

**GREATER ST. STEPHEN MINISTRIES HOUSING AND
DEVELOPMENT CORPORATION
(a nonprofit organization)**

ANNUAL FINANCIAL REPORT

For the Year Ended December 31, 2021

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Greater St. Stephen Ministries Housing and Development Corporation
New Orleans, Louisiana

Opinion

We have audited the accompanying financial statements of Greater St. Stephen Ministries Housing and Development Corporation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Greater St. Stephen Ministries Housing and Development Corporation as of December 31, 2021, and the changes in its net assets and its cash flows 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. 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 Greater St. Stephen Ministries Housing and Development Corporation 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 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 Greater St. Stephen Ministries Housing and Development Corporation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

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 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 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, including omissions, 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, 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 Greater St. Stephen Ministries Housing and Development Corporation'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 Greater St. Stephen Ministries Housing and Development Corporation'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.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 24, 2022, on our consideration of Greater St. Stephen Ministries Housing and Development Corporation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 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 Greater St. Stephen Ministries Housing and Development Corporation's internal control over financial reporting and compliance.

Bruno & Tervalon, LLP

New Orleans, Louisiana

June 24, 2022

BASIC FINANCIAL STATEMENTS

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

STATEMENT OF FINANCIAL POSITION

December 31, 2021

ASSETS

Current Assets

Cash and cash equivalents	\$ 10,183
Accounts receivable, net	14,233
Other assets	<u>49,161</u>
Total Current Assets	<u>73,577</u>

Property and Equipment

Property and equipment, net	<u>4,972,168</u>
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Total Assets	<u>\$ 5,045,745</u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Accounts payable and other liabilities	<u>\$ 295,818</u>
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Total Current Liabilities	<u>295,818</u>
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Long-term Liabilities

Note payable	<u>25,000</u>
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Total Long-term Liabilities	<u>25,000</u>
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Total Liabilities	<u>320,818</u>
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Net Assets

Without donor restrictions	147,593
With donor restrictions	<u>4,577,334</u>

Total Net Assets	<u>4,724,927</u>
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Total Liabilities and Net Assets	<u>\$ 5,045,745</u>
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The accompanying notes are an integral part of the financial statements.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

**STATEMENT OF ACTIVITIES
For the Year Ended December 31, 2021**

	<u>Without Donor Restrictions</u>	<u>With Donor Restriction</u>	<u>Total</u>
Revenues and other support			
Rental income	\$ 628,455	\$ -	\$ 628,455
Miscellaneous revenues	<u>401,616</u>	<u>-</u>	<u>401,616</u>
Total Revenues	1,030,071	-	1,030,071
 Net Assets Released from Restriction	<u>-</u>	<u>-</u>	<u>-</u>
 Total Revenues and Other Support	<u>1,030,071</u>	<u>-</u>	<u>1,030,071</u>
 Expenses			
Program services:			
Rent	526,396	-	526,396
Supporting Services:			
Management and general	<u>332,103</u>	<u>-</u>	<u>332,103</u>
Total Expenses	<u>858,500</u>	<u>-</u>	<u>858,500</u>
 Change in Net Assets	171,571	-	171,571
 Net Assets, Beginning of Year	<u>(23,978)</u>	<u>4,577,334</u>	<u>4,553,356</u>
 Net Assets, End of Year	<u>\$ 147,593</u>	<u>\$ 4,577,334</u>	<u>\$ 4,724,927</u>

The accompanying notes are an integral part of the financial statements.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

STATEMENT OF CASH FLOWS
For the Year Ended December 31, 2021

Cash Flows From Operating Activities:	
Change in net assets	\$ 171,571
Adjustments to Reconcile Net Income (Loss) to net Cash Provided by Operating Activities:	
Depreciation and amortization	289,423
Increase in accounts receivable	13,332
Decrease in prepaid expense	4,845
Increase in Inter-church transfer	(49,160)
Increase in accounts payable	259,878
Total Adjustments	<u>518,318</u>
Net Cash Provided by Operating Activities	<u>689,889</u>
Cash Flows From Investing Activities:	
Purchases of property and equipment	<u>(687,303)</u>
Net Cash Used in Investing Activities	<u>(687,303)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	2,586
Cash and Cash Equivalents at Beginning of Year	<u>7,597</u>
Cash and Cash Equivalents at End of Year	<u>\$ 10,183</u>

The accompanying notes are an integral part of the financial statements.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended December 31, 2021

