

**Webster Parish Office of Community Services
A Component Unit of the Webster Parish Police Jury
Minden, Louisiana**

**Basic Financial Statements
And Independent Auditor's Report
As of and for the Year Ended December 31, 2025**

Webster Parish Office of Community Services

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(Concluded)



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Independent Auditor's Report

Board Members
Webster Parish Office of Community Services
A Component Unit of Webster Parish Police Jury
Minden, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Webster Parish Office of Community Services, a component unit of Webster Parish Police Jury, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Office of Community Services' basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Office of Community Services, as of December 31, 2025, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- exercise professional judgement and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Office of Community Services' internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Office of Community Services' ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, Budgetary Comparison Schedules, and notes to the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance

on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Office of Community Services, a component unit of the Webster Parish Police Jury's basic financial statements. The accompanying supplementary information, as listed in the table of contents, including the Financial Data Schedule as required by the United States Department of Housing and Urban Development and Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with GAAS. In our opinion, the accompanying supplementary information, as listed in the table of contents, including the Financial Data Schedule as required by the United States Department of Housing and Urban Development, and Schedule of Expenditures of Federal Awards as required by Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information, as listed in the table of contents, does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 30, 2026 on our consideration of the Office of Community Services' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Office of Community Services' 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 Office of Community Services' internal control over financial reporting and compliance.



ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
June 30, 2026

Webster Parish Office of Community Services



REQUIRED SUPPLEMENTARY INFORMATION

Management's Discussion And Analysis (MD&A)

**Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025**

Our discussion and analysis of Webster Parish Office of Community Services' financial performance provides an overview of the Office of Community Services' financial activities for the year ended December 31, 2025.

FINANCIAL HIGHLIGHTS Our financial statements provide these insights into the results of this year's operations for the governmental activities:

- The assets of the Office of Community Services governmental activities exceeded its liabilities at the close of 2025 by \$2,041,961.
- The Office of Community Services' net position of the governmental activities changed by \$(518,646) as a result of this year's operations.
- The Office of Community Services' total general and program revenues for governmental activities were \$4,318,757 in 2025 which is a decrease of \$449,188 over 2024.
- During the year ended December 31, 2025, the Office of Community Services had total expenses of \$4,837,403 for governmental activities, which includes depreciation expense. Expenses for 2024 totaled \$4,689,997. Expenses increased in 2025 by \$147,406.

USING THIS ANNUAL REPORT The Office of Community Services' annual report consist of a series of financial statements that show information for the Office of Community Services as a whole, and its funds. The Statement of Net Position and the Statement of Activities provide information about the activities of the Office of Community Services as a whole and present a longer-term view of the Office of Community Services' finances. Our fund financial statements are included later in this report. For our governmental activities, these statements tell how we financed our services in the short-term, as well as what remains for future spending. Fund statements also may give you some insights into the Office of Community Services' overall financial health. Fund financial statements also report the Office of Community Services' operations in more detail than the government-wide financial statements by providing information about the Office of Community Services' most significant funds - General fund, Head Start fund, Transportation fund, Food fund, and LIHEAP Energy fund.

**Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025**

Required Supplementary Information

Management's Discussion & Analysis (MD&A)

Basic Financial Statements

**Government-wide
Financial Statements**



**Fund
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**Schedule of Expenditures of Federal Awards and Notes
Schedule of Findings and Questioned Costs
Statewide Agreed Upon Procedures**

**Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025**

Our auditor has provided assurance in the independent auditor's report, located immediately preceding this Management's Discussion and Analysis, that the basic financial statements are fairly stated. Varying degrees of assurance are being provided by the auditor regarding the Required Supplementary Information (RSI) and the Supplementary Information. A user of this report should read the independent auditor's report carefully to ascertain the level of assurance being provided for each part of this report.

Reporting the Office of Community Services as a Whole

The Statement of Net Position and the Statement of Activities Our analysis of the Office of Community Services as a whole begins with the government-wide financial statements. One of the most important questions asked about the Office of Community Services is, "Is the Office of Community Services, as a whole, better off or worse off financially as a result of the year's activities?" The Statement of Net Position and the Statement of Activities, which appear first in the Office of Community Services' financial statements, report information on the Office of Community Services as a whole and its activities in a way that helps you answer this question. We prepare these statements to include all assets, liabilities, and deferred inflows/outflows of resources, 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.

These two statements report the Office of Community Services' net position - the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources, as reported in the Statement of Net Position as one way to measure the Office of Community Services' financial health, or financial position. Over time, increases or decreases in the Office of Community Services' net position - as reported in the Statement of Activities - are one indicator of whether its financial health is improving or deteriorating. The relationship between revenues and expenses is the Office of Community Services' operating results. However, the Office of Community Services' goal is to provide services to our citizens, not to generate profits as commercial entities do. One must consider many other nonfinancial factors, such as the quality of health and welfare services provided to parish citizens.

In the Statement of Net Position and Statement of Activities, we divide the Office of Community Services into two kinds of activities:

Governmental activities - Most of the Office of Community Services' services are reported here, which are health and welfare services. Federal grants finance most of these activities.

Business-type activities - The Office of Community Services manages the Section 8 Housing Choice Voucher program and receives administrative fees for the activities.

Reporting the Office of Community Services' Most Significant Funds

Fund Financial Statements The Office of Community Services' fund financial statements provide detailed information about the most significant funds - not the Office of Community Services as a whole. Some funds are required to be established by state law and by grant terms. However, the Office of Community Services establishes many other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain grants and other money. The Office of Community Services' governmental funds use the following accounting approach:

Governmental funds - Most of the Office of Community Services' services are reported in governmental funds. Governmental fund reporting focuses on showing how money flows into and out of funds and the balances left at year-end that are available for spending. They are reported using an accounting method called modified

Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025

accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Office of Community Services' operations and the services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Office of Community Services' programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds in the reconciliations on Statements D and F.

Proprietary funds - Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Office of Community Services' Section 8 enterprise fund (a proprietary fund) is the same as the business-type activities we report in the government-wide financial statements but provide more detail and additional information, such as cash flows, for proprietary funds.

THE OFFICE OF COMMUNITY SERVICES AS A WHOLE The Office of Community Services' governmental activities net position was \$2,041,961, at December 31, 2025. Of this amount, the unrestricted balance was a deficit of \$(39,168). Restricted net position is reported separately to show grant restrictions, legal restrictions, and enabling legislation that limits the Office of Community Services' ability to use that net position for day-to-day operations. Our analysis below of the Office of Community Services focuses on the net position (Table 1) and changes in net position (Table 2) of the Office of Community Services' governmental activities and business-type activities.

Table 1
Net Position
December 31,

	Governmental Activities		Business-Type Activities	
	<u>2025</u>	<u>2024</u>	<u>2025</u>	<u>2024</u>
Other assets	\$ 753,666	\$ 1,068,070	\$ 379,114	\$ 275,362
Capital assets	1,636,042	1,869,229	16,133	19,220
Total assets	<u>2,389,708</u>	<u>2,937,299</u>	<u>395,247</u>	<u>294,582</u>
Other liabilities	266,979	223,388	5,118	3,473
Long-term liabilities	80,768	153,303	1,938	2,249
Total liabilities	<u>347,747</u>	<u>376,691</u>	<u>7,056</u>	<u>5,722</u>
Net position				
Investment in capital assets	1,620,169	1,844,459	16,133	19,220
Restricted	460,960	420,913	12,740	-
Unrestricted	<u>(39,168)</u>	<u>295,236</u>	<u>359,318</u>	<u>269,640</u>
Total net position	<u>\$ 2,041,961</u>	<u>\$ 2,560,608</u>	<u>\$ 388,191</u>	<u>\$ 288,860</u>

The \$(39,168) in unrestricted net position of governmental activities represents the accumulated results of all past years' operations. It means that if we had to pay off all of our bills today including all of our noncapital liabilities (compensated absences, for example) we would have a deficit of \$39,168.

The net position for governmental activities changed by \$(518,646). Overall assets decreased by \$547,591, which was largely attributed to the repayment of a Head Start debt from the local account.

**Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025**

The results of this year's operations for the Office of Community Services are reported in the Statement of Activities. Table 2 takes the information from that Statement and rearranges them slightly so you can see our total revenues for the year.

**Table 2
Changes in Net Position
For the Years Ended December 31,**

	Governmental Activities			Business-type Activities		
	2025	2024	Increase (Decrease) From 2024	2025	2024	Increase (Decrease) From 2024
Revenues:						
Program revenues:						
Charges for services	\$ 94,993	\$ 95,176	\$ (183)	\$ -	\$ -	\$ -
Operating grants & contributions	4,148,684	4,569,347	(420,663)	1,100,327	970,731	129,596
General revenues:						
Other revenues	75,080	103,422	(28,342)	15,540	12,485	3,055
Total revenues	4,318,757	4,767,945	(449,188)	1,115,867	983,216	132,651
Functions/Program Expenses:						
Health & welfare	4,837,403	4,689,997	147,406	1,016,536	945,794	70,742
Increase (decrease) in net position	(518,646)	77,948	(596,594)	99,331	37,422	61,909
Net Position - Beginning	2,560,607	2,541,660	18,947	288,860	251,438	37,422
Prior period adjustment	-	(59,000)	59,000	-	-	-
Net Position Beginning - as restated	2,560,607	2,482,660	77,947	288,860	251,438	37,422
Net Position - Ending	<u>\$ 2,041,961</u>	<u>\$ 2,560,608</u>	<u>\$ (518,647)</u>	<u>\$ 388,191</u>	<u>\$ 288,860</u>	<u>\$ 99,331</u>

THE OFFICE OF COMMUNITY SERVICES' FUNDS As we noted earlier, the Office of Community Services uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the Office of Community Services is being accountable for the resources state and federal agencies and others provide to it, but may also give you more insight into the Office of Community Services' overall financial health.

As the Office of Community Services completed this year, our governmental funds reported a combined fund balance of \$486,687 which is a decrease of \$(346,280) from last year. Some changes in fund balance are explained below:

Our General fund is our principal operating fund. The fund balance in the General fund decreased by \$(386,327) to \$25,727. The 2025 decrease to the General fund balance is attributed largely to the repayment of a Head Start debt.

**Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025**

The Head Start fund accounts for funds used for the purpose of providing young children, generally ages 3 to 5 in low income families, with services designed to meet the needs in various areas such as health, education, social services, etc. This fund does not normally have a fund balance. Total federal revenues recognized were lower by \$147,213 in 2025 compared to prior year and total expenditures for Head Start were lower by \$145,385 compared to the prior year.

The Transportation fund accounts for funds used to provide transportation services to citizens within the parish. The fund balance in this fund decreased \$6,922 to \$289,144. This decrease is attributable to a decrease in ridership within the program.

The Food Service program receives funds from CACFP to reimburse programs for meals provided to students enrolled in the Head Start Program and the Family Home Daycare program. The fund balance in the Family Home Daycare program increased \$20,974 while the fund balance in the Head Start Food program increased \$25,995. Total fund balance for these two funds increased \$46,969 to \$169,083. The fund balance for the Family Home Daycare program increased due to a decrease in expenses. The fund balance in the Head Start Food increased due to a decrease in expenses.

The LIHEAP Energy fund accounts for funding received to assist families with energy costs. This fund does not normally have a fund balance.

The Nonmajor Governmental funds are comprised of the other special revenue funds (CSBG, Housing and Emergency Assistance). The CSBG fund accounts for funds used to assist the Office of Community Services with operations. This fund does not normally have a fund balance. The other funds have no activity for the fiscal year; therefore, fund balance remained \$2,733.

The Section 8 Voucher fund accounts for the activity for HUD's Section 8 Housing Choice Voucher program. The net position in this fund increased \$99,331 to \$388,191. The federal funding was \$129,596 more than prior year revenues, and the current year expenses increased \$70,742. This increase in revenues and expenses is due to the increase in overall rents due to landlords.

FUND BUDGETARY HIGHLIGHTS Over the course of the year, the Office of Community Services revises its budget as it attempts to deal with unexpected changes in revenues and expenditures. (A schedule showing the Office of Community Services' original and final budget amounts compared with amounts actually paid and received is provided later in this report).

General Fund The only revision made to the 2025 General fund original budget was to add \$407,000 for payment of a Head Start debt.

The final actual revenues exceeded budgeted by \$8,328. The final actual expenditures exceeded the budget by \$20,455 due to maintenance work needed for the administrative offices.

CAPITAL ASSETS

Capital Assets At December 31, 2025, the Office of Community Services' governmental activities had \$1,636,042 invested in a broad range of capital assets including buildings, furniture and equipment, and intangible assets such as software. This amount represents a net decrease (including additions, deductions, and depreciation) of \$233,187, or 12.5% from last year. The business-type activities net capital assets decreased \$3,087 from the prior year.

Webster Parish Office of Community Services
Management's Discussion and Analysis (MD&A)
December 31, 2025

	Capital Assets December 31,			
	Governmental Activities		Business-Type Activities	
	2025	2024	2025	2024
Buildings and improvements	\$ 1,524,090	\$ 1,524,090	\$ -	\$ -
Furniture, equipment & vehicles	2,038,650	2,078,656	36,383	36,383
Leased assets	38,020	38,020	-	-
Intangibles	49,312	49,312	-	-
Total cost of capital net assets	3,650,072	3,690,078	36,383	36,383
Less: accumulated depreciation & amortization	(2,014,030)	(1,820,849)	(20,250)	(17,163)
Net capital assets	<u>\$ 1,636,042</u>	<u>\$ 1,869,229</u>	<u>\$ 16,133</u>	<u>\$ 19,220</u>

Capital asset additions for 2025 included purchase of a vehicle. See Note 6 of the Notes to the Financial Statements.

Long Term Debt At December 31, 2025 the Office of Community Services' governmental activities had \$80,768 in long term debt which included \$64,895 in compensated absences, and a \$15,873 lease liability.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES Our appointed officials and citizens consider many factors when setting the Office of Community Services' 2026 year budget. The most important factor that affects the budget is the amount of approved federal grant funding. For our regular funding, for the year 2026, we budgeted little change in revenue and expenditures.

CONTACTING THE OFFICE OF COMMUNITY SERVICES' FINANCIAL MANAGEMENT Our financial report is designed to provide our citizens, taxpayers, parents, students, and investors and creditors with a general overview of the Office of Community Services' finances and to show the Office of Community Services' accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact Melinda Davidson, Executive Director, at Webster Parish Office of Community Services, P. O. Box 876, Minden, Louisiana, 71058-0876, telephone number 318-377-7022.

BASIC FINANCIAL STATEMENTS

Government-wide Financial Statements (GWFS)

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

STATEMENT OF NET POSITION
December 31, 2025

Statement A

	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTAL
ASSETS			
Cash and cash equivalents	\$ 333,959	\$ 372,971	\$ 706,930
Investments	44,163	5,903	50,066
Receivables, net	375,784	-	375,784
Internal balances	(240)	240	-
Capital Assets:			
Capital assets, net of depreciation and amortization	1,636,042	16,133	1,652,175
TOTAL ASSETS	2,389,708	395,247	2,784,955
LIABILITIES			
Accounts, salaries and other payables	239,374	5,118	244,492
Unearned revenue	17,933	-	17,933
Accrued compensated absences	9,672	-	9,672
Long-term liabilities			
Due within one year	57,596	1,938	59,534
Due in more than one year	23,172	-	23,172
TOTAL LIABILITIES	347,747	7,056	354,803
NET POSITION			
Net investment in capital assets	1,620,169	16,133	1,636,302
Restricted for grants	460,960	12,740	473,700
Unrestricted	(39,168)	359,318	320,150
TOTAL NET POSITION	\$ 2,041,961	\$ 388,191	\$ 2,430,152

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2025

Statement B

FUNCTIONS/PROGRAMS	PROGRAM REVENUES			NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION		
	EXPENSES	CHARGES SERVICES	OPERATING GRANTS AND CONTRIBUTION	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTAL
Primary government						
<i>Governmental Activities</i>						
Health and Welfare	\$ (4,837,403)	\$ 94,993	\$ 4,148,684	\$ (593,726)	\$ -	\$ (593,726)
Total governmental activities	<u>(4,837,403)</u>	<u>94,993</u>	<u>4,148,684</u>	<u>(593,726)</u>	<u>-</u>	<u>(593,726)</u>
<i>Business-type activities</i>						
Health and Welfare	<u>(1,016,536)</u>	<u>-</u>	<u>1,100,327</u>	<u>-</u>	<u>83,791</u>	<u>83,791</u>
Total	<u>\$ (5,853,939)</u>	<u>\$ 94,993</u>	<u>\$ 5,249,011</u>	<u>(593,726)</u>	<u>83,791</u>	<u>(509,935)</u>
General revenues:						
Interest and investment earnings				2,254	2,176	4,430
Miscellaneous				72,826	13,364	86,190
Total general revenues				<u>75,080</u>	<u>15,540</u>	<u>90,620</u>
Change in net position				(518,646)	99,331	(419,315)
Net position - beginning				<u>2,560,607</u>	<u>288,860</u>	<u>2,849,467</u>
Net position - ending				<u>\$ 2,041,961</u>	<u>\$ 388,191</u>	<u>\$ 2,430,152</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Webster Parish Office of Community Services



BASIC FINANCIAL STATEMENTS

Fund Financial Statements (FFS)

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

GOVERNMENTAL FUNDS

Balance Sheet

December 31, 2025

	<u>GENERAL</u>	<u>HEADSTART</u>	<u>TRANSPORTATION</u>
ASSETS			
Cash and cash equivalents	\$ 35,634	\$ -	\$ 194,683
Investments	44,163	-	-
Receivables	321	149,810	48,798
Interfund receivables	<u>3,372</u>	<u>48,010</u>	<u>70,309</u>
TOTAL ASSETS	<u><u>83,490</u></u>	<u><u>197,820</u></u>	<u><u>313,790</u></u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts, salaries and other payables	4,073	124,890	23,756
Interfund payables	53,690	48,911	-
Unearned revenue	-	17,224	-
Accrued compensated absences	<u>-</u>	<u>6,795</u>	<u>890</u>
TOTAL LIABILITIES	<u><u>57,763</u></u>	<u><u>197,820</u></u>	<u><u>24,646</u></u>
Fund balances:			
Restricted	-	-	289,144
Unassigned	<u>25,727</u>	<u>-</u>	<u>-</u>
TOTAL FUND BALANCES	<u><u>25,727</u></u>	<u><u>-</u></u>	<u><u>289,144</u></u>
TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$ 83,490</u></u>	<u><u>\$ 197,820</u></u>	<u><u>\$ 313,790</u></u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Statement C

FOOD	Previously Reported as Major CSBG	LIHEAP ENERGY	NONMAJOR GOVERNMENTAL	TOTAL
\$ 99,626	\$ -	\$ -	\$ 4,016	\$ 333,959
-	-	-	-	44,163
142,526	-	13,086	21,243	375,784
2,253	-	917	-	124,861
<u>244,405</u>	<u>-</u>	<u>14,003</u>	<u>25,259</u>	<u>878,767</u>
74,263	-	4,394	7,998	239,374
-	-	9,529	12,971	125,101
-	-	-	709	17,933
1,059	-	80	848	9,672
<u>75,322</u>	<u>-</u>	<u>14,003</u>	<u>22,526</u>	<u>392,080</u>
169,083	-	-	2,733	460,960
-	-	-	-	25,727
<u>169,083</u>	<u>-</u>	<u>-</u>	<u>2,733</u>	<u>486,687</u>
<u>\$ 244,405</u>	<u>\$ -</u>	<u>\$ 14,003</u>	<u>\$ 25,259</u>	<u>\$ 878,767</u>

Webster Parish Office of Community Services



WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**Reconciliation of the Governmental Funds
Balance Sheet to the Statement of Net Position
December 31, 2025**

Statement D

Total fund balances - governmental funds

\$ 486,687

The cost of capital assets (construction in progress, land, buildings, furniture and equipment, and intangibles) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the Office of Community Services as a whole. The cost of those capital assets is allocated over their estimated useful lives (as depreciation expense) to the various programs reported as governmental activities in the Statement of Activities. Because depreciation expense does not affect financial resources, it is not reported in governmental funds.

