

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

REPORT ON AUDIT  
OF  
FINANCIAL STATEMENTS AND SUPPLEMENTARY INFORMATION

YEAR ENDED DECEMBER 31, 2024

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

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## INDEPENDENT AUDITORS' REPORT

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

### Report on the Audit of the Financial Statements

#### Opinion

We have audited the accompanying financial statements of the Housing Authority of the City of Donaldsonville (the Authority) as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statement as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Authority as of December 31, 2024, and the respective changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Authority 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 opinion.

#### Responsibilities of Management for the Financial Statements

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

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

#### Auditors' 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 auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis on pages 8 through 16 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to 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.

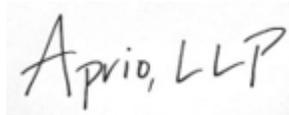
#### **Supplementary Information**

Our audit was performed for the purpose of forming an opinion on the financial statements that collectively comprise the Authority's basic financial statements. The accompanying Schedule of Expenditures of Federal Awards as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; and the Financial Data Schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. Additionally, the accompanying Schedule of Compensation, Benefits and Other Payments to the Executive Director is presented for the Office of the Louisiana Legislative Auditor's information and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

In our opinion, the Schedule of Expenditures of Federal Awards; Financial Data Schedule; and Schedule of Compensation, Benefits and Other Payments to the Executive Director are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 19, 2025, on our consideration of the Authority's internal control over financial reporting and 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 Authority's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Apris, LLP". The signature is written in a cursive, slightly slanted style.

Birmingham, Alabama  
May 19, 2025



## **INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Housing Authority of the City of Donaldsonville  
Donaldsonville, 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, the financial statements of the Housing Authority of the City of Donaldsonville (the Authority), as of and for the year ended December 31, 2024, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated May 19, 2025.

### **Report on Internal Control Over Financial Reporting**

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

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Authority'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.

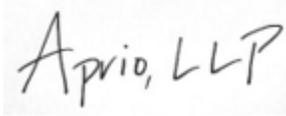
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be *material weaknesses* or *significant deficiencies*. Given these limitations, during our audit we did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

### **Report on Compliance and Other Matters**

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

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority'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 Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Apris, LLP". The signature is written in a cursive, slightly slanted style.

Birmingham, Alabama

May 19, 2025



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

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

### Report on Compliance for the Major Federal Program

#### Opinion on the Major Program

We have audited the Housing Authority of the City of Donaldsonville's (the Authority's) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on the Authority's major federal program for the year ended December 31, 2024. The Authority's major federal program is identified in the Summary of Auditors' Results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2024.

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

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

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

#### Responsibilities of Management for Compliance

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

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

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Authority's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists.

The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Authority's compliance with the requirements of the major federal program as a whole.

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

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

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

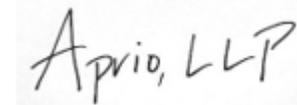
#### **Report on Internal Control Over Compliance**

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

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

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

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



Birmingham, Alabama  
May 19, 2025

**HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE**  
**MANAGEMENT’S DISCUSSION AND ANALYSIS (MD&A)**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

The Housing Authority of the City of Donaldsonville’s (“the Authority”) Management’s Discussion and Analysis is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the Authority’s financial activity, (c) identify changes in the Authority’s financial position (its ability to address the next and subsequent year challenges), and (d) identify individual program issues or concerns.

Since the Management’s Discussion and Analysis (MD&A) is designed to focus on the current year’s activities, resulting changes and currently known facts, please read it in conjunction with the Authority’s financial statements.

***Financial Highlights***

- The Authority’s net position increased \$585,208 during 2024. Net Position was \$3,752,990 and \$4,338,198 for 2023 and 2024, respectively.
  
- Revenues increased \$418,753 during 2024, and were \$1,699,631 and \$2,118,384 for 2023 and 2024, respectively.
  
- Expenses decreased \$38,539 during 2024, and were \$1,571,715 and \$1,533,176 for 2023 and 2024, respectively.

*USING THIS ANNUAL REPORT*

The Report includes three major sections, the “Management’s Discussion and Analysis (MD&A),” “Basic Financial Statements,” and “Other Required Supplementary Information”:

***MD&A***

*~ MANAGEMENT DISCUSSION  
AND ANALYSIS ~*

***BASIC FINANCIAL STATEMENTS***

*~ AUTHORITY-WIDE FINANCIAL STATEMENTS ~  
~ NOTES TO FINANCIAL STATEMENTS ~*

***OTHER REQUIRED SUPPLEMENTARY INFORMATION***

*~ REQUIRED SUPPLEMENTARY INFORMATION ~  
(OTHER THAN MD&A)*

## Authority-Wide Financial Statements

### **Statement of Net Position**

These Statements include a Statement of Net Position, which is similar to a Balance Sheet. The Statement of Net Position reports all financial and capital resources for the Authority. The statement is presented in the format in which assets and deferred outflows of resources, equal liabilities, deferred inflows of resources and “Net Position,” formerly known as net assets. Assets and liabilities are presented in order of liquidity and are classified as “Current” (convertible into cash within one year), and “Non-current.”

The focus of the Statement of Net Position (the “Unrestricted Net Position”) is designed to represent the net available liquid (non-capital) assets and deferred outflows of resources, net of liabilities and deferred inflows of resources, for the entire Authority. Net Position (formerly net assets) is reported in three broad categories:

Net Investment in Capital Assets: This component of Net Position consists of all Capital Assets, reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted Net Position: This component of Net Position consists of restricted assets, when constraints are placed on the asset by creditors (such as debt covenants), grantors, contributors, laws, regulations, etc.

Unrestricted Net Position: Consists of Net Position that does not meet the definition of “Net Investment in Capital Assets,” or “Restricted Net Position.”

### **Statement of Revenues, Expenses, and Changes in Net Position**

The Authority-wide financial statements also include a Statement of Revenues, Expenses and Changes in Net Position (similar to an Income Statement). This Statement includes operating revenues, such as rental income, operating expenses, such as administrative, utilities, maintenance, and depreciation, and non-operating revenue and expenses, such as capital grant revenue, investment income and interest expense.

The focus of the Statement of Revenues, Expenses and Changes in Net Position is the “Change in Net Position,” which is similar to Net Income or Loss.