	<u>Program Services</u>		<u>Supporting Services</u>		<u>Total Expenses</u>
	<u>Rent</u>	<u>Total Program Services</u>	<u>Management and General</u>	<u>Total Supporting Services</u>	
Salaries	\$ 129,458	\$ 129,458	\$ -	\$ -	\$ 129,458
Bank fees	-	-	1,629	1,629	1,629
Depreciation	289,423	289,423	-	-	289,423
Professional and consultant services	-	-	13,966	13,966	13,966
Insurance	-	-	24,736	24,736	24,736
Interest	-	-	11,164	11,164	11,164
Maintenance and repairs	75,185	75,185	262,244	262,244	337,429
Utilities	26,939	26,939	-	-	26,939
Office supplies, expenses	-	-	1,518	1,518	1,518
Telephone and internet	-	-	6,138	6,138	6,138
Transportation (fuel)	-	-	1,709	1,709	1,709
Security	5,392	5,392	-	-	5,392
Rental expenses	-	-	9,000	9,000	9,000
Total Expenses	<u>\$ 526,396</u>	<u>\$ 526,396</u>	<u>\$ 332,103</u>	<u>\$ 332,103</u>	<u>\$ 858,500</u>

The accompanying notes are an integral part of the financial statements.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2021

Note 1 – Nature of Activities and Significant Accounting Policies

Organization and Purpose

Greater St. Stephen Ministries Housing and Development Corporation (the “Organization”) is a single asset corporation that owns and operates a large multi-family housing development in New Orleans East, referred to as Greater St. Stephen City. The Organization was established in 1996 to provide low to moderate income families with attractive, well-maintained, safe, and affordable housing. The Greater St. Stephen Ministries Full Gospel Baptist Church (the “Church”) has significant influence over the corporation via common management and common board control. The Church also provides certain payroll management functions, as well as office space, utilities, and the use of all office furniture and equipment to the Organization.

Significant Accounting Policies

The Organization prepares its financial statements in accordance with generally accepted accounting principles promulgated in the United States of America (U.S. GAAP) for not-for-profit entities. The significant accounting and reporting policies used by the organization are described subsequently to enhance the usefulness and understandability of the financial statements.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities in accordance with U.S. generally accepted accounting principles (“GAAP”).

Net Assets Classification

The Organization’s resources are reported for accounting purposes in separate classes of net assets based on the existence or absence of donor-imposed restrictions.

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) No. 2016-14, Presentation of Financial Statement of Not-for-Profit Entities. Under the ASU 2016-14, the Organization is required to report only two classes of net assets: “net assets without donor restrictions” and “net assets with donor restrictions.”

Net Assets without Donor Restrictions – are available for use at the discretion of the Board of Trustees (the Board) and /or management for general operating purposes.

Net Assets with Donor Restrictions – are stipulated by donors for specific operating purposes or for the acquisition of property and equipment or are time restricted. These include donor restrictions requiring the net assets be held in perpetuity or for a specified term with investment return available for operations.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021

Classification of Transactions

All revenues are reported as increases in net assets without donor restrictions in the statement of activities unless the donor specified the use of the related resources for a particular purpose or in a future period. All expenses are reported as decreases in net assets without donor restrictions.

Cash and Cash Equivalents

For accounting and reporting purposes, cash and cash equivalents include cash on hand, demand deposits, and all highly liquid investments with original maturities of three months or less. All cash and cash equivalents are unrestricted for the year ended December 31, 2021.

Rental Income, Accounts Receivable and Bad Debt

Rental income is recognized as rentals become due. Rental payments received in advance are deferred until earned. All leases between the Organization and the tenants of the properties are operating leases.

Rental charges for the current month are due on the first of the month. Tenants who are evicted or move out are charged with damages and cleaning fees, if applicable. Account receivables consist of amounts due for rental income, other tenant charges for damages and cleaning fees in excess of forfeited security deposits. The project does not accrue interest on the tenant receivable balances. Uncollectible amounts due for receivable are recognized as bad debts. The allowance for doubtful account for the accounts receivable was \$13,240 as of December 31, 2021.

Grants Receivable

The Organization considers grants receivable to be fully collectible. Accordingly, no allowance for doubtful accounts is deemed necessary. If accounts become uncollectible, they will be charged to operations when that determination is made. Determination of un-collectability is made by management based on knowledge of accounts.