Costs of capital assets	\$ 3,650,072
Accumulated depreciation	<u>(2,014,030)</u>

1,636,042

Long-term liabilities applicable to the Office of Community Service's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities - both current and long term - are reported in the Statement of Net Position.

Balances at December 31, 2025 are:

Long-term liabilities

Compensated absences payable

(64,895)

Leases payable

(15,873)

Net position of governmental activities

\$ 2,041,961

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**GOVERNMENTAL FUNDS
Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 2025**

	<u>GENERAL</u>	<u>HEADSTART</u>	<u>TRANSPORTATION</u>
REVENUES			
Local Sources:			
Interest and investment earnings	\$ 2,254	\$ -	\$ -
Other revenue	69,074	-	94,993
Federal Sources	-	2,554,081	204,079
	<u>-</u>	<u>2,554,081</u>	<u>204,079</u>
TOTAL REVENUES	<u>71,328</u>	<u>2,554,081</u>	<u>299,072</u>
EXPENDITURES			
Current:			
Health and welfare:			
Personnel	-	1,923,208	162,649
Gas, oil & repairs	9,627	19,298	41,214
Office expense	2,377	181,189	13,545
Insurance	134	98,787	69,736
Utilities	256	116,577	11,292
Service providers	1,793	-	-
Food services	-	37,338	-
Other	417,415	171,632	6,784
Capital outlay	26,053	-	-
Debt service			
Interest	-	666	62
Principal	-	7,651	712
	<u>-</u>	<u>7,651</u>	<u>712</u>
TOTAL EXPENDITURES	<u>457,655</u>	<u>2,556,346</u>	<u>305,994</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(386,327)</u>	<u>(2,265)</u>	<u>(6,922)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	-	2,265	-
Transfers out	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>2,265</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	<u>(386,327)</u>	<u>-</u>	<u>(6,922)</u>
FUND BALANCES BEGINNING	<u>412,054</u>	<u>-</u>	<u>296,066</u>
FUND BALANCES - ENDING	<u>\$ 25,727</u>	<u>\$ -</u>	<u>\$ 289,144</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Statement E

FOOD	Previously Reported as Major CSBG	LIHEAP ENERGY	NONMAJOR GOVERNMENTAL	TOTAL
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,254</u>
3,707	-	-	45	167,819
<u>786,432</u>	<u>-</u>	<u>398,262</u>	<u>205,830</u>	<u>4,148,684</u>
<u>790,139</u>	<u>-</u>	<u>398,262</u>	<u>205,875</u>	<u>4,318,757</u>
218,887	-	49,888	200,774	2,555,406
113	-	112	-	70,364
9,764	-	3,818	-	210,693
376	-	375	-	169,408
438	-	438	-	129,001
438,354	-	326,994	-	767,141
63,866	-	-	-	101,204
8,914	-	16,444	5,101	626,290
-	-	-	-	26,053
15	-	15	-	758
<u>178</u>	<u>-</u>	<u>178</u>	<u>-</u>	<u>8,719</u>
<u>740,905</u>	<u>-</u>	<u>398,262</u>	<u>205,875</u>	<u>4,665,037</u>
<u>49,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(346,280)</u>
-	-	-	-	2,265
<u>(2,265)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,265)</u>
<u>(2,265)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
46,969	-	-	-	(346,280)
<u>122,114</u>	<u>-</u>	<u>-</u>	<u>2,733</u>	<u>832,967</u>
<u>\$ 169,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,733</u>	<u>\$ 486,687</u>

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**Reconciliation of the Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
to the Statement of Activities
For the Year Ended December 31, 2025**

Statement F

Net change in fund balances - total governmental funds \$ (346,280)

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Capital outlays are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the period:

Capital outlay	\$	26,053	
Depreciation expense		(243,524)	
Loss on disposition		<u>(15,716)</u>	(233,187)

The issuance of long term debt provides current financial resources of governmental funds, while the repayment of the principal of long term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position

Repayment of lease liability	8,897
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In the Statement of Activities, certain operating expenses-compensated absences (vacation and sick time) and claims payable - are measured by the amounts earned during the year. In the governmental funds however, expenditures for these items are measured by the amount of financial resources used (essentially, the amounts actually paid). This year, vacation and sick time used was more than the amounts earned.

Vacation and sick time	<u>51,924</u>
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Change in net position of governmental activities	<u><u>\$ (518,646)</u></u>
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THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

PROPRIETARY FUND TYPE- ENTERPRISE FUND

Statement of Net Position

December 31, 2025

Statement G

SECTION 8
VOUCHER

ASSETS

Current assets:

Cash and cash equivalents

\$ 372,971

Investments

5,903

Interfund receivables

240

Total current assets

379,114

Non-current assets:

Capital assets, net of accumulated depreciation

16,133

TOTAL ASSETS

395,247

LIABILITIES

Current Liabilities:

Accounts, salaries and other payables

5,118

Accrued compensated absences

1,938

Total current liabilities

7,056

TOTAL LIABILITIES

7,056

NET POSITION

Net Investment in capital assets

16,133

Restricted for HAP

12,740

Unrestricted

359,318

TOTAL NET POSITION

\$ 388,191

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

PROPRIETARY FUND TYPE- ENTERPRISE FUND

**Statement of Revenues, Expenses,
and Changes in Fund Net Position
For the Year Ended December 31, 2025**

	Statement H
	SECTION 8 VOUCHER
OPERATING REVENUES	
Federal grants	\$ 1,100,327
Other income	13,364
TOTAL OPERATING REVENUES	1,113,691
OPERATING EXPENSES	
Administration	80,697
Utilities	438
General	3,776
Depreciation	3,088
Housing assistance payments	928,537
TOTAL OPERATING EXPENSES	1,016,536
OPERATING INCOME (LOSS)	97,155
NON-OPERATING REVENUES	
Interest income	2,176
TOTAL NON-OPERATING REVENUES	2,176
CHANGE IN NET POSITION	99,331
NET POSITION AT BEGINNING OF YEAR	288,860
NET POSITION AT END OF YEAR	\$ 388,191

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

PROPRIETARY FUND TYPE - ENTERPRISE FUND

**Statement of Cash Flows
For the Year Ended December 31, 2025**

Statement I

**SECTION 8
VOUCHER**

CASH FLOWS FROM OPERATING ACTIVITIES	
Payments to vendors	\$ (15,173)
Payments to employees	(68,404)
Payments to private landlords and others	(928,537)
Federal grants	1,100,327
Other receipts	15,203
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	103,416
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest	2,175
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	2,175
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	105,591
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	267,380
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 372,971</u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	
Operating income (loss)	\$ 97,155
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation expense	3,088
Change in assets and liabilities:	
Accounts receivable decrease	85
Interfunds decrease	1,754
Compensated absences decrease	(311)
Accounts, salaries and other payables increase	1,645
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 103,416</u>

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

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Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES The accompanying financial statements of Webster Parish Office of Community Services 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 financial reporting principles.

A. REPORTING ENTITY Webster Parish Office of Community Services was established by the Webster Parish Police Jury under the provisions of LSA-R.S. 23:63 to operate state and federally funded programs to assist low-income members of the community in obtaining adequate employment, education and housing, meeting certain medical needs, and obtaining proper assistance to satisfy other needs of low-income families that arise within the community.

As the governing authority of the parish, for reporting purposes, the Webster Parish Police Jury is the financial reporting entity for Webster Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statement to be misleading or incomplete.

GASB Statements establish criteria for determining the governmental reporting entity and component units that should be considered part of the Webster Parish Police Jury 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. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury 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 police jury.
2. Organizations that are fiscally dependent on the police jury and there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
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.

Because the Police Jury appoints members to Webster Parish Office of Community Services' Board and the Office of Community Services is financially accountable to the Police Jury, Webster Parish Office of Community Services was determined to be a component unit of the Webster Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Office of Community Services and do not present information on the Police Jury, the governmental services provided by that governmental unit, or the governmental units that comprise the financial reporting entity.

B. FUNDS The accounts of the Office of Community Services are organized and operated on the basis of funds. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

Governmental Funds The governmental funds are divided into separate "fund types." Governmental funds are used to account for the government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing services to the public or other agencies through service charges or user fees. The major governmental funds of the Office of Community Services are described as follows:

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

General fund – This fund is the general operating fund of the Office of Community Services. It accounts for all activities except those required to be accounted for in other funds.

Headstart – This fund accounts for grant funding received for the purpose of providing young children, generally ages 3 to 5, in low-income families with services designed to meet their needs in various areas such as health, education, social services, etc.

Transportation – This fund accounts for the grant funding received and the operations of the transportation program that provides affordable transportation to the residents within the parish.

Food – This fund accounts for the operations of the programs providing meal reimbursements to eligible institutions that serve meals to students at various locations within the parish.

LIHEAP Energy – This fund accounts for the funding received through the Louisiana Housing Corporation for the Low Income Home Energy Assistance Program which helps keep families safe and healthy through initiatives that assist families with energy costs.

Proprietary Funds The proprietary fund accounts for activities similar to those found in the private sector where the determination of net income is necessary or useful to sound financial administration. The proprietary fund differs from a governmental fund in that its focus is on income measurement which, together with the maintenance of equity, is an important financial indicator.

Section 8 Voucher – This fund accounts for the activity for HUD's Section 8 Housing Choice Voucher program. The purpose is to assist low-income families in obtaining affordable housing.

C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Government-Wide Financial Statements (GWFS) The Statement of Net Position and the Statement of Activities displays information about the reporting government as a whole. The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, liabilities, and deferred inflows/outflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, liabilities, and deferred inflow/outflows of resources resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Nonexchange Transactions."

Fiduciary activities are not included in the Government-Wide Financial Statements.

Program revenues Program revenues included in the Statement of Activities include charges for services provided and operating grants and contributions; program revenues reduce the cost of the function to be financed from the Office of Community Services' general revenues.