### **Statement of Cash Flows**

Finally, a Statement of Cash Flows is included, which discloses net cash provided by, or used for operating activities, non-capital financing activities, investing activities and from capital and related financing activities.

## **THE AUTHORITY'S FEDERAL PROGRAMS**

Significant Program – The focus of the Authority's Financial Statements should be on the significant program of the Authority. The following is considered a significant program of the Authority.

Conventional Public Housing – Under the Conventional Public Housing Program, the Authority rents units that it owns to low-income households. The Conventional Public Housing Program is operated under an Annual Contributions Contract (ACC) with HUD, and HUD provides Operating Subsidy and Capital Grant funding to enable the PHA to offer housing at a rent that is based upon 30% of household income. The Conventional Public Housing Program also includes the Capital Fund Program, which is the primary funding source for physical and management improvements to the Authority's properties.

Other Program – In addition to the Conventional Public Housing Program above, the Authority also maintains the following program:

- FEMA Disaster Grant

## AUTHORITY-WIDE STATEMENTS

### Condensed Statement of Net Position

The following table reflects the Condensed Statement of Net Position compared to the prior year.

**TABLE 1**  
**CONDENSED STATEMENT OF NET POSITION**

	<u>2024</u>	<u>2023</u>	<u>Variance</u>
Assets and Deferred Outflows of Resources:			
Current Assets	\$ 1,083,604	\$ 500,233	\$ 583,371
Capital Assets	4,937,489	4,915,118	22,371
Deferred Outflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Assets and Deferred Outflows of Resources</b>	<b><u>\$ 6,021,093</u></b>	<b><u>\$ 5,415,351</u></b>	<b><u>\$ 605,742</u></b>
Liabilities and Deferred Inflows of Resources:			
Current Liabilities	\$ 157,078	\$ 137,150	\$ 19,928
Non-Current Liabilities	1,525,817	1,525,211	606
Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b><u>\$ 1,682,895</u></b>	<b><u>\$ 1,662,361</u></b>	<b><u>\$ 20,534</u></b>
Net Position:			
Net Investment in Capital Assets	\$ 3,437,489	\$ 3,415,118	\$ 22,371
Unrestricted Net Position	<u>900,709</u>	<u>337,872</u>	<u>562,837</u>
<b>Total Net Position</b>	<b><u>\$ 4,338,198</u></b>	<b><u>\$ 3,752,990</u></b>	<b><u>\$ 585,208</u></b>

### Major Factors Affecting the Condensed Statement of Net Position

During 2024, current assets increased mainly due to an increase of cash, and an insurance receivable to fund roof replacements made during the year.

Table 2 presents details on the change in Unrestricted Net Position

**TABLE 2**

**CHANGE IN UNRESTRICTED NET POSITION**

Unrestricted Net Position, January 1, 2024	\$ 337,872
Results of Operations	313,036
Capital Expenditures from Operating Reserves	(153,149)
Interest Income	6,280
Depreciation Expense	<u>396,670</u>
<b>Unrestricted Net Position, December 31, 2024</b>	<b><u><u>\$ 900,709</u></u></b>

While the results of operations are a significant measure of the Authority's activities, the analysis of the changes in Unrestricted Net Position provides a clearer understanding of the change in financial well-being.

**TABLE 3****SCHEDULE OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

The following Schedule compares the revenues and expenses for the current and previous fiscal years.

	<u>2024</u>	<u>2023</u>	<u>Variance</u>
Revenues:			
Tenant Rental Revenue	\$ 520,264	\$ 549,224	\$ (28,960)
Operating Grants	867,103	481,165	385,938
Capital Contributions	265,892	244,504	21,388
Interest Income	6,280	8,498	(2,218)
Other Revenue	458,845	416,240	42,605
<b>Total Revenues</b>	<b><u>\$ 2,118,384</u></b>	<b><u>\$ 1,699,631</u></b>	<b><u>\$ 418,753</u></b>
Expenses:			
Administrative Expenses	\$ 357,829	\$ 330,545	\$ 27,284
Tenant Services	8,194	10,988	(2,794)
Utilities	69,091	80,659	(11,568)
Maintenance	272,700	346,031	(73,331)
Protective Services	54,006	54,177	(171)
General Expense	374,686	338,221	36,465
Interest Expense	-	45,343	(45,343)
Depreciation	396,670	365,751	30,919
<b>Total Expenses</b>	<b><u>\$ 1,533,176</u></b>	<b><u>\$ 1,571,715</u></b>	<b><u>\$ (38,539)</u></b>
<b>Increase (Decrease) in Net Position</b>	<b><u>\$ 585,208</u></b>	<b><u>\$ 127,916</u></b>	<b><u>\$ 457,292</u></b>

**Major Factors Affecting the Schedule of Revenue, Expenses and Changes in Net Position**

Operating grants increased due mainly to operating subsidies recognized under the Capital Fund Program. Other revenue increased due to an increase of insurance proceeds recognized from Hurricane Delta damages.

Maintenance costs decreased mainly due to a reduction of external contracting costs incurred. General expenses increased due to an increase in property insurance costs. 2023 Interest expense was a result of borrowings against a construction loan in the prior year.

## Capital Assets

As of year-end, the Authority had \$4.9 million invested in a variety of capital assets as reflected in the following schedule. For additional details see the Notes to the Financial Statements.

**TABLE 4  
CAPITAL ASSETS AT YEAR-END  
(NET OF DEPRECIATION)**

	<u>2024</u>	<u>2023</u>	<u>Variance</u>	<u>% Change</u>
Land	\$ 233,313	\$ 233,313	\$ -	0%
Buildings and Improvements	12,194,157	11,097,607	1,096,550	10%
Furniture and Equipment	491,113	467,233	23,880	5%
Construction in Process	-	701,389	(701,389)	-100%
Accumulated Depreciation	<u>(7,981,094)</u>	<u>(7,584,424)</u>	<u>(396,670)</u>	<u>5%</u>
<b>Net Capital Assets</b>	<b><u>\$ 4,937,489</u></b>	<b><u>\$ 4,915,118</u></b>	<b><u>\$ 22,371</u></b>	<b><u>0%</u></b>

**TABLE 5  
CHANGE IN CAPITAL ASSETS**

The following reconciliation summarizes the change in Capital Assets.

