------------------|---|------------------------|
| US Treasury Note/Bonds | \$6,914,944 | \$6,937,567 | \$22,623 |
| Money Market fund | 85,351 | 85,351 | 0 |
| Pine Trace Homes RAD II LP Pine General fund | 1 | 1 | 0 |
| Total Investments PT RAD II | \$7,000,296 | \$7,022,919 | \$22,623 |

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

NOTE C – NOTES RECEIVABLE

Notes receivable from Component Units

Pine Trace RAD I, L.P.

| | |
|--|-------------|
| Credit Sale Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. | \$2,452,000 |
| Ground Lease Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. | 73,000 |
| Bogalusa Cash Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. | 1,300,000 |

Pine Trace RAD II, L.P.

| | |
|--|------------------|
| Credit Sale Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. | \$1,965,000 |
| Ground Lease Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. | 195,000 |
| Bogalusa Cash Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. | 1,500,000 |
| Total – PT I and PT II | 7,485,000 |

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

NOTE D - CAPITAL ASSETS

Capital assets activity for the year ended September 30, 2019 was as follows:

| | <u>9 30 2018</u> | <u>Additions</u> | <u>Deletions</u> | <u>9 30 2019</u> |
|--------------------------------|---------------------|---------------------|---------------------|-------------------|
| Nondepreciable Assets: | | | | |
| Land | \$ 288,721 | | \$ 206,739 | \$ 81,982 |
| Construction in Progress | - | - | - | - |
| Depreciable Assets: | | | | |
| Building and improvements | 19,123,146 | 34,134 | 13,650,696 | 5,506,584 |
| Furniture and equipment | <u>286,851</u> | <u>-</u> | <u>14,690</u> | <u>272,161</u> |
| Total | <u>19,698,718</u> | <u>34,134</u> | <u>13,872,125</u> | <u>5,860,727</u> |
| Less accumulated depreciation | | | | |
| Building and improvements | 16,764,909 | 339,456 | (12,168,856) | 4,935,509 |
| Furniture and equipment | <u>278,447</u> | <u>4,201</u> | <u>(14,690)</u> | <u>267,958</u> |
| Total accumulated depreciation | <u>17,043,356</u> | <u>343,657</u> | <u>(12,183,546)</u> | <u>5,203,467</u> |
| Net Capital Assets | <u>\$ 2,655,362</u> | <u>\$ (309,523)</u> | <u>\$ 1,688,579</u> | <u>\$ 657,260</u> |

Component Units

| | <u>12 31 2017</u> | <u>Additions</u> | <u>Deletions</u> | <u>12 31 2018</u> |
|--------------------------------|-------------------|---------------------|------------------|---------------------|
| Nondepreciable Assets: | | | | |
| Land | \$ - | \$ 268,000 | \$ - | \$ 268,000 |
| Construction in Progress | - | 3,757,863 | | 3,757,863 |
| Depreciable Assets: | | | | |
| Building and improvements | - | 4,417,000 | - | 4,417,000 |
| Furniture and equipment | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total | <u>-</u> | <u>8,442,863</u> | <u>-</u> | <u>8,442,863</u> |
| Less accumulated depreciation | | | | |
| Total accumulated depreciation | <u>-</u> | <u>14,311</u> | <u>-</u> | <u>14,311</u> |
| Net Capital Assets | <u>\$ -</u> | <u>\$ 8,428,552</u> | <u>\$ -</u> | <u>\$ 8,428,552</u> |

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

NOTE E – COMPENSATED ABSENCES

At September 30, 2019, employees of the authority have accumulated and vested \$38,723 of employee leave benefits, which was computed in accordance with GASB Codification Section C60. The leave payable is recorded in the accompanying financial statements. \$30,086 is reported in long-term debt.

NOTE F – LONG TERM OBLIGATIONS

As of September 30, 2019, long term obligations consisted of compensated absences in the amount of \$30,086. The following is a summary of the changes in the long term obligations for the year ended September 30, 2019.

| | Compensated Absences |
|-------------------------------------|---------------------------------|
| Balance as of October 1, 2018 | \$28,411 |
| Additions | 14,214 |
| Deductions | (8,548) |
| Balance as of September 30, 2019 | <u>38,723</u> |
| Long term portion | <u>30,086</u> |
| Amount due in one year (Short term) | <u>\$8,637</u> |

Discreetly Presented Component Units

The following changes occurred in long-term debt:

| | Balance 12-31-2017 | Increases | Decreases | Balance 12-31-2018 |
|---------------|-----------------------|--------------|-----------|-----------------------|
| Notes Payable | \$ -0- | \$22,864,851 | | \$22,864,851 |

Pine Trace RAD I, L.P.

| | |
|---|------------------|
| Promissory note to receive construction financing from Bellwether Real Estate Capital, LLC in the amount of \$3,431,900 – The interest rate is 5.13%. Interest only payments commence on November 1, 2018 through October 1, 2020 (initial maturity date). On the initial maturity date, the loan shall convert to an amortizing term loan if all conditions precedent to conversion have been satisfied. The loan is nonrecourse and is collateralized by the land and property, with a first construction mortgage on the apartment complex. As of the report date the balance due on the loan was \$940,867. | \$940,867 |
|---|------------------|