Allocation of indirect expenses The Office of Community Services reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

Fund Financial Statements (FFS)

Governmental Funds The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are "measurable and available"). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The government considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred, except for unmatured principal and interest on long-term debt which is recognized when due, and certain compensated absences and claims and judgments which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

With this measurement focus, only current assets, current liabilities, and current deferred outflows and inflows of resources are generally included on the balance sheet. Operating statements of these funds present increases and decreases in net current assets. The governmental funds use the following practices in recording revenues and expenditures:

Revenues

Federal grants are recognized when the Office of Community Services is entitled to the funds.

Interest income on investments is recorded when earned and the income is available.

Substantially all other revenues are recorded when they become available to the Office of Community Services.

Expenditures Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for principal and interest on long-term obligations, which are recognized when due.

Other Financing Sources (Uses) Sale of capital assets, increases in capital lease purchases, and transfers between funds that are not expected to be repaid are accounted for as other financing sources (uses) and are recognized when the underlying events occur.

Proprietary Funds

Operating Revenues and Expenses Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services in connection with the fund's principal ongoing operations, which is providing affordable housing. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. ENCUMBRANCES Outstanding encumbrances lapse at year-end. Authorization for the eventual expenditure will be included in the following year's budget appropriations. Encumbrance accounting is not employed in governmental funds.

Encumbrance accounting (e.g., purchase orders, contracts) is not recognized within the accounting records for budgetary control purposes.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

E. CASH AND CASH EQUIVALENTS Cash includes amounts in demand deposits, petty cash, interest-bearing demand deposits, and time deposit accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Office of Community Services may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law or any other state in the United States or under the laws of the United States. For purposes of the Proprietary Fund Statement of Cash Flows, the Office of Community Services considers all investments with a maturity of three months or less when purchased to be cash equivalents.

F. INVESTMENTS Investments are limited by R.S. 33:2955 and the Office of Community Services' investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

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

1. Investments in nonparticipating interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.
2. The Office of Community Services reports at amortized cost money market investments and participating interest-earning investment contracts that have a remaining maturity at time of purchase of one year or less.

Definitions:

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

Money market investments are short-term, highly liquid debt instruments that include U. S. Treasury obligations.

The Office of Community Services participates in the Louisiana Asset Management Pool, Inc., (LAMP) which is an external investment pool that, to the extent practical invest in a manner consistent with GASB Statement 79, *Certain External Investment Pools and Pool Participants*.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high-quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LA-R.S. 33:2955. LAMP issues financial reports which may be obtained at www.lamppool.com.

Investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the net asset value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

G. SHORT-TERM INTERFUND RECEIVABLES/PAYABLES (FFS) During the course of operations, numerous transactions occur between individual funds for services rendered. These receivables and payables are classified as interfund receivables/payables on the balance sheet. Short-term interfund loans are also classified as interfund receivables/payables.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

H. ELIMINATION AND RECLASSIFICATIONS In the process of aggregating data for the Statement of Net Position and the Statement of Activities some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the “grossing up” effect on assets and liabilities within the governmental activities column.

I. INVENTORY AND PREPAID ITEMS Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items. All inventory items are valued at cost using first-in, first-out method. Inventory is recorded using the consumption method.

J. CAPITAL ASSETS Capital assets for the Office of Community Services purchased or acquired with an original cost of \$500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at their acquisition value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Straight line depreciation is used based on the following estimated useful lives:

Buildings	20-40 years
Furniture and equipment	5-10 years
Vehicles	5-15 years
Intangibles-software	5 years
Intangibles-other	5 years

K. COMPENSATED ABSENCES All full-time employees earn 80 to 160 hours of vacation each year, depending on length of service. Employees can accumulate up to 240 hours of unused vacation time. Upon termination or retirement, an employee is compensated for up to 240 hours of previous years’ accumulated annual leave.

All full-time employees earn 4 hours of sick leave every two weeks, effective from date of employment. Other employees considered less than full-time receive 40 hours of sick leave per year. Upon termination or retirement, accrued sick leave is excluded from paid benefits.

All professional staff members are entitled to earn compensatory time for overtime worked. Employees can accumulate up to 80 hours of unused compensatory time. Upon termination or retirement, an employee is compensated for accumulated compensatory time.

The Office of Community Services’ recognition and measurement criterion for compensated absences follows:

GASB Statement No. 101 provides that vacation leave and other compensated absences with similar characteristics should be accrued as a liability as the benefits are earned by the employees if all of the following conditions are met:

The leave accumulates.

The employees' right to receive compensation is attributable to services already rendered.

It is more likely than not to either be paid or settled through other means.

L. RESTRICTED NET POSITION For the government-wide Statement of Net Position, net position is reported as restricted when constraints placed on net position use are either:

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

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

It is the Office of Community Services' policy to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

M. FUND EQUITY OF FUND FINANCIAL STATEMENTS Fund balances are reported in the following categories:

Non-spendable: Fund balance that is not in spendable form or legally or contractually required to be maintained intact. This category includes items that are not easily converted to cash such as inventories and prepaid items.

Restricted: Fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Committed: Fund balance that can only be used for specific purposes determined by the Office of Community Services' highest level of decision-making authority. The Board is the highest level of decision-making authority of the Office of Community Services that can, by adoption of a resolution prior to fiscal year end, commit fund balance. Committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit the funds.

Assigned: Fund balance that is constrained by the Board's intent to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by the Board.

Unassigned: Fund balance that is the residual classification for the General fund or a deficit fund balance in other funds.

The Office of Community Services reduces committed amounts, followed by assigned amounts, and then unassigned amounts when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used. The Office of Community Services considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available.

N. INTERFUND TRANSACTIONS Quasi-external transactions are accounted for as revenues, expenditures, or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

O. UNEARNED REVENUE Unearned revenues arise when assets are recognized before the revenue recognition criteria have been satisfied.

P. USE OF ESTIMATES The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP AND ACCOUNTABILITY

Actual Expenditures Exceeding Budgeted Expenditures For the fiscal year ending December 31, 2025 the following funds reported actual expenditures that exceeded budgeted expenditures:

	Final Budget	Actual	Unfavorable Variance
General	\$ 437,200	\$ 457,655	\$ (20,455)
Food	732,894	740,905	(8,011)

Budget overruns were the result of unanticipated expenditures in the last month of the fiscal year.

NOTE 3 - DEPOSITS Deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Custodial Credit Risk-Deposits: At year-end the Office of Community Services' carrying amount of deposits was \$706,930 and the bank balance was \$743,215. Of the bank balance, \$362,696 was covered by federal deposit insurance. The remaining balance was not collateralized. The Office of Community Services' policy does not address custodial credit risk.

Interest Rate Risk-Deposits: The Office of Community Services' policy does not address interest rate risk.

NOTE 4 - INVESTMENTS Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that Governmental Accounting Standards Board (GASB) Statements require or permit in the Statement of Net Position at the end of each reporting period. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

At year end, the Office of Community Services investment balances were as follows:

<u>Type of Investment</u>	<u>Level 2</u>
Louisiana Asset Management Pool (LAMP)	\$ 50,066

Investments held at December 31, 2025 consist of \$50,066 in the Louisiana Asset Management Pool (LAMP). LAMP is an investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79. The following facts are relevant for investment pools:

Credit Risk: LAMP is rated AAAM by Standard and Poor's.

Custodial Credit Risk-Investments: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Webster Parish Office of Community Services
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Concentration of Credit Risk: Pooled investments are excluded from the 5 percent disclosure requirement.

Interest Rate Risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate risk disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating/variable rate investments. The WAM for LAMP's total investments is 31 as of December 31, 2025.

NOTE 5 - RECEIVABLES The following is a summary of receivables at December 31, 2025:

<u>Class of Receivables</u>	<u>Governmental Activities</u>					<u>Nonmajor</u>	<u>Total</u>
	<u>General</u>	<u>Headstart</u>	<u>Transportation</u>	<u>Food</u>	<u>LIHEAP Energy</u>	<u>Governmental</u>	
Grants	\$ -	\$ 149,810	\$ 48,582	\$ 141,947	\$ 13,086	\$ 21,243	\$ 374,668
Other	321	-	216	579	-	-	1,116
Total	<u>\$ 321</u>	<u>\$ 149,810</u>	<u>\$ 48,798</u>	<u>\$ 142,526</u>	<u>\$ 13,086</u>	<u>\$ 21,243</u>	<u>\$ 375,784</u>

The balance of accounts receivable is expected to be collected in full for all governmental funds so no allowance for doubtful accounts has been established.

For the Business-Type activities, in the Section 8 program the allowance for doubtful accounts is \$21,842.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

NOTE 6 - CAPITAL ASSETS The following schedule presents changes in capital assets for governmental activities for the year ended December 31, 2025:

	Balance Beginning	Additions	Deletions	Balance Ending
Capital assets, being depreciated:				
Buildings and improvements	\$ 1,524,090	\$ -	\$ -	\$ 1,524,090
Furniture, equipment and vehicles	2,078,656	26,053	66,059	2,038,650
Leased assets	38,020	-	-	38,020
Intangibles	49,312	-	-	49,312
Total	<u>3,690,078</u>	<u>26,053</u>	<u>66,059</u>	<u>3,650,072</u>
Less accumulated depreciation and amortization:				
Buildings and improvements	675,746	51,321	-	727,067
Furniture, equipment and vehicles	1,107,952	172,891	50,343	1,230,500
Leased assets	14,664	8,928	-	23,592
Amortization	22,487	10,384	-	32,871
Total	<u>1,820,849</u>	<u>243,524</u>	<u>50,343</u>	<u>2,014,030</u>
Governmental Activities, capital assets net	<u>\$ 1,869,229</u>	<u>\$ (217,471)</u>	<u>\$ 15,716</u>	<u>\$ 1,636,042</u>

Depreciation and amortization expense of \$243,524 was charged to the health and welfare function.