<b>Beginning Balance, January 1, 2024</b>	<b>\$ 4,915,118</b>
Additions:	
Improvements from Capital Funds	265,892
Building Improvements	129,269
Equipment Purchases	23,880
Depreciation Expense	<u>(396,670)</u>
<b>Ending Balance, December 31, 2024</b>	<b><u>\$ 4,937,489</u></b>

## Capital Debt

As of year-end, the Authority had \$1.5 million of capital debt outstanding, summarized as follows:

<u>Debt</u>	<u>2024</u>	<u>2023</u>
Construction Loan	<u>\$ 1,500,000</u>	<u>\$ 1,500,000</u>

## **ECONOMIC FACTORS**

Significant economic factors affecting the Authority are as follows:

- Federal funding provided by Congress to the Department of Housing and Urban Development
- Local labor supply and demand, which can affect salary and wage rates
- Local inflationary, recessionary and employment trends, which can affect resident incomes and therefore the amount of rental income
- Inflationary pressure on utility rates, supplies and other costs

## **FINANCIAL CONTACT**

The individual to be contacted regarding this report is the Executive Director. Specific requests may be submitted to the Housing Authority of the City of Donaldsonville, 1501 St. Patrick Street, Donaldsonville, Louisiana 70346.

**HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2024**

**ASSETS AND DEFERRED**  
**OUTFLOWS OF RESOURCES**

	<b>Enterprise Fund</b>
<u>Current Assets</u>	
Cash	\$ 796,389
Accounts Receivable, Net	206,525
Prepaid Costs	72,486
Inventory	8,204
Total Current Assets	<u>1,083,604</u>
<u>Capital Assets</u>	
Land	233,313
Buildings and Improvements	12,194,157
Furniture and Equipment	491,113
	<u>12,918,583</u>
(Less): Accumulated Depreciation	<u>(7,981,094)</u>
Net Capital Assets	<u>4,937,489</u>
Total Assets	<u>6,021,093</u>
Deferred Outflows of Resources	<u>-</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 6,021,093</u>

See the accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE  
STATEMENT OF NET POSITION  
DECEMBER 31, 2024**

**LIABILITIES, DEFERRED INFLOWS OF  
RESOURCES AND NET POSITION**

	<b>Enterprise Fund</b>
<u>Current Liabilities</u>	
Accounts Payable	\$ 70,451
Accrued Wages and Payroll Taxes	5,789
Accrued Compensated Absences	9,960
Tenant Security Deposits	60,109
Unearned Revenue	10,769
Total Current Liabilities	<u>157,078</u>
<u>Non-current Liabilities</u>	
Long Term Capital Debt	1,500,000
Accrued Compensated Absences	25,817
Total Non-current Liabilities	<u>1,525,817</u>
Total Liabilities	<u>1,682,895</u>
Deferred Inflows of Resources	<u>-</u>
Total Liabilities and Deferred Inflows of Resources	<u>1,682,895</u>
<u>Net Position</u>	
Net Investment in Capital Assets	3,437,489
Unrestricted Net Position	900,709
Total Net Position	<u>4,338,198</u>
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 6,021,093</u>

See the accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>Enterprise Fund</b>
<u>Operating Revenues</u>	
Tenant Rent Revenue	\$ 520,264
Operating Grants	867,103
Other Revenue	458,845
Total Operating Revenues	<u>1,846,212</u>
<u>Operating Expenses</u>	
Administrative	357,829
Tenant Services	8,194
Utilities	69,091
Maintenance	272,700
Protective Services	54,006
General Expenses	374,686
Depreciation	396,670
Total Operating Expenses	<u>1,533,176</u>
Operating Income (Loss)	<u>313,036</u>
<u>Non-Operating Revenue</u>	
Interest Income	<u>6,280</u>
Total Non-Operating Revenue	<u>6,280</u>
Increase (decrease) before Capital Contributions	<u>319,316</u>
Capital Contributions	<u>265,892</u>
Increase (Decrease) in Net Position	585,208
Net Position, Beginning	<u>3,752,990</u>
Net Position, Ending	<u>\$ 4,338,198</u>

See the accompanying notes to financial statements.

**HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>Enterprise Fund</b>
<u>Cash flows from operating activities:</u>	
Cash Received from Dwelling Rent	\$ 490,058
Cash Received from Operating Grants	869,981
Cash Received from Other Sources	309,242
Cash Payments for Salaries and Benefits	(485,460)
Cash Payments to Vendors and Landlords	(638,972)
Net cash provided (used) by operating activities	<u>544,849</u>
<u>Cash flows from capital and related financing activities:</u>	
Capital Grants Received	265,892
Capital Outlay	(389,943)
Net cash provided (used) by capital and related financing activities	<u>(124,051)</u>
<u>Cash flows from investing activities:</u>	
Interest Earned from Cash Deposits	6,280
Net cash provided (used) by investing activities	<u>6,280</u>
Net Increase in Cash	427,078
Total Cash, Beginning of Year	<u>369,311</u>
Total Cash, End of Year	<u>\$ 796,389</u>

*Continued on next page*

**HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE  
 STATEMENT OF CASH FLOWS - CONTINUED  
 FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>Enterprise Fund</b>
<b><u>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</u></b>	
Operating Income (Loss)	\$ 313,036
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	396,670
Bad Debt Expense	14,177
Change in Accounts Receivable (Tenants)	(14,371)
Change in Accounts Receivable (Grants)	2,878
Change in Accounts Receivable (Other)	(153,107)
Change in Prepaid Costs and Inventory	(5,870)
Change in Accounts Payable - Operating	2,979
Change in Accrued Personnel Expenses	788
Change in Unearned Revenue (Tenants)	(15,835)
Change in Security Deposits Held	3,504
Net cash provided (used) by operating activities	<u>\$ 544,849</u>

See the accompanying notes to financial statements.

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2024

NOTE A - SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Housing Authority have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The Authority is a Special Purpose Government engaged only in business-type activities and therefore presents only the financial statements required for the enterprise fund, in accordance with GASB Statement 34 paragraph 138 and GASB Statement 63.