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

| | |
|--|--------------|
| Construction Bond Loan – on November 2, 2018, the partnership obtained construction financing from Multifamily Housing Revenue bonds issued through the Louisiana Housing Council (LHC) in the maximum amount of \$6,000,000. The interest rate is 2.40%. The loan will mature on May 1, 2021. The loan is nonrecourse and is collateralized by the land and property. | \$6,000,000 |
| Credit Sale Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. The loan is nonrecourse and is collateralized by the land and property, with a fourth construction mortgage and a third permanent mortgage on the apartment complex. | \$2,452,000 |
| Ground Lease Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. The loan is nonrecourse and is collateralized by the land and property, with a fourth construction mortgage and a third permanent mortgage on the apartment complex. | \$73,000 |
| Bogalusa Cash Loan - 6.5% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. The loan is nonrecourse and is collateralized by the land and property, with a fifth construction mortgage and a fourth permanent mortgage on the apartment complex. | \$1,300,000 |
| Accrued interest | \$42,819 |
| Total PT RAD I | \$10,808,686 |

Pine Trace RAD II, L.P.

| | |
|--|-------------|
| Promissory note to receive construction financing from Bellwether Real Estate Capital, LLC in the amount of \$5,000,000 – The interest rate is 5.18%. Interest only payments commence on November 1, 2018 through October 1, 2020 (initial maturity date). On the initial maturity date, the loan shall convert to an amortizing term loan if all of the conditions precedent to conversion have been satisfied. The loan is nonrecourse and is collateralized by the land and property, with a first construction mortgage on the apartment complex. As of the report date the balance due on the loan was \$1,370,520. | \$1,370,520 |
| Construction Bond Loan – on November 2, 2018, the partnership obtained construction financing from Multifamily Housing Revenue bonds issued through the Louisiana Housing Council (LHC) in the maximum amount of \$7,000,000. The interest rate is 2.40%. The loan will mature on May 1, 2021. The loan is nonrecourse and is collateralized by the land and property. | \$7,000,000 |
| Credit Sale Loan – 7.75% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. The loan is nonrecourse and is collateralized by the land and property, with a fourth construction mortgage and a third permanent mortgage on the apartment complex. | \$1,965,000 |
| Ground Lease Loan – 7.75% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire | \$195,000 |

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

| | |
|--|---------------------|
| balance due October 31, 2060. The loan is nonrecourse and is collateralized by the land and property, with a fourth construction mortgage and a third permanent mortgage on the apartment complex. | |
| Bogalusa Cash Loan – 7.75% note receivable, yearly payments solely from available net cash flow commencing on April 1, 2020. Entire balance due October 31, 2060. The loan is nonrecourse and is collateralized by the land and property, with a fifth construction mortgage and a fourth permanent mortgage on the apartment complex. | \$1,500,000 |
| Accrued interest | \$25,645 |
| Total PT RAD II | \$12,056,156 |

Maturities of Long-Term Debt

Aggregate maturities of long-term debt for the next five years and thereafter are as follows:

| Year Ending 31-Dec | Amount |
|-----------------------------------|----------------------|
| 2019 | \$ - |
| 2020 | \$ 2,311,387 |
| 2021 | \$ 13,000,000 |
| 2022 | \$ - |
| 2023 | \$ - |
| Thereafter | \$ 7,485,000 |

NOTE G – POST EMPLOYMENT RETIREMENT BENEFITS

The authority does not provide any post employment retirement benefits. Therefore the authority does not include any entries for unfunded actuarial accrued liability, net OPEB expense, or annual contribution required.

NOTE H - RETIREMENT PLAN

The authority participates in the Housing Agency Retirement Trust plan, administered by Mercer, 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 authority provides pension benefits for all of its full-time employees. All regular and 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. Plan provisions and changes to the plan contributions are determined by the Board of the authority.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

Under a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The employer is required to make monthly contributions equal to 6.5 percent of each participant's basic (excludes overtime) compensation. Employees are required to contribute five percent of their annual covered salary.

The authority's contribution for each employee and income allocated to the employee's account are fully vested after five years of continuous service. The authority's contributions and interest forfeited by employees who leave employment before five years of service are used to offset future contributions of the authority. No payments were made out of the forfeiture account.

Normal retirement date shall be the first day of the month following the employee's sixty-fifth birthday or after ten years of participation in the plan.

The authority's total payroll for the year ended September 30, 2019, was \$190,435. The authority's contributions were calculated using the base salary amount of \$186,415. The authority made the required contributions of \$12,117 for the year ended September 30, 2019.

NOTE I – RISK MANAGEMENT

The authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The authority's risk management program encompasses obtaining property and liability insurance.

The 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 workers compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the authority's deductions are met.

There has been no significant reduction in insurance coverages from coverages in the prior year. In addition, there have been no significant claims that have exceeded commercial insurance coverages in any of the past three fiscal years.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

NOTE J – FEDERAL COMPLIANCE CONTINGENCIES

The authority is subject to possible examinations by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refund by the entity to federal grantors and/or program beneficiaries. The authority is subject to HUD's consideration of reducing grants in order to have the authority utilize authority Equity to fund expenses.

NOTE K – SUBSEQUENT EVENTS

Events that occur after the balance sheet date but before the financial statements were issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events, which provide evidence about conditions that existed after the balance sheet date, require disclosure in the accompanying notes. Management evaluated the activity of the authority through October 22, 2020 and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

NOTE L – ECONOMIC DEPENDENCE

Financial Accounting Standards Boards Accounting Standards Codification 280-10-50-42 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing and Urban Development provided \$4,213,421 to the authority, which represents approximately 81% of the authority's total revenue for the year.