Property and Equipment

The property and equipment of the Organization are recorded as assets and are stated at historical cost when purchased. Additions, improvements, and expenditures that significantly extend the useful life of an asset are capitalized. The Organization follows the practice of capitalizing all fixed asset purchases that exceed \$1,000 and depreciating the assets on the straight-line basis. The useful lives of the Organization's assets are estimated as follows:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	39 years
Equipment	10 years

Current Liabilities

Current liabilities for the Organization are comprised of obligations that, by their term, are due on demand or will be due on demand within one year from the statement of financial position date.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021

Compensated Absences

The Organization accounts for compensated absences (e.g., unused vacation, sick leave) as directed by the Financial Accounting Standards Board Accounting Standards Codification No. 710-10-50-1 (FASB ASC 710-10-50-1), "Accounting for Compensated Absences". A liability for compensated absences attributable to services already rendered and not contingent on a specific event that is outside the control of the employer and employee is accrued as employees earn the rights to benefits. As of December 31, 2021, no estimates were made for compensated absences.

Grant Revenue

Grant revenue is recognized when the qualifying costs are incurred for cost-reimbursement grants or contracts or when a unit of service is provided for performance grants. Grant revenue from federal agencies is subject to independent audit under the Office of Management and Budget's audit requirements for federal awards and review by grantor agencies. The review could result in the disallowance of expenditures under the terms of the grant or reductions of future grant funds.

Tax Status

The Organization has received its separate tax-exempt status and has the filing requirements for the year ended December 31, 2021. It operates under Section 501(c)(3) of the Internal Revenue Code, though it would be subject to tax on income unrelated to its exempt purposes (unless that income is otherwise excluded by the IRC). The organization is not classified as private foundation.

The deadline to file the Form 990 for the tax year ended December 31, 2021, was May 15, 2022, the organization requested an automatic extension to file. The extension due date is November 15, 2022.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Expenses that can be identified with a specific program or support service are charged directly to that program or support service. Cost common to multiple functions have been allocated among the various functions benefited using a reasonable allocation method that is consistently applied. Depreciation is allocated based on square footage and item usage. Cost of other categories were allocated on estimates of time and effort.

Note 2 – Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of December 31, 2021, are:

Financial assets:	
Cash	\$ 10,183
Accounts Receivable, net	14,233
Other current assets	<u>49,161</u>
Total	<u><u>\$ 73,577</u></u>

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021

Note 3 – Grant Financing

The Organization received funding in the amount of \$5,263,714 from the U.S. Department of Housing and Urban Development. The funds were distributed through the Community Development Block Grant, which was provided to the Louisiana Recovery Authority (LRA) following the destruction of Hurricane Katrina. The program that this agency participated in is known as the Small Rental Property Program, which is focused on rebuilding the stock of one-to-four-unit rental properties to address the housing needs of low to moderate income people in the most heavily damaged areas, speeding the recovery of entire neighborhoods and communities. As a result of receiving these funds, the Organization has made a commitment to make fifty percent (50%) of the renovated properties available to supportive housing occupants for a minimum of 20 years. The loan is considered to be guaranteed throughout the 20-year period contingent on the Organization's compliance with the regulatory requirements. The loan is also considered to be no amortizing and non-interest bearing during its entire term unless a default occurs due to acts of non-compliance.

Note 4 – Note Payable

On August 15, 2018, the Organization had received the amount of \$85,000 from the Greater St. Stephen Ministries Full Gospel Baptist Church as advance for the lighting and fencing projects. The amount was received as note payable when funds are received from the State of Louisiana. The Loan considered non-interest bearing during its term. As of December 31, 2021, the outstanding balance of the note payable is \$25,000.

Note 5 – Fair Value Financial Instruments

FASB Accounting Standards Codification Topic 820, "Fair Value Measurements" (Topic 820), requires disclosures that stratify balance sheet amounts measured at fair value based on the inputs used to derive fair value measurements. The Organization reports fair value measures of its assets and liabilities using a three-level hierarchy that prioritizes the inputs used to measure fair value. This hierarchy, established by GAAP, requires that entities maximized the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The asset or liability's measurement within the fair value hierarchy is based on the lowest level of input that is significant to the measurement. The three levels of inputs used to measure fair value are as follows:

- *Level 1.* Quoted prices for identical assets or liabilities in active markets to which the organization has access at the measurement date.
- *Level 2.* Inputs other than quoted prices included in level 1 that are observable for the asset or liability, either directly or indirectly. Level 2 inputs include
 - quoted prices for similar assets or liabilities in active markets.
 - quoted prices for identical or similar assets in markets that are not active.
 - observable inputs other than quoted prices for the asset or liability (for example, interest rates and yield curves); and
 - inputs derived principally from, or corroborated by, observable market data by correlation or by other means.
- *Level 3.* Unobservable inputs for the asset or liability. Unobservable inputs should be used to measure the fair value if observable inputs are not available.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021

ASC Topic 820 requires the Organization to maximize the use of observable market inputs, minimize the use of unobservable market inputs, and disclose in the form of an outlined hierarchy, the details of such fair value measurements. The recorded values of cash and cash equivalents approximate their fair values based on their short-term nature. All fair value measurements are considered Level 1 measurements as of December 31, 2021.