The Authority has multiple programs which are accounted for in one enterprise fund, which is presented as the "Enterprise Fund" in the basic financial statements as follows:

Enterprise Fund – In accordance with the Enterprise Fund Method, activity is recorded using the accrual basis of accounting and the measurement focus is on the flow of economic resources. Under the accrual basis of accounting revenues are recorded when earned and expenses are recorded when incurred. This requires the Housing Authority to account for operations in a manner similar to private business or where the Board has decided that the determination of revenues earned, costs incurred, and/or net income is necessary for management accountability.

Governmental Accounting Standards – The Housing Authority has applied all applicable Governmental Accounting Standards Board pronouncements as well as applicable pronouncements issued by the Financial Accounting Standards Board.

Cash

Cash consisted of two checking accounts.

Accounts Receivable

Accounts receivable are reported at amounts management expects to collect and consisted of gross tenant receivables of \$12,774, reported net of an allowance for doubtful accounts of \$8,985, at a net amount of \$3,789; grants receivable due from HUD and the State of Louisiana of \$38,112 and \$11,367, respectively; insurance proceeds receivable of \$153,107; and \$150 of other miscellaneous receivables.

Prepaid Items and Inventory

Prepaid items and inventory consist of payments made to vendors for services and materials that will benefit future periods.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE A - SIGNIFICANT ACCOUNTING POLICIES- CONTINUED

#### Property and Equipment

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. The costs of maintenance and repairs are expensed, while significant renewals and betterments are capitalized. Small dollar value minor equipment items are expensed. Depreciation of assets has been expensed in the Statement of Revenues, Expenses and Changes in Net Position. Estimated useful lives are as follows:

Buildings	40 years
Building Improvements	15 years
Furniture and equipment	5 - 7 years

Authority management has assessed the carrying values of capital asset balances as of December 31, 2024, and as of May 19, 2025. No significant capital asset value impairments exist as of the noted dates.

#### PILOT Agreement

The Authority has entered into a Payment-in-Lieu-of-Taxes (PILOT) Agreement with the City of Donaldsonville whereby the Authority agreed to pay a negotiated sum in lieu of local real property taxes. The City has waived payment of the 2024 PILOT calculated at \$45,117.

#### Unearned Revenue

The Authority recognizes revenues as earned. Funds received before the Authority is eligible to apply them are recorded as a liability under unearned revenue. As of December 31, 2024, the Authority's unearned revenue balance consisted of tenant rent prepayments.

#### Deferred Outflows and Inflows of Resources

A deferred outflow of resources is a consumption of assets by the Authority that is applicable to a future reporting period. Conversely, a deferred inflow of resources is an acquisition of assets by the Authority that is applicable to a future reporting period. As of December 31, 2024, the Authority did not have any deferred outflows or inflows of resources.

#### Revenue Accounting Policies

Dwelling rent income, grants recognized to fund operations and other miscellaneous income are reported as operating income. Interest income and all other revenue is reported as non-operating revenue.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE B - REPORTING ENTITY DEFINITION

The Housing Authority is a chartered public corporation under the laws of the State of Louisiana with a Board of Commissioners appointed by the City of Donaldsonville. However, the Housing Authority has complete legislative and administrative authority and it recruits and employs personnel. The Authority adopts a budget that is approved by the Board of Commissioners. Subsidies for operations are received primarily from HUD. The Authority has substantial legal authority to control its affairs without local government approval; therefore, all operations of the Authority are a separate reporting entity as reflected in this report. The Authority is responsible for its debts and is entitled to surpluses. No separate agency receives a financial benefit nor imposes a financial burden on the Authority.

### NOTE C – CASH DEPOSITS

*Custodial Credit Risk* - The Authority's policy is to limit credit risk by adherence to the list of HUD-permitted investments, which are backed by the full faith and credit of or a guarantee of principal and interest by the U.S. Government.

*Interest Rate Risk* – The Authority's formal investment policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from interest rate volatility.

The U.S. Department of HUD requires housing authorities to invest excess funds in obligations of the U.S., certificates of deposit or any other federally insured investments.

The Housing Authority's cash consisted of funds held in two interest-bearing checking accounts with reconciled balances totaling \$796,389. Deposits balances held with financial institutions totaled \$825,602 and were secured as follows:

	<b>Bank Deposits</b>
Insured by FDIC	\$ 308,398
Collateralized with specific securities in the Authority's name which are held by a third-party financial institution	<u>517,204</u>
	<b><u>\$ 825,602</u></b>

### NOTE D - CONTRACTUAL COMMITMENTS

The Authority had no significant outstanding contractual commitments as of December 31, 2024.

## NOTES TO FINANCIAL STATEMENTS - CONTINUED

### NOTE E - CONCENTRATION OF RISK

The Housing Authority receives most of its funding from HUD. These funds and grants are subject to modification by HUD depending on the availability of funding.

### NOTE F - SIGNIFICANT ESTIMATES

These financial statements are prepared in accordance with generally accepted accounting principles. The financial statements include some amounts that are based on management's best estimates and judgments. The most significant estimates relate to depreciation and useful lives and earned sick leave to be utilized. These estimates may be adjusted as more current information becomes available, and any adjustment could be significant.

### NOTE G - RISK MANAGEMENT

The Housing Authority is exposed to various risks of losses related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Housing Authority carries commercial insurance for all risks of loss, including workman's compensation and employee health and accident insurance. The Housing Authority has not had any significant reductions in insurance coverage.

The Authority incurred property damage from Hurricane Delta in October of 2020. A claim for clean-up, repairs and restoration resulting from Delta has been approved by the insurance carrier in the amount of \$847,983. \$84,799 was recognized during 2022, \$359,731 was recognized during 2023 and \$403,453 was recognized in 2024.

### NOTE H - DEFINED CONTRIBUTION RETIREMENT PLANS

The Authority provides retirement benefits for all of its eligible full-time employees through a defined contribution plan, known as the Housing Agency Retirement Trust Plan, administered by Mercer. In a defined contribution plan, benefits depend solely on the amounts contributed to the plan plus investment earnings. The Authority contributes 14% of the eligible employees' base salaries to the plan. Contributions and allocated investment earnings are fully vested after 5 years of continuous service. During 2024, the Authority made the required contributions in the amount of \$39,072, and there were no significant unpaid retirement plan liabilities outstanding as of December 31, 2024.