NOTE M - SIGNIFICANT CHANGE IN BOGALUSA HOUSING BUSINESS MODEL

HUD's nationwide goal is to replace The Public Housing Program (PIH) with the Housing Assistance Program Program(s). Very briefly, HUD wants to get out of the business of owning, maintaining and operating housing stock and instead use a much easier and efficient method to provide affordable housing assistance to needy renters.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

BOGALUSA, LOUISIANA

Notes to the Financial Statements, 2019 - continued

BHA has agreed to participate in the HUD strongly suggested Rental Assistance Demonstration Program (RAD), whose goal is to do just that.

BHA is in the process of converting all Public Housing Units (PIH) to RAD units.

Included in the RAD process is modernizing each rental unit causing them to be more desired by the rental community.

Financial Data Schedule

Bogalusa Housing Authority (LA024)
BOGALUSA, LA
Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

| | Project Total | 14.871 Housing Choice Vouchers | 6.1 Component Unit - Discreetly Presented | 6.2 Component Unit - Blended | Subtotal | ELIM | Total |
|---|---------------|-----------------------------------|---|---------------------------------|--------------|-----------|--------------|
| 111 Cash - Unrestricted | \$472,037 | \$219,735 | \$445,099 | \$528,456 | \$1,665,327 | | \$1,665,327 |
| 112 Cash - Restricted - Modernization and Development | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 113 Cash - Other Restricted | \$0 | \$49,771 | \$3,273,967 | \$0 | \$3,323,738 | | \$3,323,738 |
| 114 Cash - Tenant Security Deposits | \$29,074 | \$0 | \$124 | \$0 | \$29,198 | | \$29,198 |
| 115 Cash - Restricted for Payment of Current Liabilities | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 100 Total Cash | \$501,111 | \$269,506 | \$3,719,190 | \$528,456 | \$5,018,263 | \$0 | \$5,018,263 |
| 121 Accounts Receivable - PHA Projects | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 122 Accounts Receivable - HUD Other Projects | \$623 | \$0 | \$0 | \$0 | \$623 | | \$623 |
| 124 Accounts Receivable - Other Government | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 125 Accounts Receivable - Miscellaneous | \$60 | \$22,896 | \$41,402 | \$0 | \$64,358 | | \$64,358 |
| 126 Accounts Receivable - Tenants | \$6,899 | \$0 | \$694 | \$0 | \$7,593 | | \$7,593 |
| 126.1 Allowance for Doubtful Accounts - Tenants | -\$353 | \$0 | \$0 | \$0 | -\$353 | | -\$353 |
| 126.2 Allowance for Doubtful Accounts - Other | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 127 Notes, Loans, & Mortgages Receivable - Current | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 128 Fraud Recovery | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 128.1 Allowance for Doubtful Accounts - Fraud | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 129 Accrued Interest Receivable | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 120 Total Receivables, Net of Allowances for Doubtful Accounts | \$7,229 | \$22,896 | \$42,096 | \$0 | \$72,221 | \$0 | \$72,221 |
| 131 Investments - Unrestricted | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 132 Investments - Restricted | \$0 | \$0 | \$13,052,333 | \$0 | \$13,052,333 | | \$13,052,333 |
| 135 Investments - Restricted for Payment of Current Liability | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 142 Prepaid Expenses and Other Assets | \$86,423 | \$0 | \$0 | \$0 | \$86,423 | | \$86,423 |
| 143 Inventories | \$15,794 | \$0 | \$0 | \$0 | \$15,794 | | \$15,794 |
| 143.1 Allowance for Obsolete Inventories | -\$790 | \$0 | \$0 | \$0 | -\$790 | | -\$790 |
| 144 Inter Program Due From | \$56,150 | \$0 | \$0 | \$0 | \$56,150 | -\$56,150 | \$0 |
| 145 Assets Held for Sale | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 150 Total Current Assets | \$665,917 | \$292,402 | \$16,813,619 | \$528,456 | \$18,300,394 | -\$56,150 | \$18,244,244 |
| 161 Land | \$81,982 | \$0 | \$268,000 | \$0 | \$349,982 | | \$349,982 |
| 162 Buildings | \$5,169,031 | \$0 | \$4,417,000 | \$0 | \$9,586,031 | | \$9,586,031 |
| 163 Furniture, Equipment & Machinery - Dwellings | \$12,774 | \$0 | \$0 | \$0 | \$12,774 | | \$12,774 |
| 164 Furniture, Equipment & Machinery - Administration | \$257,103 | \$2,284 | \$0 | \$0 | \$259,387 | | \$259,387 |
| 165 Leasehold Improvements | \$337,553 | \$0 | \$0 | \$0 | \$337,553 | | \$337,553 |
| 166 Accumulated Depreciation | -\$5,201,183 | -\$2,284 | -\$14,311 | \$0 | -\$5,217,778 | | -\$5,217,778 |
| 167 Construction in Progress | \$0 | \$0 | \$3,757,863 | \$0 | \$3,757,863 | | \$3,757,863 |
| 168 Infrastructure | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 160 Total Capital Assets, Net of Accumulated Depreciation | \$657,260 | \$0 | \$8,428,552 | \$0 | \$9,085,812 | \$0 | \$9,085,812 |
| 171 Notes, Loans and Mortgages Receivable - Non-Current | \$7,485,000 | \$0 | \$0 | \$0 | \$7,485,000 | | \$7,485,000 |
| 172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 173 Grants Receivable - Non Current | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 174 Other Assets | \$467,671 | \$0 | \$0 | \$0 | \$467,671 | | \$467,671 |
| 176 Investments in Joint Ventures | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 180 Total Non-Current Assets | \$8,609,931 | \$0 | \$8,428,552 | \$0 | \$17,038,483 | \$0 | \$17,038,483 |
| 200 Deferred Outflow of Resources | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 290 Total Assets and Deferred Outflow of Resources | \$9,275,848 | \$292,402 | \$25,242,171 | \$528,456 | \$35,338,877 | -\$56,150 | \$35,282,727 |