The following schedule presents changes in capital assets for the business-type activities for the year ended December 31, 2025:

	Balance Beginning	Additions	Deletions	Balance Ending
Capital assets, being depreciated:				
Furniture, equipment and vehicles	\$ 36,383	\$ -	\$ -	\$ 36,383
Total	<u>36,383</u>	<u>-</u>	<u>-</u>	<u>36,383</u>
Less accumulated depreciation and amortization:				
Furniture, equipment and vehicles	17,163	3,087	-	20,250
Total	<u>17,163</u>	<u>3,087</u>	<u>-</u>	<u>20,250</u>
Business-type activities, capital assets net	<u>\$ 19,220</u>	<u>\$ (3,087)</u>	<u>\$ -</u>	<u>\$ 16,133</u>

Depreciation expense of \$3,087 was charged to the health and welfare function.

NOTE 7 - RETIREMENT SYSTEMS

The Office of Community Services has an agreement with Mutual of America to participate in a 401(k) defined contribution plan. The plan was approved by the Board and any changes to the plan must be approved by the Board.

The Office of Community Services acts as the plan administrator and establishes separate accounts for each employee. An employee who wishes to participate in the plan will complete an application which is forwarded to the plan trustee for review and approval of the percentages and types of investment options chosen. All participants in the plan may elect to make salary reduction contributions. The employee can decide the percentage of deductions and type(s) of investments but no less than 1% of their salary may be chosen for salary reduction. Included in the options for employees is the option to participate in a Roth account. There is also a catch-up option for those

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

employees who wish to have a larger portion deducted from their salaries. The employer (plan administrator) contributes 4% of the employee's salary per year.

All employees are eligible to participate in the 401(k) plan on the first day of employment. Vesting rules of employees under the plan are as follows:

Employees will be 100% vested under any of the following circumstances:

1. The retirement age is reached, which is the date of attainment of age 60.
2. Death occurs during employment.
3. Total and permanent disability occurs during employment.

If termination of employment occurs for any reason other than retirement, death, or total and permanent disability, the percentage of vesting is determined as follows:

<u>Year of Service</u>	<u>Percentage of Vesting</u>
Less than 2	0%
2 but less than 3	20%
3 but less than 4	40%
4 but less than 5	60%
5 but less than 6	80%
6 or more	100%

Any non-vested amounts are forfeited and used to pay any charges incurred in connection with the termination of employment of the participant whose account was forfeited. Additionally, the employer can elect to use forfeitures to restore the forfeited portion of participants' accounts in the case of re-employment. At December 31, 2025, there was \$1,848 in forfeitures from non-vested accounts.

The employer contributions by the Office of Community Services for the year ended December 31, 2025 were \$68,371. No employee contributions were made under the retirement plan for fiscal year ended December 31, 2025. The employer has \$2,046 payable to the retirement plan at December 31, 2025.

NOTE 8 - LONG-TERM LIABILITIES The following is a summary of the long-term liabilities transactions and balances for the year ended December 31, 2025:

Governmental Activities:

	Compensated Absences*	Lease Liability	Total
Balance, Beginning	\$ 116,819	\$ 24,770	\$ 141,589
Additions	-	-	-
Deletions	(51,924)	(8,897)	(60,821)
Balance, Ending	64,895	15,873	80,768
Amount due within one year	\$ 48,364	\$ 9,232	\$ 57,596

*The change in compensated absences is the net change for the year.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

The lease liability is due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2026	\$ 9,232	\$ 439	\$ 9,671
2027	4,180	141	4,321
2028	2,461	29	2,490
2029	0	0	0
Total	<u>\$ 15,873</u>	<u>\$ 609</u>	<u>\$ 16,482</u>

The lease liability will be liquidated by the Food, LIHEAP, Headstart, and Transportation funds.

Business-Type Activities:

	<u>Compensated Absences*</u>
Balance, Beginning	\$ 2,249
Additions	-
Deletions	(311)
Balance, Ending	<u>1,938</u>
Amount due within one year	<u>\$ 1,938</u>

*The change in compensated absences is the net change for the year.

NOTE 9 - INTERFUND TRANSACTIONS (FFS LEVEL ONLY)

Interfund Receivable/Payables at December 31, 2025:

<u>Receivable Fund</u>	<u>Amount</u>	<u>Payable Fund</u>	<u>Amount</u>
General fund	\$ 3,372	Nonmajor Governmental	\$ 3,372
Headstart	48,010	General Fund	48,010
Transportation	70,309	General Fund	2,270
		Nonmajor Governmental	9,599
		LIHEAP Energy	9,529
		Headstart	48,911
Food	2,253	General Fund	2,253
LIHEAP	917	General Fund	917
Section 8	240	General Fund	240
	<u>\$ 125,101</u>		<u>\$ 125,101</u>

The purpose of the interfund receivable/payables is to cover expenditures on cost-reimbursement programs until reimbursements are received.

Interfund transfers at December 31, 2025:

<u>Transfer In</u>		<u>Transfer Out</u>	
Headstart	\$ 2,265	Food	\$ 2,265

Transfers are used to move revenues from the fund that statute or budget require to collect them to the fund that statute or budget require to expend them.

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

NOTE 10 - ACCOUNTS, SALARIES AND OTHER PAYABLES The payables at December 31, 2025, are as follows:

	Governmental Activities					Business- Type Activities		
	General	Headstart	Transportation	Food	LIHEAP Energy	Nonmajor Governmental	Section 8 Voucher	Total
Salaries	\$ -	\$ 92,988	\$ 6,420	\$ 8,709	\$ 2,141	\$ 6,524	\$ 3,241	\$ 120,023
Accounts	4,073	31,902	17,336	65,554	2,253	1,474	1,877	124,469
Total	<u>\$ 4,073</u>	<u>\$ 124,890</u>	<u>\$ 23,756</u>	<u>\$ 74,263</u>	<u>\$ 4,394</u>	<u>\$ 7,998</u>	<u>\$ 5,118</u>	<u>\$ 244,492</u>

NOTE 11 - LITIGATION AND CLAIMS

Litigation The Office of Community Services is not aware of any pending or threatened litigation or claims that would have a material effect on it's financial statements.

Grant Disallowances The Office of Community Services participates in a number of state and federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grant.

NOTE 12 - RISK MANAGEMENT The Office of Community Services is exposed to various risk related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Office of Community Services carries commercial insurance to manage these risks. In the past, the insurance has been sufficient to cover any settlements. Settled claims resulting from these risks have not exceeded the commercial insurance coverage in any of the past three years.

NOTE 13 - FUND BALANCE CLASSIFICATION DETAILS The following are details of the fund balance classifications at December 31, 2025:

	General Fund	Transportation	Food	Nonmajor Governmental	Total
Restricted for:					
Grants	\$ -	\$ 289,144	\$ 169,083	\$ 2,733	\$ 460,960
Unassigned:	25,727	-	-	-	25,727
Total	<u>\$ 25,727</u>	<u>\$ 289,144</u>	<u>\$ 169,083</u>	<u>\$ 2,733</u>	<u>\$ 486,687</u>

Webster Parish Office of Community Services
Notes to the Financial Statements
December 31, 2025

NOTE 14 - ECONOMIC DEPENDENCY For the governmental funds, the Head Start grant is a federal grant which accounts for 59% of the total revenue received by the Office of Community Services. Head Start grants are awarded for a 5 year project period. At the end of the 5 years, the grant could be continued into the next project period, or a new competitive application could be required.

NOTE 15 - NEW GASB STANDARD In the current fiscal year the Office of Community Services implemented Statement No. 102 – *Certain Risk Disclosures*. This statement requires the Office of Community Services to assess whether a concentration or constraint makes the Office of Community Services vulnerable to the risk of a substantial impact to revenue debt. Additionally, this statement requires the Office of Community Services to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact to have occurred, have begun to occur, or are more likely than not to begin to occur within twelve months of the date the financial statements are issued. The adoption of this standard had no impact on the Office of Community Services financial statements or notes to the financial statements.

Webster Parish Office of Community Services



REQUIRED SUPPLEMENTARY INFORMATION

Webster Parish Office of Community Services

Budgetary Comparison Schedules

General Fund and Any Major Special Revenue Funds With a Legally Adopted Annual Budget

GENERAL FUND - This fund is the general operating fund of the Office of Community Services. It accounts for all activities except those required to be accounted for in other funds.

HEADSTART - This fund accounts for grant funding received for the purpose of providing young children, generally ages 3 to 5, in low-income families with services designed to meet their needs in various areas such as health, education, social services, etc.

TRANSPORTATION - This fund accounts for the grant funding received for the operations of the transportation program that provides affordable transportation to the residents within the parish.

FOOD - This fund accounts for the operations of the programs providing meal reimbursements to eligible institutions that serve meals to students at various locations within the parish.