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE I – NON-CURRENT LIABILITIES

Accrued Compensated Absences

Housing Authority employees are granted vacation and sick leave in varying amounts depending on tenure with the Authority. In the event of termination, an employee is reimbursed for accumulated vacation leave up to a maximum of 300 hours. Vested or accumulated vacation leave is recorded as an expense and liability as the benefits accrue to employees.

Because management cannot reasonably estimate the amount of earned sick leave which will be utilized by employees, the Authority has not accrued all of its earned but unused sick leave liability in its Statement of Net Position. However, management does not anticipate that the amount of unaccrued earned sick leave as of year-end, which will be utilized in subsequent years will be significant to its financial statements.

Construction Loan

In July of 2020, the Authority entered into a Construction Loan Agreement with Capital Area Finance Authority in the amount of \$1,500,000 to assist in financing construction of dwelling property. Interest accrued at 4%, however no principal or interest payments were due prior to maturity or conversion to a permanent loan. The loan is secured by the Johnson Memorial Homes dwelling project. In November of 2023, the loan converted to a permanent loan payable to the Louisiana Housing Corporation. As of the November 2023 loan conversion, the Authority no longer had any obligations to Capital Area Finance Authority with respect to the initial construction loan. The permanent loan does not bear interest, and the principal balance owed as of December 31, 2024, of \$1,500,000 will be forgiven upon maturity in November of 2028 if the Authority operates the property within the affordability criteria specified in the Neighborhood Landlord Rental Program Construction and Permanent Loan (NLRPCPL) Agreement.

A summary of non-current liability activity and balances as of December 31, 2024, is as follows:

	<b>January 1,</b>			<b>December 31,</b>	<b>Due Within</b>
	<b><u>2024 Balance</u></b>	<b><u>Increase</u></b>	<b><u>Decrease</u></b>	<b><u>2024 Balance</u></b>	<b><u>One Year</u></b>
Compensated Absences	\$ 35,506	\$ 27,987	\$ 27,716	\$ 35,777	\$ 9,960
NLRPCPL Loan	1,500,000	-	-	1,500,000	-
Less: Current portion	<u>(10,295)</u>			<u>(9,960)</u>	
<b>Non-current Liabilities</b>	<b><u>\$ 1,525,211</u></b>	<b><u>\$ 27,987</u></b>	<b><u>\$ 27,716</u></b>	<b><u>\$ 1,525,817</u></b>	<b><u>\$ 9,960</u></b>

NOTE J - COMMITMENTS AND CONTINGENCIES

Amounts received or receivable from HUD are subject to audit and adjustment by grantor agencies. If expenses are disallowed as a result of these audits, the claims for reimbursement to the grantor agency would become a liability of the Authority. In the opinion of management, any such adjustments would not be significant.

NOTES TO FINANCIAL STATEMENTS – CONTINUED

NOTE K - CAPITAL ASSETS

A summary of capital asset balances as of, and activity for the year ended December 31, 2023, is as follows:

	<b>January 1, 2024</b>		<b>Transfers and</b>	<b>December 31, 2024</b>
	<b><u>Balance</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Balance</u></b>
Land	\$ 233,313	\$ -	\$ -	\$ 233,313
Construction in Process	701,389	265,892	(967,281)	-
Total Assets not being depreciated	934,702	265,892	(967,281)	233,313
Buildings and Improvements	11,097,607	129,269	967,281	12,194,157
Furniture and Equipment	467,233	23,880	-	491,113
Total Capital Assets	12,499,542	419,041	-	12,918,583
Less Accumulated Depreciation				
Buildings and Improvements	(7,176,853)	(366,565)	-	(7,543,418)
Furniture and Equipment	(407,571)	(30,105)	-	(437,676)
<b>Net Book Value</b>	<b>\$ 4,915,118</b>	<b>\$ 22,371</b>	<b>\$ -</b>	<b>\$ 4,937,489</b>

NOTE L - SUBSEQUENT EVENTS

In preparing the financial statements, management evaluated subsequent events through May 19, 2025, the date the financial statements were available to be issued.

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2024

<u>Grantor Program or Cluster Title</u>	<u>Federal Assistance Listing No.</u>	<u>Pass-through Entity Identifying No.</u>	<u>Federal Expenditures</u>
Public Housing Program	14.850a	N/A	\$ 480,447
Capital Fund Program	14.872	N/A	641,181
TOTAL HUD EXPENDITURES			1,121,628
Disaster Grants - Public Assistance (Presidentially Declared) - Passed through the State of Louisiana Office of Community Development, Disaster Recovery Unit			
	97.036	D3LYFCJXMRS5	11,367
TOTAL FEMA EXPENDITURES			11,367
<b>TOTAL FEDERAL EXPENDITURES</b>			<b>\$ 1,132,995</b>

NOTE 1 – BASIS OF PRESENTATION

The above Schedule of Expenditures of Federal Awards includes the federal award activity of the Authority under programs of the federal government for the year ended December 31, 2024. The information on this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the Schedule presents only a selected portion of operations of the Authority, it is not intended to and does not present the financial net position, changes in net position, or cash flows of the Authority.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

NOTE 3 – AWARDS PASSED-THROUGH TO SUBRECIPIENTS

No federal award funds were passed-through to subrecipient grantees during the year ended December 31, 2024.

NOTE 4 – NON-MONETARY FEDERAL AWARDS ASSISTANCE

The Authority did not receive or expend non-monetary federal awards assistance during the year ended December 31, 2024.

NOTE 5 – INDIRECT COST RATE

The Authority has elected not to use the 10% *De Minimis Indirect Cost Rate* allowed under the Uniform Guidance.