Financial Data Schedule

Bogalusa Housing Authority (LA024)
BOGALUSA, LA
Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

| | Project Total | 14.871 Housing Choice Vouchers | 6.1 Component Unit - Discretely Presented | 6.2 Component Unit - Blended | Subtotal | ELIM | Total |
|---|---------------|-----------------------------------|---|---------------------------------|--------------|-----------|--------------|
| 311 Bank Overdraft | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 312 Accounts Payable <= 90 Days | \$22,986 | \$4,983 | \$226,871 | \$0 | \$254,840 | | \$254,840 |
| 313 Accounts Payable >90 Days Past Due | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 321 Accrued Wage/Payroll Taxes Payable | \$542 | \$0 | \$0 | \$0 | \$542 | | \$542 |
| 322 Accrued Compensated Absences - Current Portion | \$7,610 | \$1,027 | \$0 | \$0 | \$8,637 | | \$8,637 |
| 324 Accrued Contingency Liability | \$0 | \$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 | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 341 Tenant Security Deposits | \$29,074 | \$0 | \$24,600 | \$0 | \$53,674 | | \$53,674 |
| 342 Unearned Revenue | \$2,381 | \$28,407 | \$86,088 | | \$116,876 | | \$116,876 |
| 343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue | | \$0 | \$661,729 | \$0 | \$661,729 | | \$661,729 |
| 344 Current Portion of Long-term Debt - Operating Borrowings | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 345 Other Current Liabilities | \$1,961 | \$6,611 | \$54,120 | \$0 | \$62,692 | | \$62,692 |
| 346 Accrued Liabilities - Other | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 347 Inter Program - Due To | \$0 | \$56,150 | \$0 | \$0 | \$56,150 | -\$56,150 | \$0 |
| 348 Loan Liability - Current | | | | | | | |
| 310 Total Current Liabilities | \$64,554 | \$97,178 | \$1,053,408 | \$0 | \$1,215,140 | -\$56,150 | \$1,158,990 |
| 351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue | | | \$13,000,000 | | \$13,000,000 | | \$13,000,000 |
| 352 Long-term Debt, Net of Current - Operating Borrowings | \$0 | \$0 | \$9,864,851 | \$0 | \$9,864,851 | | \$9,864,851 |
| 353 Non-current Liabilities - Other | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 354 Accrued Compensated Absences - Non Current | \$26,435 | \$3,651 | \$0 | \$0 | \$30,086 | | \$30,086 |
| 355 Loan Liability - Non Current | | | | | | | |
| 356 FASB 5 Liabilities | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 357 Accrued Pension and OPEB Liabilities | | | | | | | |
| 350 Total Non-Current Liabilities | \$26,435 | \$3,651 | \$22,864,851 | \$0 | \$22,894,937 | \$0 | \$22,894,937 |
| 300 Total Liabilities | \$90,989 | \$100,829 | \$23,918,259 | \$0 | \$24,110,077 | -\$56,150 | \$24,053,927 |
| 400 Deferred Inflow of Resources | \$0 | \$0 | \$0 | | \$0 | | \$0 |
| 508.4 Net Investment in Capital Assets | \$657,260 | \$0 | \$1,388,764 | \$0 | \$2,046,024 | | \$2,046,024 |
| 511.4 Restricted Net Position | \$0 | \$49,771 | \$0 | \$0 | \$49,771 | | \$49,771 |
| 512.4 Unrestricted Net Position | \$8,527,599 | \$141,802 | -\$64,852 | \$528,456 | \$9,133,005 | | \$9,133,005 |
| 513 Total Equity - Net Assets / Position | \$9,184,859 | \$191,573 | \$1,323,912 | \$528,456 | \$11,228,800 | \$0 | \$11,228,800 |
| 600 Total Liabilities, Deferred Inflows of Resources and Equity - Net | \$9,275,848 | \$292,402 | \$25,242,171 | \$528,456 | \$35,338,877 | -\$56,150 | \$35,282,727 |

Financial Data Schedule

Bogalusa Housing Authority (LA024)
BOGALUSA, LA
Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