LIHEAP ENERGY - This fund accounts for the funding received through the Louisiana Housing Corporation for the Low Income Home Energy Assistance Program which helps keep families safe and healthy through initiatives that assist families with energy costs.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**GENERAL FUND
Budgetary Comparison Schedule
For the Year Ended December 31, 2025**

Exhibit 1-1

	BUDGETARY AMOUNTS		ACTUAL	VARIANCE WITH
	ORIGINAL	FINAL	AMOUNTS	FINAL BUDGET
				POSITIVE
				(NEGATIVE)
REVENUES				
Local Sources:				
Interest and investment earnings	\$ -	\$ -	\$ 2,254	\$ 2,254
Other revenue	63,000	63,000	69,074	6,074
TOTAL REVENUES	63,000	63,000	71,328	8,328
EXPENDITURES				
Current:				
Health and welfare:				
Gas, oil & repairs	400	400	9,627	(9,227)
Office expense	6,700	6,700	2,377	4,323
Insurance	-	-	134	(134)
Utilities	-	-	256	(256)
Service providers	-	-	1,793	(1,793)
Other	11,100	418,100	417,415	685
Capital outlay	12,000	12,000	26,053	(14,053)
TOTAL EXPENDITURES	30,200	437,200	457,655	(20,455)
NET CHANGE IN FUND BALANCES	32,800	(374,200)	(386,327)	(12,127)
FUND BALANCES - BEGINNING	412,054	412,054	412,054	-
FUND BALANCES - ENDING	\$ 444,854	\$ 37,854	\$ 25,727	\$ (12,127)

See accompanying notes to budgetary comparison schedules.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**HEADSTART
Budgetary Comparison Schedule
For the Year Ended December 31, 2025**

Exhibit 1-2

	BUDGETARY AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
REVENUES				
Federal Sources	\$ 2,671,268	\$ 2,671,268	\$ 2,554,081	\$ (117,187)
TOTAL REVENUES	2,671,268	2,671,268	2,554,081	(117,187)
EXPENDITURES				
Current:				
Health and welfare:				
Personnel	2,126,808	2,126,808	1,923,208	203,600
Gas, oil & repairs	55,000	55,000	19,298	35,702
Office expense	129,760	129,760	181,189	(51,429)
Insurance	63,000	63,000	98,787	(35,787)
Utilities	113,000	113,000	116,577	(3,577)
Food services	49,000	49,000	37,338	11,662
Other	134,700	134,700	171,632	(36,932)
Debt service				
Interest	-	-	666	(666)
Principal	-	-	7,651	(7,651)
TOTAL EXPENDITURES	2,671,268	2,671,268	2,556,346	114,922
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	-	-	(2,265)	(2,265)
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	2,265	2,265
NET CHANGE IN FUND BALANCES	-	-	-	-
FUND BALANCES - BEGINNING	-	-	-	-
FUND BALANCES - ENDING	\$ -	\$ -	\$ -	\$ -

See accompanying notes to budgetary comparison schedules.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**TRANSPORTATION
Budgetary Comparison Schedule
For the Year Ended December 31, 2025**

Exhibit 1-3

	BUDGETARY AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
REVENUES				
Local Sources:				
Other revenue	\$ -	\$ -	\$ 94,993	\$ 94,993
Federal Sources	282,372	282,372	204,079	(78,293)
	<u>282,372</u>	<u>282,372</u>	<u>299,072</u>	<u>16,700</u>
TOTAL REVENUES				
EXPENDITURES				
Current:				
Health and welfare:				
Personnel	302,243	302,243	162,649	139,594
Gas, oil & repairs	46,000	46,000	41,214	4,786
Office expense	16,900	16,900	13,545	3,355
Insurance	65,300	65,300	69,736	(4,436)
Utilities	5,700	5,700	11,292	(5,592)
Other	6,600	6,600	6,784	(184)
Debt service				
Interest	-	-	62	(62)
Principal	-	-	712	(712)
	<u>442,743</u>	<u>442,743</u>	<u>305,994</u>	<u>136,749</u>
TOTAL EXPENDITURES				
NET CHANGE IN FUND BALANCES	(160,371)	(160,371)	(6,922)	153,449
FUND BALANCES - BEGINNING	296,066	296,066	296,066	-
FUND BALANCES - ENDING	<u>\$ 135,695</u>	<u>\$ 135,695</u>	<u>\$ 289,144</u>	<u>\$ 153,449</u>

See accompanying notes to budgetary comparison schedules.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**FOOD
Budgetary Comparison Schedule
For the Year Ended December 31, 2025**

Exhibit 1-4

	BUDGETARY AMOUNTS		ACTUAL	VARIANCE WITH
	ORIGINAL	FINAL	AMOUNTS	FINAL BUDGET
				POSITIVE
				(NEGATIVE)
REVENUES				
Local Sources:				
Other revenue	\$ -	\$ -	\$ 3,707	\$ 3,707
Federal Sources	733,543	733,543	786,432	52,889
TOTAL REVENUES	733,543	733,543	790,139	56,596
EXPENDITURES				
Current:				
Health and welfare:				
Personnel	101,720	101,720	218,887	(117,167)
Gas, oil & repairs	-	-	113	(113)
Office expense	4,699	4,699	9,764	(5,065)
Insurance	-	-	376	(376)
Utilities	-	-	438	(438)
Service providers	620,000	620,000	438,354	181,646
Food services	-	-	63,866	(63,866)
Other	6,475	6,475	8,914	(2,439)
Debt service				
Interest	-	-	15	(15)
Principal	-	-	178	(178)
TOTAL EXPENDITURES	732,894	732,894	740,905	(8,011)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	649	649	49,234	48,585
OTHER FINANCING SOURCES (USES)				
Transfers out	-	-	(2,265)	(2,265)
NET CHANGE IN FUND BALANCES	649	649	46,969	46,320
FUND BALANCES - BEGINNING	122,114	122,114	122,114	-
FUND BALANCES - ENDING	\$ 122,763	\$ 122,763	\$ 169,083	\$ 46,320

See accompanying notes to budgetary comparison schedules.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

**LIHEAP ENERGY
Budgetary Comparison Schedule
For the Year Ended December 31, 2025**

Exhibit 1-5

	BUDGETARY AMOUNTS		ACTUAL AMOUNTS	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
	ORIGINAL	FINAL		
REVENUES				
Federal Sources	\$ 468,577	\$ 468,577	\$ 398,262	\$ (70,315)
TOTAL REVENUES	<u>468,577</u>	<u>468,577</u>	<u>398,262</u>	<u>(70,315)</u>
EXPENDITURES				
Current:				
Health and welfare:				
Personnel	44,378	44,378	49,888	(5,510)
Gas, oil & repairs	-	-	112	(112)
Office expense	4,980	4,980	3,818	1,162
Insurance	144	144	375	(231)
Utilities	125	125	438	(313)
Service providers	407,287	407,287	326,994	80,293
Other	11,663	11,663	16,444	(4,781)
Debt service				
Interest	-	-	15	(15)
Principal	-	-	178	(178)
TOTAL EXPENDITURES	<u>468,577</u>	<u>468,577</u>	<u>398,262</u>	<u>70,315</u>
NET CHANGE IN FUND BALANCES	-	-	-	-
FUND BALANCES BEGINNING	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES - ENDING	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

See accompanying notes to budgetary comparison schedules.

Webster Parish Office of Community Services

Notes to Budgetary Comparison Schedules For the Year Ended December 31, 2025

A. BUDGETS

General Budget Policies Preliminary budgets for the ensuing year are prepared for each program by the Executive Director prior to the beginning of the new grant year according to the related grant terms. During regular Board meetings the Executive Director presents the budgets to the Board for formal approval. The Executive Director answers any questions and makes any necessary changes and the budgets are formally adopted by the Board.

The Executive Director presents necessary budget amendments to the Board during the year when, in her judgment, actual operations or grant funding are differing materially from those anticipated in the original budget. During a regular meeting, the Board reviews the proposed amendments, makes changes as it deems necessary, and formally adopts the amendments.

The Office of Community Services exercises budgetary control at the functional level. Within functions the Executive Director has the discretion to make changes as she deems necessary for proper control. Unexpended appropriations lapse at year end and must be re-appropriated in the next year's budget to be expended. Formal budgetary integration is employed as a management control device.

For the year ended December 31, 2025, modified accrual budgets were adopted for the General fund and all special revenue funds. Budgets are adopted based on the grant budget year which may be different from the fiscal year end. The Headstart, Transportation, Food, CSBG, and LIHEAP Energy budgets are on a grant year end which is different from the fiscal year end.

Encumbrances Encumbrance accounting is not recognized within the accounting records for budgetary control purposes. Authorization for the eventual expenditure will be included in the following year's budget appropriations.

Budget Basis of Accounting All governmental funds' budgets are prepared on the modified accrual basis of accounting. Budgeted amounts are as originally adopted or as amended by the Board.

B. ACTUAL EXPENDITURES EXCEEDING BUDGETED EXPENDITURES

	Final Budget	Actual	Unfavorable Variance
General	\$ 437,200	\$ 457,655	\$ (20,455)
Food	732,894	740,905	(8,011)

SUPPLEMENTARY INFORMATION

Webster Parish Office of Community Services

NONMAJOR SPECIAL REVENUE FUNDS

CSBG - This fund accounts for grant funding received through Community Development Block Grants to assist the Office of Community Services with operations.

HOUSING - This fund accounts for grants received to assist low-income citizens in obtaining affordable housing.

EMERGENCY ASSISTANCE - This fund accounts for grant funds provided through FEMA to provide emergency assistance to meet the needs of low-income citizens within the parish.

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

NONMAJOR SPECIAL REVENUE FUNDS

Combining Balance Sheet

December 31, 2025

Exhibit 2

	Previously Reported as Major CSBG	HOUSING	EMERGENCY ASSISTANCE	TOTAL
ASSETS				
Cash and cash equivalents	\$ -	\$ 259	\$ 3,757	\$ 4,016
Receivables	21,243	-	-	21,243
TOTAL ASSETS	21,243	259	3,757	25,259
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts, salaries and other payables	7,998	-	-	7,998
Interfund payables	11,688	169	1,114	12,971
Unearned revenue	709	-	-	709
Accrued compensated absences	848	-	-	848
TOTAL LIABILITIES	21,243	169	1,114	22,526
Fund balances:				
Restricted	-	90	2,643	2,733
TOTAL FUND BALANCES	-	90	2,643	2,733
TOTAL LIABILITIES AND FUND BALANCES	\$ 21,243	\$ 259	\$ 3,757	\$ 25,259

WEBSTER PARISH OFFICE OF COMMUNITY SERVICES

NONMAJOR SPECIAL REVENUE FUNDS
Combining Statement of Revenues, Expenditures,
and Changes in Fund Balances
For the Year Ended December 31, 2025

Exhibit 3

	Previously Reported as Major CSBG	HOUSING	EMERGENCY ASSISTANCE	TOTAL
REVENUES				
Local Sources:				
Other revenue	\$ 45	\$ -	\$ -	\$ 45
Federal Sources	205,830	-	-	205,830
TOTAL REVENUES	205,875	-	-	205,875
EXPENDITURES				
Current:				
Health and welfare:				
Personnel	200,774	-	-	200,774
Other	5,101	-	-	5,101
TOTAL EXPENDITURES	205,875	-	-	205,875
NET CHANGE IN FUND BALANCES	-	-	-	-
FUND BALANCES - BEGINNING	-	90	2,643	2,733
FUND BALANCES - ENDING	\$ -	\$ 90	\$ 2,643	\$ 2,733

**Webster Parish Office of Community Services
Schedule of Compensation Paid Board Members
For the Year Ended December 31, 2025**

Exhibit 4

COMPENSATION PAID BOARD MEMBERS The schedule of compensation paid to Board Members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.