Housing Authority of the City of Donaldsonville (LA043)  
DONALDSONVILLE, LA

**Entity Wide Balance Sheet Summary**

Fiscal Year

End: 12/31/2024

	Project Total	97.036 Disaster Grants - Presidentially Declared Disasters	ELIM	Total Enterprise Fund
111 Cash - Unrestricted	\$ 736,280	\$ -	\$ -	\$ 736,280
112 Cash - Restricted - Modernization and Development	-	-	-	-
113 Cash - Other Restricted	-	-	-	-
114 Cash - Tenant Security Deposits	60,109	-	-	60,109
115 Cash - Restricted for Payment of Current Liabilities	-	-	-	-
<b>100 Total Cash</b>	<b>\$ 796,389</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 796,389</b>
121 Accounts Receivable - PHA Projects	-	-	-	-
122 Accounts Receivable - HUD Other Projects	38,112	-	-	38,112
124 Accounts Receivable - Other Government	11,367	-	-	11,367
125 Accounts Receivable - Miscellaneous	153,257	-	-	153,257
126 Accounts Receivable - Tenants	12,774	-	-	12,774
126.1 Allowance for Doubtful Accounts -Tenants	(8,985)	-	-	(8,985)
126.2 Allowance for Doubtful Accounts - Other	-	-	-	-
127 Notes, Loans, & Mortgages Receivable - Current	-	-	-	-
128 Fraud Recovery	-	-	-	-
128.1 Allowance for Doubtful Accounts - Fraud	-	-	-	-
129 Accrued Interest Receivable	-	-	-	-
<b>120 Total Receivables, Net of Allowances for Doubtful Accounts</b>	<b>\$ 206,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 206,525</b>
131 Investments - Unrestricted	-	-	-	-
132 Investments - Restricted	-	-	-	-
135 Investments - Restricted for Payment of Current Liability	-	-	-	-
142 Prepaid Expenses and Other Assets	72,486	-	-	72,486
143 Inventories	9,115	-	-	9,115
143.1 Allowance for Obsolete Inventories	(911)	-	-	(911)
144 Inter Program Due From	-	-	-	-
145 Assets Held for Sale	-	-	-	-
<b>150 Total Current Assets</b>	<b>\$ 1,083,604</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,083,604</b>
161 Land	233,313	-	-	233,313
162 Buildings	11,000,409	-	-	11,000,409
163 Furniture, Equipment & Machinery - Dwellings	213,506	-	-	213,506
164 Furniture, Equipment & Machinery - Administration	277,607	-	-	277,607
165 Leasehold Improvements	1,193,748	-	-	1,193,748
166 Accumulated Depreciation	(7,981,094)	-	-	(7,981,094)
167 Construction in Progress	-	-	-	-
168 Infrastructure	-	-	-	-
<b>160 Total Capital Assets, Net of Accumulated Depreciation</b>	<b>\$ 4,937,489</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,937,489</b>
171 Notes, Loans and Mortgages Receivable - Non-Current	-	-	-	-
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	-	-	-	-
173 Grants Receivable - Non Current	-	-	-	-
174 Other Assets	-	-	-	-
176 Investments in Joint Ventures	-	-	-	-

Housing Authority of the City of Donaldsonville (LA043)  
DONALDSONVILLE, LA

**Entity Wide Balance Sheet Summary**

Fiscal Year

End: 12/31/2024

	Project Total	97.036 Disaster Grants - Presidentially Declared Disasters	ELIM	Total Enterprise Fund
<b>180 Total Non-Current Assets</b>	<b>\$ 4,937,489</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,937,489</b>
<b>200 Deferred Outflow of Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>290 Total Assets and Deferred Outflow of Resources</b>	<b>\$ 6,021,093</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,021,093</b>
311 Bank Overdraft	-	-	-	-
312 Accounts Payable <= 90 Days	70,451	-	-	70,451
313 Accounts Payable >90 Days Past Due	-	-	-	-
321 Accrued Wage/Payroll Taxes Payable	5,789	-	-	5,789
322 Accrued Compensated Absences - Current Portion	9,960	-	-	9,960
324 Accrued Contingency Liability	-	-	-	-
325 Accrued Interest Payable	-	-	-	-
331 Accounts Payable - HUD PHA Programs	-	-	-	-
332 Account Payable - PHA Projects	-	-	-	-
333 Accounts Payable - Other Government	-	-	-	-
341 Tenant Security Deposits	60,109	-	-	60,109
342 Unearned Revenue	10,769	-	-	10,769
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	-	-	-	-
345 Other Current Liabilities	-	-	-	-
346 Accrued Liabilities - Other	-	-	-	-
347 Inter Program - Due To	-	-	-	-
348 Loan Liability - Current	-	-	-	-
<b>310 Total Current Liabilities</b>	<b>\$ 157,078</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 157,078</b>
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	1,500,000	-	-	1,500,000
353 Non-current Liabilities - Other	-	-	-	-
354 Accrued Compensated Absences - Non Current	25,817	-	-	25,817
355 Loan Liability - Non Current	-	-	-	-
357 Accrued Pension and OPEB Liabilities	-	-	-	-
<b>350 Total Non-Current Liabilities</b>	<b>\$ 1,525,817</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,525,817</b>
<b>300 Total Liabilities</b>	<b>\$ 1,682,895</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,682,895</b>
<b>400 Deferred Inflow of Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
508.4 Net Investment in Capital Assets	3,437,489	-	-	3,437,489
511.4 Restricted Net Position	-	-	-	-
512.4 Unrestricted Net Position	900,709	-	-	900,709
<b>513 Total Equity - Net Assets / Position</b>	<b>\$ 4,338,198</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,338,198</b>
<b>600 Total Liabilities, Deferred Inflows of Resources and Equity - Net</b>	<b>\$ 6,021,093</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,021,093</b>

Housing Authority of the City of Donaldsonville (LA043)  
DONALDSONVILLE, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 12/31/2024