| | Project Total | 14.871 Housing Choice Vouchers | 6.1 Component Unit - Discretely Presented | 6.2 Component Unit - Blended | Subtotal | ELIM | Total |
|---|---------------|-----------------------------------|---|---------------------------------|-------------|------|-------------|
| 70300 Net Tenant Rental Revenue | \$246,273 | | \$99,825 | \$0 | \$346,098 | | \$346,098 |
| 70400 Tenant Revenue - Other | \$1,329 | | \$70 | \$0 | \$1,399 | | \$1,399 |
| 70500 Total Tenant Revenue | \$247,602 | \$0 | \$99,895 | \$0 | \$347,497 | \$0 | \$347,497 |
| 70600 HUD PHA Operating Grants | \$2,459,078 | \$1,754,343 | \$0 | \$0 | \$4,213,421 | | \$4,213,421 |
| 70610 Capital Grants | \$0 | | \$0 | \$0 | \$0 | | \$0 |
| 70710 Management Fee | | | | | | | |
| 70720 Asset Management Fee | | | | | | | |
| 70730 Book Keeping Fee | | | | | | | |
| 70740 Front Line Service Fee | | | | | | | |
| 70750 Other Fees | | | | | | | |
| 70700 Total Fee Revenue | | | | | \$0 | \$0 | \$0 |
| 70800 Other Government Grants | \$0 | | \$0 | \$0 | \$0 | | \$0 |
| 71100 Investment Income - Unrestricted | \$400 | \$82 | \$52,877 | \$0 | \$53,359 | | \$53,359 |
| 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 | | \$0 |
| 71500 Other Revenue | \$490,905 | \$127,355 | \$52,277 | \$528,456 | \$1,198,993 | | \$1,198,993 |
| 71600 Gain or Loss on Sale of Capital Assets | \$3,000,421 | \$0 | \$0 | \$0 | \$3,000,421 | | \$3,000,421 |
| 72000 Investment Income - Restricted | \$0 | | \$0 | \$0 | \$0 | | \$0 |
| 70000 Total Revenue | \$6,198,406 | \$1,881,780 | \$205,049 | \$528,456 | \$8,813,691 | \$0 | \$8,813,691 |
| 91100 Administrative Salaries | \$151,375 | \$25,724 | \$18,818 | \$0 | \$195,917 | | \$195,917 |
| 91200 Auditing Fees | \$23,475 | \$1,195 | \$0 | \$0 | \$24,670 | | \$24,670 |
| 91300 Management Fee | | | \$5,494 | | \$5,494 | | \$5,494 |
| 91310 Book-keeping Fee | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 91400 Advertising and Marketing | \$1,083 | \$0 | \$0 | \$0 | \$1,083 | | \$1,083 |
| 91500 Employee Benefit contributions - Administrative | \$96,859 | \$7,569 | \$2,783 | \$0 | \$107,211 | | \$107,211 |
| 91600 Office Expenses | \$35,921 | \$15,316 | \$0 | \$0 | \$51,237 | | \$51,237 |
| 91700 Legal Expense | \$4,682 | \$0 | \$0 | \$0 | \$4,682 | | \$4,682 |
| 91800 Travel | \$19,509 | \$892 | \$5,719 | \$0 | \$26,120 | | \$26,120 |
| 91810 Allocated Overhead | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 91900 Other | \$11,974 | \$7,797 | \$3,175 | \$0 | \$22,946 | | \$22,946 |
| 91000 Total Operating - Administrative | \$344,878 | \$58,493 | \$35,989 | \$0 | \$439,360 | \$0 | \$439,360 |
| 92000 Asset Management Fee | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 92100 Tenant Services - Salaries | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 92200 Relocation Costs | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 92300 Employee Benefit Contributions - Tenant Services | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 92400 Tenant Services - Other | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 92500 Total Tenant Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 93100 Water | \$62,525 | \$0 | \$0 | \$0 | \$62,525 | | \$62,525 |
| 93200 Electricity | \$167,259 | \$0 | \$0 | \$0 | \$167,259 | | \$167,259 |
| 93300 Gas | \$1,789 | \$0 | \$0 | \$0 | \$1,789 | | \$1,789 |
| 93400 Fuel | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 93500 Labor | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 93600 Sewer | \$70,745 | \$0 | \$0 | \$0 | \$70,745 | | \$70,745 |
| 93700 Employee Benefit Contributions - Utilities | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 93800 Other Utilities Expense | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 93000 Total Utilities | \$302,318 | \$0 | \$0 | \$0 | \$302,318 | \$0 | \$302,318 |

Financial Data Schedule

Bogalusa Housing Authority (LA024)
BOGALUSA, LA
Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

| | Project Total | 14.871 Housing Choice Vouchers | 6.1 Component Unit - Discretely Presented | 6.2 Component Unit - Blended | Subtotal | ELIM | Total |
|---|---------------|-----------------------------------|---|---------------------------------|-------------|------|-------------|
| 94100 Ordinary Maintenance and Operations - Labor | \$0 | \$0 | \$10,641 | \$0 | \$10,641 | | \$10,641 |
| 94200 Ordinary Maintenance and Operations - Materials and Other | \$1,924 | \$0 | \$0 | \$0 | \$1,924 | | \$1,924 |
| 94300 Ordinary Maintenance and Operations Contracts | \$83,192 | \$0 | \$4,488 | | \$87,680 | | \$87,680 |
| 94500 Employee Benefit Contributions - Ordinary Maintenance | \$0 | \$18 | \$0 | \$0 | \$18 | | \$18 |
| 94000 Total Maintenance | \$85,116 | \$18 | \$15,129 | \$0 | \$100,263 | \$0 | \$100,263 |
| 95100 Protective Services - Labor | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 95200 Protective Services - Other Contract Costs | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 95300 Protective Services - Other | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 95500 Employee Benefit Contributions - Protective Services | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 95000 Total Protective Services | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 96110 Property Insurance | \$26,347 | \$0 | \$0 | \$0 | \$26,347 | | \$26,347 |
| 96120 Liability Insurance | \$3,367 | \$0 | \$0 | \$0 | \$3,367 | | \$3,367 |
| 96130 Workmen's Compensation | \$17,232 | \$646 | \$0 | \$0 | \$17,878 | | \$17,878 |
| 96140 All Other Insurance | \$72,118 | \$0 | \$317 | \$0 | \$72,435 | | \$72,435 |
| 96100 Total insurance Premiums | \$119,064 | \$646 | \$317 | \$0 | \$120,027 | \$0 | \$120,027 |
| 96200 Other General Expenses | \$387,303 | \$889 | \$0 | \$0 | \$388,192 | | \$388,192 |
| 96210 Compensated Absences | \$18,859 | \$3,288 | \$0 | \$0 | \$22,147 | | \$22,147 |
| 96300 Payments in Lieu of Taxes | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96400 Bad debt - Tenant Rents | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96500 Bad debt - Mortgages | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96600 Bad debt - Other | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96800 Severance Expense | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96000 Total Other General Expenses | \$406,162 | \$4,177 | \$0 | \$0 | \$410,339 | \$0 | \$410,339 |
| 96710 Interest of Mortgage (or Bonds) Payable | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96720 Interest on Notes Payable (Short and Long Term) | \$0 | \$0 | \$79,989 | \$0 | \$79,989 | | \$79,989 |
| 96730 Amortization of Bond Issue Costs | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 96700 Total Interest Expense and Amortization Cost | \$0 | \$0 | \$79,989 | \$0 | \$79,989 | \$0 | \$79,989 |
| 96900 Total Operating Expenses | \$1,257,538 | \$63,334 | \$131,424 | \$0 | \$1,452,296 | \$0 | \$1,452,296 |
| 97000 Excess of Operating Revenue over Operating Expenses | \$4,940,868 | \$1,818,446 | \$73,625 | \$528,456 | \$7,361,395 | \$0 | \$7,361,395 |
| 97100 Extraordinary Maintenance | \$0 | \$0 | | \$0 | \$0 | | \$0 |
| 97200 Casualty Losses - Non-capitalized | \$30,404 | \$0 | \$0 | \$0 | \$30,404 | | \$30,404 |
| 97300 Housing Assistance Payments | \$0 | \$1,611,435 | \$0 | \$0 | \$1,611,435 | | \$1,611,435 |
| 97350 HAP Portability-In | \$0 | \$45,888 | \$0 | \$0 | \$45,888 | | \$45,888 |
| 97400 Depreciation Expense | \$343,658 | \$0 | \$14,311 | \$0 | \$357,969 | | \$357,969 |
| 97500 Fraud Losses | \$0 | \$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 | | \$0 |
| 90000 Total Expenses | \$1,631,600 | \$1,720,657 | \$145,735 | \$0 | \$3,497,992 | \$0 | \$3,497,992 |