The following board members received no compensation for the year ended December 31, 2025.

Steve Wilson

Virginia Jefferson

Col. Carl Thompson

Brian Dison

Charlotte Jones

Debbie Thomas

Bammer Fuller

Steve Lemmons

Angelisa Strayhan

Kertedra Clark

L. R. Clemons

Steve Ramsey

Zita Williams

**Webster Parish Office of Community Services
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the Year Ended December 31, 2025**

Exhibit 5

Agency Head Name: Melinda Davidson, Executive Director

<u>Purpose</u>	
Salary	\$ 70,145
Benefits-insurance	8,961
Benefits-retirement	7,937
Benefits - Other - Workman's Comp	130
Benefits - Medicare	1,001
Per diem	808
Travel	4,963
Registration fees	1,195

Webster Parish Police Jury (LA213)

Minden, LA

Program Balance Sheet Summary

FYE 12/31/25

Exhibit 6
14.871 Housing
Choice Vouchers

111 Cash - Unrestricted	
112 Cash - Restricted - Modernization and Development	
113 Cash - Other Restricted	\$12,740
114 Cash - Tenant Security Deposits	
115 Cash - Restricted for Payment of Current Liabilities	
100 Total Cash	\$372,971
121 Accounts Receivable - PHA Projects	
122 Accounts Receivable - HUD Other Projects	
124 Accounts Receivable - Other Government	
125 Accounts Receivable - Miscellaneous	\$240
126 Accounts Receivable - Tenants	\$0
126.1 Allowance for Doubtful Accounts -Tenants	\$0
126.2 Allowance for Doubtful Accounts - Other	\$0
127 Notes, Loans, & Mortgages Receivable - Current	
128 Fraud Recovery	\$21,842
128.1 Allowance for Doubtful Accounts - Fraud	-\$21,842
129 Accrued Interest Receivable	
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$240
131 Investments - Unrestricted	\$5,903
132 Investments - Restricted	
135 Investments - Restricted for Payment of Current Liability	
142 Prepaid Expenses and Other Assets	
143 Inventories	
143.1 Allowance for Obsolete Inventories	
144 Inter Program Due From	
145 Assets Held for Sale	
150 Total Current Assets	\$379,114
161 Land	
162 Buildings	
163 Furniture, Equipment & Machinery - Dwellings	
164 Furniture, Equipment & Machinery - Administration	\$36,383
165 Leasehold Improvements	
166 Accumulated Depreciation	-\$20,250
167 Construction in Progress	
168 Infrastructure	
160 Total Capital Assets, Net of Accumulated Depreciation	\$16,133
171 Notes, Loans and Mortgages Receivable - Non-Current	
172 Notes, Loans, & Mortgages Receivable - Non Current - Past	
173 Grants Receivable - Non Current	
174 Other Assets	
176 Investments in Joint Ventures	
180 Total Non-Current Assets	\$16,133
200 Deferred Outflow of Resources	
290 Total Assets and Deferred Outflow of Resources	\$395,247

(continued)

Webster Parish Police Jury (LA213)
Minden, LA
Program Balance Sheet Summary
FYE 12/31/25

Exhibit 6
14.871 Housing
Choice Vouchers

171	Notes, Loans and Mortgages Receivable - Non-Current	
172	Notes, Loans, & Mortgages Receivable - Non Current - Past	
173	Grants Receivable - Non Current	
174	Other Assets	
176	Investments in Joint Ventures	
180	Total Non-Current Assets	\$16,133
200	Deferred Outflow of Resources	
290	Total Assets and Deferred Outflow of Resources	\$395,247
311	Bank Overdraft	
312	Accounts Payable <= 90 Days	\$630
313	Accounts Payable >90 Days Past Due	
321	Accrued Wage/Payroll Taxes Payable	\$3,241
322	Accrued Compensated Absences - Current Portion	\$1,938
324	Accrued Contingency Liability	
325	Accrued Interest Payable	
331	Accounts Payable - HUD PHA Programs	
332	Account Payable - PHA Projects	\$1,247
333	Accounts Payable - Other Government	
341	Tenant Security Deposits	
342	Unearned Revenue	
343	Current Portion of Long-term Debt - Capital	
344	Current Portion of Long-term Debt - Operating Borrowings	
345	Other Current Liabilities	
346	Accrued Liabilities - Other	
347	Inter Program - Due To	
348	Loan Liability - Current	
310	Total Current Liabilities	\$7,056
351	Long-term Debt, Net of Current - Capital Projects/Mortgage	
352	Long-term Debt, Net of Current - Operating Borrowings	
353	Non-current Liabilities - Other	
354	Accrued Compensated Absences - Non Current	
355	Loan Liability - Non Current	
356	FASB 5 Liabilities	
357	Accrued Pension and OPEB Liabilities	
350	Total Non-Current Liabilities	\$0
300	Total Liabilities	\$7,056
400	Deferred Inflow of Resources	
508.4	Net Investment in Capital Assets	\$16,133
511.4	Restricted Net Position	\$12,740
512.4	Unrestricted Net Position	\$359,318
513	Total Equity - Net Assets / Position	\$388,191
600	Total Liabilities, Deferred Inflows of Resources and Equity -	\$395,247
		(continued)

Webster Parish Police Jury (LA213)
Minden, LA
Program Revenue and Expense Summary
FYE 12/31/25

Exhibit 6
14.871 Housing
Choice Vouchers

70300 Net Tenant Rental Revenue	
70400 Tenant Revenue - Other	
70500 Total Tenant Revenue	\$0
70600 HUD PHA Operating Grants	\$1,100,327
70610 Capital Grants	
70710 Management Fee	
70720 Asset Management Fee	
70730 Book Keeping Fee	
70740 Front Line Service Fee	
70750 Other Fees	
70700 Total Fee Revenue	
70800 Other Government Grants	
71100 Investment Income - Unrestricted	\$2,176
71200 Mortgage Interest Income	
71300 Proceeds from Disposition of Assets Held for Sale	
71310 Cost of Sale of Assets	
71400 Fraud Recovery	\$1,276
71500 Other Revenue	\$12,088
71600 Gain or Loss on Sale of Capital Assets	
72000 Investment Income - Restricted	
70000 Total Revenue	\$1,115,867
91100 Administrative Salaries	\$59,733
91200 Auditing Fees	\$1,630
91300 Management Fee	
91310 Book-keeping Fee	
91400 Advertising and Marketing	\$15
91500 Employee Benefit contributions - Administrative	\$9,473
91600 Office Expenses	\$5,849
91700 Legal Expense	
91800 Travel	\$1,368
91810 Allocated Overhead	
91900 Other	\$1,359
91000 Total Operating - Administrative	\$79,427
92000 Asset Management Fee	
92100 Tenant Services - Salaries	
92200 Relocation Costs	
92300 Employee Benefit Contributions - Tenant Services	
92400 Tenant Services - Other	
92500 Total Tenant Services	\$0

(continued)

Webster Parish Police Jury (LA213)
Minden, LA
Program Revenue and Expense Summary
FYE 12/31/25

Exhibit 6
14.871 Housing
Choice Vouchers

93100 Water	
93200 Electricity	\$296
93300 Gas	
93400 Fuel	
93500 Labor	
93600 Sewer	
93700 Employee Benefit Contributions - Utilities	
93800 Other Utilities Expense	
93000 Total Utilities	\$296
94100 Ordinary Maintenance and Operations - Labor	
94200 Ordinary Maintenance and Operations - Materials and	\$1,090
94300 Ordinary Maintenance and Operations Contracts	
94500 Employee Benefit Contributions - Ordinary Maintenance	
94000 Total Maintenance	\$1,090
95100 Protective Services - Labor	
95200 Protective Services - Other Contract Costs	
95300 Protective Services - Other	
95500 Employee Benefit Contributions - Protective Services	
95000 Total Protective Services	\$0
96110 Property Insurance	
96120 Liability Insurance	\$477
96130 Workmen's Compensation	\$1,055
96140 All Other Insurance	
96100 Total insurance Premiums	\$1,532
96200 Other General Expenses	\$2,566
96210 Compensated Absences	
96300 Payments in Lieu of Taxes	
96400 Bad debt - Tenant Rents	
96500 Bad debt - Mortgages	
96600 Bad debt - Other	
96800 Severance Expense	
96000 Total Other General Expenses	\$2,566
96710 Interest of Mortgage (or Bonds) Payable	
96720 Interest on Notes Payable (Short and Long Term)	
96730 Amortization of Bond Issue Costs	
96700 Total Interest Expense and Amortization Cost	\$0
96900 Total Operating Expenses	\$84,911
97000 Excess of Operating Revenue over Operating Expenses	\$1,030,956
97100 Extraordinary Maintenance	
97200 Casualty Losses - Non-capitalized	
97300 Housing Assistance Payments	\$918,346
97350 HAP Portability-In	\$10,191
97400 Depreciation Expense	\$3,088
97500 Fraud Losses	
97600 Capital Outlays - Governmental Funds	
97700 Debt Principal Payment - Governmental Funds	
97800 Dwelling Units Rent Expense	
90000 Total Expenses	\$1,016,536

(continued)

Webster Parish Police Jury (LA213)
Minden, LA
Program Revenue and Expense Summary
FYE 12/31/25