	Project Total	97.036 Disaster Grants - Presidentially Declared Disasters	ELIM	Total Enterprise Fund
70300 Net Tenant Rental Revenue	\$ 496,464	\$ -	\$ -	\$ 496,464
70400 Tenant Revenue - Other	23,800	-	-	23,800
<b>70500 Total Tenant Revenue</b>	<b>\$ 520,264</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 520,264</b>
70600 HUD PHA Operating Grants	855,736	-	-	855,736
70610 Capital Grants	265,892	-	-	265,892
70710 Management Fee	-	-	-	-
70720 Asset Management Fee	-	-	-	-
70730 Book Keeping Fee	-	-	-	-
70740 Front Line Service Fee	-	-	-	-
70750 Other Fees	-	-	-	-
<b>70700 Total Fee Revenue</b>	<b>\$ 1,121,628</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,121,628</b>
70800 Other Government Grants	-	11,367	-	11,367
71100 Investment Income - Unrestricted	6,280	-	-	6,280
71200 Mortgage Interest Income	-	-	-	-
71300 Proceeds from Disposition of Assets Held for Sale	-	-	-	-
71310 Cost of Sale of Assets	-	-	-	-
71400 Fraud Recovery	-	-	-	-
71500 Other Revenue	458,845	-	-	458,845
71600 Gain or Loss on Sale of Capital Assets	-	-	-	-
72000 Investment Income - Restricted	-	-	-	-
<b>70000 Total Revenue</b>	<b>\$ 2,107,017</b>	<b>\$ 11,367</b>	<b>\$ -</b>	<b>\$ 2,118,384</b>
91100 Administrative Salaries	215,185	-	-	215,185
91200 Auditing Fees	26,491	-	-	26,491
91300 Management Fee	-	-	-	-
91310 Book-keeping Fee	-	-	-	-
91400 Advertising and Marketing	-	-	-	-
91500 Employee Benefit contributions - Administrative	58,601	-	-	58,601
91600 Office Expenses	12,458	-	-	12,458
91700 Legal Expense	-	-	-	-
91800 Travel	20,198	-	-	20,198
91810 Allocated Overhead	-	-	-	-
91900 Other	24,896	-	-	24,896
<b>91000 Total Operating - Administrative</b>	<b>\$ 357,829</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 357,829</b>
<b>92000 Asset Management Fee</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
92100 Tenant Services - Salaries	-	-	-	-
92200 Relocation Costs	-	-	-	-
92300 Employee Benefit Contributions - Tenant Services	-	-	-	-
92400 Tenant Services - Other	8,194	-	-	8,194
<b>92500 Total Tenant Services</b>	<b>\$ 8,194</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,194</b>
93100 Water	48,327	-	-	48,327

Housing Authority of the City of Donaldsonville (LA043)  
DONALDSONVILLE, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 12/31/2024

	Project Total	97.036 Disaster Grants - Presidentially Declared Disasters	ELIM	Total Enterprise Fund
93200 Electricity	20,058	-	-	20,058
93300 Gas	706	-	-	706
93400 Fuel	-	-	-	-
93500 Labor	-	-	-	-
93600 Sewer	-	-	-	-
93700 Employee Benefit Contributions - Utilities	-	-	-	-
93800 Other Utilities Expense	-	-	-	-
<b>93000 Total Utilities</b>	<b>\$ 69,091</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 69,091</b>
94100 Ordinary Maintenance and Operations - Labor	138,557	-	-	138,557
94200 Ordinary Maintenance and Operations - Materials and Other	52,824	-	-	52,824
94300 Ordinary Maintenance and Operations Contracts	23,694	-	-	23,694
94500 Employee Benefit Contributions - Ordinary Maintenance	45,918	-	-	45,918
<b>94000 Total Maintenance</b>	<b>\$ 260,993</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 260,993</b>
95100 Protective Services - Labor	-	-	-	-
95200 Protective Services - Other Contract Costs	54,006	-	-	54,006
95300 Protective Services - Other	-	-	-	-
95500 Employee Benefit Contributions - Protective Services	-	-	-	-
<b>95000 Total Protective Services</b>	<b>\$ 54,006</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 54,006</b>
96110 Property Insurance	264,139	-	-	264,139
96120 Liability Insurance	3,490	-	-	3,490
96130 Workmen's Compensation	9,845	-	-	9,845
96140 All Other Insurance	9,971	-	-	9,971
<b>96100 Total insurance Premiums</b>	<b>\$ 287,445</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 287,445</b>
96200 Other General Expenses	-	-	-	-
96210 Compensated Absences	27,987	-	-	27,987
96300 Payments in Lieu of Taxes	45,077	-	-	45,077
96400 Bad debt - Tenant Rents	14,177	-	-	14,177
96500 Bad debt - Mortgages	-	-	-	-
96600 Bad debt - Other	-	-	-	-
<b>96000 Total Other General Expenses</b>	<b>\$ 87,241</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,241</b>
96710 Interest of Mortgage (or Bonds) Payable	-	-	-	-
96720 Interest on Notes Payable (Short and Long Term)	-	-	-	-
96730 Amortization of Bond Issue Costs	-	-	-	-
<b>96700 Total Interest Expense and Amortization Cost</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>96900 Total Operating Expenses</b>	<b>\$ 1,124,799</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,124,799</b>
<b>97000 Excess of Operating Revenue over Operating Expenses</b>	<b>\$ 982,218</b>	<b>\$ 11,367</b>	<b>\$ -</b>	<b>\$ 993,585</b>
97100 Extraordinary Maintenance	340	11,367	-	11,707

Housing Authority of the City of Donaldsonville (LA043)  
DONALDSONVILLE, LA

**Entity Wide Revenue and Expense Summary**

Fiscal Year

End: 12/31/2024

	Project Total	97.036 Disaster Grants - Presidentially Declared Disasters	ELIM	Total Enterprise Fund
97200 Casualty Losses - Non-capitalized	-	-	-	-
97300 Housing Assistance Payments	-	-	-	-
97350 HAP Portability-In	-	-	-	-
97400 Depreciation Expense	396,670	-	-	396,670
97500 Fraud Losses	-	-	-	-
<b>90000 Total Expenses</b>	<b>\$ 1,521,809</b>	<b>\$ 11,367</b>	<b>\$ -</b>	<b>\$ 1,533,176</b>
10010 Operating Transfer In	308,972	-	(308,972)	-
10020 Operating transfer Out	(308,972)	-	308,972	-
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	-	-	-	-
<b>10100 Total Other financing Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses</b>	<b>\$ 585,208</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 585,208</b>
11020 Required Annual Debt Principal Payments	\$ -	\$ -	\$ -	\$ -
<b>11030 Beginning Equity</b>	<b>\$ 3,752,990</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,752,990</b>
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	-	-	-	-
11170 Administrative Fee Equity	\$ -	\$ -	\$ -	\$ -
11180 Housing Assistance Payments Equity	\$ -	\$ -	\$ -	\$ -
11190 Unit Months Available	1,609	-	-	1,609
11210 Number of Unit Months Leased	1,579	-	-	1,579
11610 Land Purchases	\$ -	\$ -	\$ -	\$ -
11620 Building Purchases	1,096,550	-	-	1,096,550
11630 Furniture & Equipment - Dwelling Purchases	-	-	-	-
11640 Furniture & Equipment - Administrative Purchases	2,900	-	-	2,900
11650 Leasehold Improvements Purchases	20,980	-	-	20,980
13510 CFFP Debt Service Payments	-	-	-	-
13901 Replacement Housing Factor Funds	-	-	-	-