Financial Data Schedule

Bogalusa Housing Authority (LA024)
BOGALUSA, LA
Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 09/30/2019

| | Project Total | 14.871 Housing Choice Vouchers | 6.1 Component Unit - Discretely Presented | 6.2 Component Unit - Blended | Subtotal | ELIM | Total |
|---|---------------|-----------------------------------|---|---------------------------------|--------------|--------------|-------------|
| 10010 Operating Transfer In | \$1,557,412 | \$0 | \$0 | \$0 | \$1,557,412 | -\$1,557,412 | \$0 |
| 10020 Operating transfer Out | -\$1,557,412 | \$0 | \$0 | \$0 | -\$1,557,412 | \$1,557,412 | \$0 |
| 10030 Operating Transfers from/to Primary Government | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 10040 Operating Transfers from/to Component Unit | \$0 | \$0 | \$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 | \$0 | \$0 |
| 10080 Special Items (Net Gain/Loss) | \$0 | \$0 | \$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 | | \$0 |
| 10100 Total Other financing Sources (Uses) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses | \$4,566,806 | \$161,123 | \$59,314 | \$528,456 | \$5,315,699 | \$0 | \$5,315,699 |
| 11020 Required Annual Debt Principal Payments | \$0 | \$0 | \$0 | \$0 | \$0 | | \$0 |
| 11030 Beginning Equity | \$4,618,053 | \$30,450 | \$0 | \$0 | \$4,648,503 | | \$4,648,503 |
| 11040 Prior Period Adjustments, Equity Transfers and Correction of Errors | \$0 | \$0 | \$1,264,598 | | \$1,264,598 | | \$1,264,598 |
| 11170 Administrative Fee Equity | | \$141,802 | | | \$141,802 | | \$141,802 |
| 11180 Housing Assistance Payments Equity | | \$49,771 | | | \$49,771 | | \$49,771 |
| 11190 Unit Months Available | 1104 | 1106 | 2784 | 0 | 4994 | | 4994 |
| 11210 Number of Unit Months Leased | 451 | 1106 | 1392 | 0 | 2949 | | 2949 |
| 11270 Excess Cash | \$395,142 | | | | \$395,142 | | \$395,142 |
| 11610 Land Purchases | \$0 | | | | \$0 | | \$0 |
| 11620 Building Purchases | \$0 | | | | \$0 | | \$0 |
| 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 the City of Bogalusa

Schedule of Compensation, Benefits and Other Payments to Agency Head

or Chief Executive Officer

For the Year Ended September 30, 2019

Vonda Waskom, Executive Director

| Purpose | Amount |
|---------------------|---------------|
| Salary | \$70,257 |
| Benefits-insurance | 11,845 |
| Benefits-retirement | 4,567 |
| Travel | 3,502 |
| Per diem | 480 |
| Registration fees | \$720 |

Bogalusa Housing Authority
 Bogalusa, Louisiana
 Statement and Certification of Actual Modernization Costs
 For the Year Ended September 30, 2019

| Project Number: | LA48P024501-15 | LA48P024501-16 | LA48P024501-17 |
|---|----------------|----------------|----------------|
| Original Funds Approved | \$ 409,964 | \$ 431,384 | \$ 469,222 |
| Less Funds Expended (Actual Modernization Cost) | <u>409,964</u> | <u>431,384</u> | <u>469,222</u> |
| Excess Funds Approved | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| | | | |
| Funds Disbursed | \$ 409,964 | \$ 431,384 | \$ 469,222 |
| Less Funds Expended (Actual Modernization Cost) | <u>409,964</u> | <u>431,384</u> | <u>469,222</u> |
| Excess Funds Disbursed | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

The distribution of costs by project as shown on HUD Final Performance and Evaluation Reports dated 12-19-2018 accompanying the Actual Modernization Cost Certificates, submitted to HUD for approval are in agreement with the PHA's records.