Exhibit 6
14.871 Housing
Choice Vouchers

10010 Operating Transfer In	
10020 Operating transfer Out	
10030 Operating Transfers from/to Primary Government	
10040 Operating Transfers from/to Component Unit	
10050 Proceeds from Notes, Loans and Bonds	
10060 Proceeds from Property Sales	
10070 Extraordinary Items, Net Gain/Loss	
10080 Special Items (Net Gain/Loss)	
10091 Inter Project Excess Cash Transfer In	
10092 Inter Project Excess Cash Transfer Out	
10093 Transfers between Program and Project - In	
10094 Transfers between Project and Program - Out	
10100 Total Other financing Sources (Uses)	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total	\$99,331
11020 Required Annual Debt Principal Payments	\$0
11030 Beginning Equity	\$288,860
11040 Prior Period Adjustments, Equity Transfers and	\$0
11050 Changes in Compensated Absence Balance	
11060 Changes in Contingent Liability Balance	
11070 Changes in Unrecognized Pension Transition Liability	
11080 Changes in Special Term/Severance Benefits Liability	
11090 Changes in Allowance for Doubtful Accounts - Dwelling	
11100 Changes in Allowance for Doubtful Accounts - Other	
11170 Administrative Fee Equity	\$375,451
11180 Housing Assistance Payments Equity	\$12,740
11190 Unit Months Available	1786
11210 Number of Unit Months Leased	1786
11270 Excess Cash	
11610 Land Purchases	
11620 Building Purchases	
11630 Furniture & Equipment - Dwelling Purchases	
11640 Furniture & Equipment - Administrative Purchases	
11650 Leasehold Improvements Purchases	
11660 Infrastructure Purchases	
13510 CFFP Debt Service Payments	
13901 Replacement Housing Factor Funds	

(concluded)

Webster Parish Office of Community Services



Other Reports Required by *Government Auditing Standards* and Uniform Guidance



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Ernest L. Allen, CPA
(Retired) 1963 - 2000

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

Independent Auditor's Report

Board Members
Webster Parish Office of Community Services
A Component Unit of Webster Parish Police Jury
Minden, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Webster Parish Office of Community Services, a component unit of Webster Parish Police Jury, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Office of Community Services' basic financial statements, and have issued our report thereon dated June 30, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Office of Community Services' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Office of Community Services' internal control. Accordingly, we do not express an opinion on the effectiveness of the Office of Community Services' internal control.

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

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

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Office of Community Services' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

A handwritten signature in black ink that reads "Allen, Green & Williamson, LLP". The signature is written in a cursive, flowing style.

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
June 30, 2026



ALLEN, GREEN & WILLIAMSON, LLP

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Report on Compliance for Each Major Federal Program; and Report on Internal Control over Compliance Required by the Uniform Guidance

Independent Auditor's Report

Board Members
Webster Parish Office of Community Services
A Component Unit of Webster Parish Police Jury
Minden, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Webster Parish Office of Community Services, a component unit of Webster Parish Police Jury, compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Office of Community Services' major federal programs for the year ended December 31, 2025. The Office of Community Services' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Office of Community Services complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2025.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

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

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

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

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

Report on Internal Control over Compliance

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

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Office of the Louisiana Legislative Auditor as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
June 30, 2026

**Webster Parish Office of Community Services
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025**

Exhibit 7

FEDERAL GRANTOR/ PASS-THROUGH GRANTOR/PROGRAM NAME	AL <u>Number</u>	Pass-Through <u>Grantor No.</u>	<u>Expenditures</u>
FEDERAL AWARDS			
United States Department of Agriculture			
Passed through the State of Louisiana Department of Education:			
Child and Adult Care Food Program – Family Day Care	10.558	FY2024 & FY 2025	\$ 551,989
Child and Adult Care Food Program – Head Start Food Service		FY2024 & FY 2025	<u>234,443</u>
Total Child and Adult Care Food Program			<u>\$ 786,432</u>
Total U. S. Department of Agriculture			<u>786,432</u>
United States Department of Housing and Urban Development			
Direct Programs:			
Section 8 Housing Choice Vouchers Cluster	14.871		<u>1,100,327</u>
United States Department of Transportation			
Passed Through Webster Parish Police Jury			
FTA Section 5311	20.509	LA-2019-011	<u>204,079</u>
U. S. Department of Health and Human Services			
Direct programs:			
Head Start Cluster			
Head Start	93.600	06CH01218903; 06CH01218904	<u>2,554,081</u>
Passed Through Louisiana Office of Workforce Development:			
Community Services Block Grant (477 Cluster)			
Community Services Block Grant	93.569	2024P0012	205,830
Passed Through Louisiana Housing Corporation:			
Low Income Home Energy Assistance	93.568	FY2024 & FY 2025	<u>398,262</u>
Total Department of Health and Human Services			<u>604,092</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u><u>\$ 5,249,011</u></u>

The accompanying notes are an integral part of the schedule.

Webster Parish Office of Community Services
Notes to the Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2025

NOTE 1 - BASIS OF PRESENTATION The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal award activity of Webster Parish Office of Community Services, a component unit of Webster Parish Police Jury, under programs of the federal government for the year ended December 31, 2025. 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 Webster Parish Office of Community Services, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Office of Community Services.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES Expenditures reported on the Schedule are reported on the modified accrual basis of accounting except for Section 8 Voucher which is reported on the full accrual basis which is described in Note 1 of the Notes to the Financial Statements of the Office of Community Service's annual financial report. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS Federal awards revenues are reported in the Office of Community Services' fund financial statements as follows:

	<u>Federal Sources</u>
Major:	
Headstart	\$ 2,554,081
Transportation	204,079
Food	786,432
LIHEAP Energy	398,262
Nonmajor Governmental	<u>205,830</u>
Total governmental funds	4,148,684
Business-Type Activities	
Section 8 Voucher	<u>1,100,327</u>
Total	<u><u>\$ 5,249,011</u></u>

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

NOTE 5 - MATCHING REVENUES AND STATE FUNDING For those funds that have matching revenues and state funding, federal expenditures were determined by deducting matching revenues from total expenditures.

NOTE 6 - DE MINIMUS INDIRECT COST RATE The Office of Community Services has not elected to utilize the 10% de minimus indirect cost rate allowed under the Uniform Guidance.

**Webster Parish Office of Community Services
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2025**

PART I - Summary of the Auditor's Results

Financial Statement Audit

- i. The type of audit report issued was unmodified.
- ii. There were no significant deficiencies required to be disclosed by Government Auditing Standards issued by the Comptroller General of the United States of America.
- iii. There were no instances of noncompliance considered material to the financial statements, as defined by Government Auditing Standards.

Audit of Federal Awards

- iv. There were no significant deficiencies identified that are required to be disclosed by the Uniform Guidance (2 CFR 200).
- v. The type of report the auditor issued on compliance for major programs was unmodified.
- vi. The audit disclosed no compliance audit finding which the auditor is required to report under Uniform Guidance.
- vii. The major federal programs are:

Child & Adult Care Food Program	AL#10.558
Low Income Home Energy Assistance	AL#93.568
- viii. The dollar threshold used to distinguish between Type A and Type B programs as described in the Uniform Guidance was \$1,000,000.
- ix. The auditee does qualify as a low-risk auditee under the Uniform Guidance.

Webster Parish Office of Community Services



AGREED-UPON PROCEDURES



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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING STATEWIDE AGREED-UPON PROCEDURES

Board Members
Webster Parish Office of Community Services
A Component Unit of the Webster Parish Police Jury
Minden, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal year ended December 31, 2025. Webster Parish Office of Community Services, a component unit of the Webster Parish Police Jury's, management is responsible for those C/C areas identified in the SAUPs.

The Office of Community Services has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal year ended December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

1) *Written Policies and Procedures*

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

- v. reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
- vi. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- vii. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- viii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- ix. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- x. **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- xi. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xii. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xiii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

2) Board or Finance Committee

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
 - i. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board/finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all

special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- iv. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

3) Bank Reconciliations

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
 - ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and
 - iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Comment: The reconciliations were all reviewed by a board member but not within one month. One reconciliation tested had outstanding checks outstanding for more than twelve months with no evidence of research.

Management's Response: Our Board Financial Oversight Committee has been contacted and beginning immediately they will review the bank reconciliations prepared by our CPA on a monthly basis. The outstanding checks have been reviewed and will be reconciled to cash.

4) Collections (excluding electronic funds transfers)

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection

locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

- i. Employees responsible for cash collections do not share cash drawers/registers;
 - ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
 - iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit; and
 - iv. The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
- C. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
- i. Observe that receipts are sequentially pre-numbered.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - v. Trace the actual deposit per the bank statement to the general ledger.

Comment: No exceptions were noted as result of applying the agreed upon procedures.

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

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee

job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

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

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

- C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and
 - i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
 - ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

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

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

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., itemized receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and
 - ii. Observe that finance charges and late fees were not assessed on the selected statements.
- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.
- D. Using the list of terminated employees obtained in Payroll and Personnel procedure #9C identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees’ authorization has been removed.

Comment: Documentation was not provided for one transaction that was tested.

Management’s Response: All accounts payable transactions will be accompanied with supporting documentation that is required.

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

- A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected
- i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana (doa.la.gov/doa/ost/ppm-49-travel-guide/) or the U.S. General Services Administration (www.gsa.gov);
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

- iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
- iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
 - i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
 - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
 - iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
 - iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

9) Payroll and Personnel

- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
 - i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

- iv. Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums) have been paid, and any associated forms have been filed, by required deadlines.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

10) *Ethics*

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

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

11) *Debt Service*

- A. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- B. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

Comment: No new debt was issued during the fiscal year. The Office of Community Services does not have any bond or notes payable.

12) *Fraud Notice*

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
- B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

13) *Information Technology Disaster Recovery/Business Continuity*

Perform the following procedures, **verbally discuss the results with management, and report “We performed the procedure and discussed the results with management”:**

- A. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
- B. Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
- C. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
- D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.
- E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:
 - Hired before June 9, 2020 - completed the training; and
 - Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

Comment: We performed the procedures and discussed the results with management.

14) Prevention of Sexual Harassment

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
- B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
- C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:
 - i. Number and percentage of public servants in the agency who have completed the training requirements;
 - ii. Number of sexual harassment complaints received by the agency;
 - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
 - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
 - v. Amount of time it took to resolve each complaint.

Comment: No exceptions were noted as a result of applying the agreed upon procedures.

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

We are required to be independent of the Office of Community Services and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Allen, Green & Williamson, LLP

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana
June 30, 2026