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

DECEMBER 31, 2024

**Section I: Summary of Auditors' Results:**

**FINANCIAL STATEMENTS**

Type of auditors' report issued: Unmodified

Internal Control over financial reporting:

Are material weaknesses identified?  Yes  No

Are significant deficiencies that are not considered to be material weaknesses identified?  Yes  None Reported

Is noncompliance that could have a material effect on the financial statements identified?  Yes  No

**FEDERAL AWARDS**

Internal control over the Major Program:

Are material weaknesses identified?  Yes  No

Are significant deficiencies that are not considered to be material weaknesses identified?  Yes  None Reported

Type of report issued on compliance with requirements applicable to the Major Program: Unmodified

Are there any audit findings that are required to be reported in accordance with 2 CFR Section 200.516(a) of the Uniform Guidance?  Yes  No

**Identification of Major Program:**

<u>Name of Federal Program</u>	<u>Assistance Listing No.</u>
Capital Fund Program	14.872

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

Is the auditee identified as a Low-Risk Auditee?  Yes  No

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

SCHEDULE OF FINDINGS  
AND QUESTIONED COSTS

DECEMBER 31, 2024

**Section II: Financial Statement Findings:**

**Summary Schedule of Prior Year Findings:**

None

**Current Year Findings and Questioned Costs:**

None

**Section III: Federal Award Findings and Questioned Costs:**

**Summary Schedule of Prior Year Findings:**

None/ Not applicable

**Current Year Findings and Questioned Costs:**

None

HOUSING AUTHORITY OF THE CITY OF  
DONALDSONVILLE, LOUISIANA

SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS  
TO THE EXECUTIVE DIRECTOR

YEAR ENDED DECEMBER 31, 2024

**EXPENDITURE PURPOSE**

Salary	<u>\$ 113,247</u>
Benefits - Insurance	<u>12,416</u>
Benefits - Retirement	<u>14,263</u>
Per Diem	<u>1,134</u>
Registration Fees	<u>1,369</u>
Conference Travel	<u>2,570</u>
<b>Total Compensation, Benefits and Other Payments</b>	<b><u><u>\$ 144,999</u></u></b>

Agency Head: Ruth Franklin, Executive Director

**NOTE 1 – BASIS OF PRESENTATION**

The above Schedule of Compensation, Benefits and Other Payments to the Executive Director is presented on the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of the *Louisiana Revised Statute (R.S.) 24:513A.(3)*, as amended by *Act 706 of the 2014 Legislative Session*.



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

Board of Commissioners  
Housing Authority of the City of Donaldsonville  
Louisiana Legislative Auditor

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 period of January 1, 2024 through December 31, 2024. The Housing Authority of the City of Donaldsonville's (the Authority's) management is responsible for those C/C areas identified in the SAUPs.

The Authority 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 the LLA's SAUP's for the period of January 1, 2024 through December 31, 2024. Additionally, the 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.

See Addendum A following this report for a description of the SAUPs.

The associated results and conclusions are as follows:

### **Written Policies and Procedures**

The Purchasing Policy does not address how vendors are added to the vendor list. Other applicable Written Policies and Procedures business functions outlined in Addendum A (attached) were addressed without exception.

### **Disbursements**

Disbursements functions outlined in Addendum A (attached) were sufficiently addressed and adhered to.

### **Travel and Expense Reimbursement**

Travel and Expense Reimbursement functions outlined in Addendum A (attached) were sufficiently addressed and adhered to.

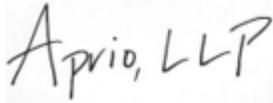
See Addendum B following this report for the Authority's Corrective Action Plan.

We were engaged by the Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review, 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 Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is 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.

A handwritten signature in black ink that reads "Aprio, LLP". The signature is written in a cursive, slightly slanted style.

Birmingham, Alabama  
May 19, 2025

# ADDENDUM A

# PROCEDURES

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Report all findings to the following procedures, either after each procedure or after all procedures, within each of the fourteen AUP categories. "Random" selections may be made using Microsoft Excel's random number generator or an alternate method selected by the practitioner that results in an equivalent sample (e.g., those methods allowed under the AICPA Audit Guide - *Audit Sampling*).

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

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- 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:<sup>1</sup>
- i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.
  - ii. **Purchasing**, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bids and price quotes.
  - iii. **Disbursements**, including processing, reviewing, and approving.
  - iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).
  - v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
  - vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

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<sup>1</sup> For governmental organizations, the practitioner may eliminate those categories and subcategories not applicable to the organization's operations. For quasi-public organizations, including nonprofits, the practitioner may eliminate those categories and subcategories not applicable to public funds administered by the quasi-public.

- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- viii. **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- ix. **Ethics<sup>2</sup>**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- xi. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- xii. **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

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

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- 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

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<sup>2</sup> The Louisiana Code of Governmental Ethics (Ethics Code) is generally not applicable to nonprofit entities but may be applicable in certain situations, such as councils on aging. If the Ethics Code is applicable to a nonprofit, the nonprofit should have written policies and procedures relating to ethics.

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)<sup>3</sup>, 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*

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<sup>3</sup> Electronic disbursements do not include transfers from one bank account to another within the agency (i.e. operating account to payroll account).

*account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

### **3) Travel and Travel-Related Expense Reimbursements<sup>4</sup> (excluding card transactions)**

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- 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/](http://doa.la.gov/doa/ost/ppm-49-travel-guide/)) or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
  - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
  - iii. Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
  - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

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<sup>4</sup> Non-travel reimbursements are not required to be inspected under this category.

## ADDENDUM B

HOUSING AUTHORITY OF THE CITY OF DONALDSONVILLE  
DONALDSONVILLE, LOUISIANA

LOUISIANA LEGISLATIVE AUDITOR, STATE-WIDE AGREED-UPON PROCEDURES

CORRECTIVE ACTION PLAN

DECEMBER 31, 2024

**Written Policies and Procedures**

The Authority will update its Purchasing Policy to address the vendor list.