All modernization costs have been paid and all related liabilities have been discharged through payments.

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INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

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

I have performed the procedures enumerated below, which were agreed to by Bogalusa Housing Authority (Authority) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period October 1, 2018 through September 30, 2019. The Authority's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
 - b) **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law; and (5) documentation required to be maintained for all bids and price quotes.
 - c) **Disbursements**, including processing, reviewing, and approving
 - d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff

procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.
- f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process
- g) ***Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases)
- h) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers
- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) ***Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Results of procedures performed:

Budgeting – The authority policy does not address monitoring of budget vs. actual.

Receipts – I suggest the authority consider updating written policies relating to cash collection processes.

Payroll – I suggest the authority consider updating their policies regarding payroll processing.

Debt Service – N/A

Disaster Recovery/Business Continuity – the authority's written procedures do not adequately address all of the requirements listed above.

Management's response/corrective action plan:

We will revise or adopt written policies/procedures to address the exceptions noted above.

Board (or Finance Committee, if applicable)

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds.
 - c) For governmental entities, obtain the prior year audit report and observe the unrestricted fund balance in the general fund. If the general fund had a negative ending unrestricted 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 unrestricted fund balance in the general fund.

Results of procedures performed:

- a) The board did meet in accordance with their by-laws.
- b) The minutes included monthly budget to actual comparisons of the general fund.
- c) The prior year report did not report a negative unrestricted fund balance.

Bank Reconciliations

3. Obtain a listing of client 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 selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results of procedures performed:

There were no prior year exceptions in this category, these procedures are omitted.

Collections (excluding ETFs)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.
7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).
 - e) Trace the actual deposit per the bank statement to the general ledger.

There were no prior year exceptions in this category, these procedures are omitted.

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

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

Management represents that the list is complete.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - 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.

We performed the above listed procedures and noted no exceptions.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe that the disbursement matched the related original invoice/billing statement.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable

We performed the above listed procedures and noted no exceptions.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

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

Management represents that the list is complete.

12. 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 that 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) was reviewed and approved, in writing, (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]]
- b) Observe that finance charges and late fees were not assessed on the selected statements.

We performed the above listed procedures and noted no exceptions.

13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

We performed the above listed procedures and noted no exceptions.

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

14. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

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

There were no prior year exceptions in this category, these procedures are omitted.

Contracts

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

Management represents that the list is complete.

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment.
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

We performed the above listed procedures and noted no exceptions.

Payroll and Personnel

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

Management represents that the list is complete.

We performed the above listed procedure and noted no exceptions.

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

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)
- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

We performed the above listed procedures and noted no exceptions.

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

Management asserts that there were no terminations during the period.

19. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

Management asserts that all of the above were paid and filed timely.

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b. Observe that the documentation demonstrates each employee/official attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

There were no prior year exceptions in this category, these procedures are omitted.

Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

Not applicable.

22. 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).

Not applicable.

Other

23. 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.

Management represents that they are not aware of any misappropriation of public funds or assets.

24. 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.

The notice is properly posted.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to our attention that would have been reported to you.

The purpose of this report is 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.

William Daniel McCaskill

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October 22, 2020

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**Independent Auditor's Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance With *Government Auditing Standards***

Board of Commissioners
Housing Authority of the City of Bogalusa
Bogalusa, Louisiana

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Housing Authority of the City of Bogalusa, as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the authority's basic financial statements, and have issued my report thereon dated October 22, 2020. My report includes a reference to other auditors who audited the financial statements of the discretely presented component units, as described in my report on the Housing Authority's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the authority's internal control. Accordingly, I do not express an opinion on the effectiveness of the authority'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.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana

Report on Internal Control... *Government Auditing Standards*, 2019

Page Two

My 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 my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the authority's financial statements are free from material misstatement, I 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 determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my 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 my 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

William Daniel McCaskill

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October 22, 2020

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

Board of Commissioners
Housing Authority of the City of Bogalusa
Bogalusa, Louisiana

Report on Compliance for Each Major Federal Program

I have audited the Housing Authority of the City of Bogalusa's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the authority's major federal programs for the year ended September 30, 2019. The authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

My responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my 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). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana

Report on Compliance... Uniform Guidance, 2019

Page Two

I believe that my audit provides a reasonable basis for my opinion on compliance for each major federal program. However, my audit does not provide a legal determination of the authority's compliance.

Opinion on Each Major Federal Program

In my opinion, the authority 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 September 30, 2019.

Report on Internal Control Over Compliance

Management of the authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered the authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program 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 internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of the authority's 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 combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana

Report on Compliance... Uniform Guidance, 2019

Page Three

My consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. I did not identify any deficiencies in internal control over compliance that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of my 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. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

William Daniel McCaskill

William Daniel McCaskill, CPA
A Professional Accounting Corporation

October 22, 2020

Bogalusa Housing Authority
 Bogalusa, Louisiana
 Schedule of Expenditures of Federal Awards
 For the Year Ended September 30, 2019

| <i>Federal Grantor/Pass-through Grantor/ Program or Cluster Title</i> | <i>CFDA #</i> | <i>Federal Expenditures</i> |
|---|---------------|---------------------------------|
|---|---------------|---------------------------------|

U.S. Department of Housing and Urban Development:

Direct Programs:

| | | |
|-------------------------------------|---------|------------|
| Low Rent Public Housing | 14.850a | \$ 901,666 |
| Housing Choice Voucher Program | 14.871 | 1,754,343 |
| Public Housing Capital Fund Program | 14.872 | 1,557,412 |

| | |
|----------------------------|--------------|
| Total Federal Expenditures | \$ 4,213,421 |
|----------------------------|--------------|

See accompanying notes to schedule of expenditures of federal awards.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA
Bogalusa, Louisiana

Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended September 30, 2019

NOTE A—Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Authority under programs of the federal government for the year ended September 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

NOTE B—Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The Authority has elected not to use the 10 percent *de minimis* indirect cost rate as allowed under the Uniform Guidance.

NOTE C – Relationship to Basic Financial Statements

Federal awards revenues are reported in the authority's basic financial statements as follows:

| | |
|--|-------------|
| Public and Indian Housing—Low Rent Program | \$901,666 |
| Housing Choice Voucher Program | 1,754,343 |
| Capital Fund Program | \$1,557,412 |

NOTE D – 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 GAAP.

NOTE E- FEDERAL AWARDS

For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures. In accordance with HUD Notice PIH 9814, "federal awards" do not include the authority's operating income from rents or investments (or other Non-federal sources). In addition, the entire amount of operating subsidy received and/or accrued during the fiscal year is considered to be expended during the fiscal year.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA
Bogalusa, Louisiana

Schedule of Findings and Questioned Costs
Fiscal Year Ended September 30, 2019

Section I—Summary of Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? _____yes ___X___no
- Significant deficiency(ies) identified? _____yes ___X___none reported

Noncompliance material to financial statements noted? _____yes ___X___no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? _____yes ___X___no
- Significant deficiency(ies) identified? _____yes ___X___none reported

Type of auditor's report issued on compliance for Major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a) _____yes ___X___no

Identification of major federal programs:

| CFDA | Name of Federal Program |
|--------|--------------------------------|
| 14.871 | Housing Choice Voucher Program |
| 14.872 | Capital Fund Program |

HOUSING AUTHORITY OF THE CITY OF BOGALUSA
Bogalusa, Louisiana

Schedule of Findings and Questioned Costs (Continued)
Fiscal Year Ended September 30, 2019

The dollar threshold used for distinguishing between Type A and B programs was \$750,000.

Auditee qualified as a low-risk auditee? X yes no

SECTION II - FINDINGS - FINANCIAL STATEMENTS AUDIT

None

SECTION III - FINDINGS AND QUESTIONED COST – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

HOUSING AUTHORITY OF THE CITY OF BOGALUSA

Bogalusa, Louisiana

Schedule of Prior Year Audit Findings Fiscal Year Ended September 30, 2019

STATUS OF PRIOR AUDIT FINDINGS:

On 8-16-2019 HUD OIG issued a review report of BHA's programs. I am including the status of responses by BHA to the HUD OIG Review report in compliance with auditing standards, as follows:

Finding # 1 – BHA did not always follow HUD's and its own requirements for its procurement, disbursement, and predevelopment activities.

Status – BHA did not dispute this finding. I have considered the issues and I am not repeating this finding in this report.

Finding # 2 – BHA did not always administer its HCV program in accordance with HUD requirements.

Status – BHA did not dispute this finding. I have considered the issues and I am not repeating this finding in this report.

HOUSING AUTHORITY OF THE CITY OF BOGALUSA
Bogalusa, Louisiana

Schedule of Compensation Paid to Board Members
Fiscal Year Ended September 30, 2019

Board members serve without compensation

**William Daniel McCaskill, CPA
A Professional Accounting Corporation
415 Magnolia Lane
Mandeville, Louisiana 70471
danny@highperformer.net**

Management Letter

**Board of Commissioners
Bogalusa Housing Authority
Bogalusa, Louisiana**

In planning and performing my audit of the financial statements of the Housing Authority of the City of Bogalusa for the year ended September 30, 2019, I considered the Authority's internal control to plan my auditing procedures for the purpose of expressing my opinion on the financial statements and not to provide assurance on the internal control.

However, during my audit, I noted certain matters involving internal control that is presented for your consideration. This letter does not affect my report dated October 22, 2020, on the financial statements of the authority. Management's response has also been included.

Comment - ML 2019-01

The September 30, 2019 audit is being published in December 2020 and is therefore late per State Law. In accordance with Louisiana State Law RS 24:513A (5) (a) (i), the authority is required to complete and submit each annual audit within 6 months after fiscal year end. Note that is timely per federal regulations.

Managements Response

The authority is still in process of a very complicated RAD Conversion. As well, we chose to hire a new fee accountant because of his experience including complicated issues such as RAD Conversions. We decided it was better for BHA to have an accountant versed in issues such as a RAD Conversion, who might be hired late in the process, who might be a little late but correct in properly recording the RAD Conversion issues which include significant accounting issues.

Our audit procedures are designed primarily to enable us to form opinions on the financial statements of the authority, as of and for the year ending September 30, 2019, which collectively comprise the authority's basic financial statements, and therefore, may not reveal all weaknesses in policies and procedures that may exist.

This report is intended solely for the information and user of the Board, management, federal awarding agencies, and pass-thru entities and is not intended to be and should not be used by anyone other than these specified users. Although the intended use of these reports may be limited, under LRS 24:513 this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

William Daniel McCaskill
William Daniel McCaskill, CPA, APAC
A Professional Accounting Corporation

October 22, 2020