Note 6 – Property and Equipment

Fixed assets as of December 31, 2021, are summarized as follows:

Building and Improvements	\$ 6,230,354
Water Meters	115,000
Equipment	34,006
Improvement FEMA	148,599
Construction in Process	262,889
Land Improvements	40,389
Less Accumulated Depreciation	<u>(1,859,069)</u>
Total	<u>\$ 4,972,168</u>

Depreciation expense totaled \$289,423 for the year ended December 31, 2021.

Note 7 – Concentrations of Risk

The Organization relies on rental income from tenants to maintain operations. Rental income accounts for nearly 100% of the Organization's revenues. While it is considered reasonably possible that tenants may be lost in the near term, no causes for concern currently exist.

As of December 31, 2021, funds on deposit with various financial institutional did not exceed the available Federal Deposit Insurance Coverage.

Note 8 – Contingencies

The Organization received Recovery Act funding through the Louisiana Road Home's Small Rental Property Program. This federally funded program stipulates that the Organization must comply with federal, state, and program requirements when selecting tenants to occupy affordable units throughout the affordability period of 20 years. Compliance requirements include providing affordable housing to income-eligible tenants, as well as complying with fair housing laws and non-discriminatory practices. Repayment of the Rental Program assistance, including any additional penalties, is contingent upon the Organization's compliance with all federally imposed guidelines.

Note 9 – Board of Directors

The board of directors is a voluntary board; therefore, no compensation was paid to any board member during the year ended December 31, 2021.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

December 31, 2021

Note 10 – Related Party Transactions

Certain board members and employees of the Organization are also board members and employees of the Greater St. Stephen Ministries Full Gospel Baptist Church. The Church also provides certain payroll management functions, office space and furniture, utilities, and equipment to the Organization. The value of these services has not been determined by the Church.

Note 11 – Subsequent Events

Management of the Organization evaluated subsequent events and transactions for potential recognition of disclosure in the financial statements through June 24, 2022, the date which the financial statements were available to be issued and determined the following subsequent event requires disclosure.

On March 11, 2020, the World Health Organization declared the outbreak of a novel coronavirus (COVID-19) as a global pandemic, which continues to spread throughout the United States. The COVID-19 pandemic has negatively impacted the global economy and created significant volatility and disruption of financial markets. The extent of impact of the COVID-19 pandemic on the Organization's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak and the impact on its investments, customers, employees and vendors, all of which are uncertain and cannot be predicted or reasonably estimated at this time. No other subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

INTERNAL CONTROL, COMPLIANCE, AND OTHER MATTERS

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*

To the Board of Directors of
Greater St. Stephen Ministries Housing and Development Corporation
New Orleans, 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 Greater St. Stephen Ministries Housing and Development Corporation (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 24, 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Greater St. Stephen Ministries Housing and Development Corporation's internal control over financial reporting (internal control) to determine the 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 Greater St. Stephen Ministries Housing and Development Corporation. Accordingly, we do not express an opinion on the effectiveness of the Greater St. Stephen Ministries Housing and Development Corporation's internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Greater St. Stephen Ministries Housing and Development Corporation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 organization'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 organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Bruno & Tervalon, LLP

New Orleans, Louisiana

June 24, 2022

SCHEDULE OF FINDINGS AND RESPONSES

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended December 31, 2021

I. Summary of Auditors' Results

a. Financial Statements

1. The auditors' report expresses an unmodified opinion on the financial statements of Greater St. Stephen Ministries Housing and Development Corporation.
2. There were no control deficiencies disclosed during the audit of the financial statements and reported in the *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*.
3. No instances of noncompliance material to the financial statements of Greater St. Stephen Housing and Development Corporation were reported in the *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*.

b. Federal Awards

N/A

c. Management Letter

No management letter was issued in connection with the audit for the year ended December 31, 2021.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended December 31, 2021

II. Summary of Findings

There were no current year findings.

GREATER ST. STEPHEN MINISTRIES HOUSING AND DEVELOPMENT CORPORATION

SCHEDULE OF FINDINGS AND RESPONSES

For the Year Ended December 31, 2021

III. Summary of Prior Year Findings

There were no prior year findings.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Greater St. Stephen Ministries Housing and Development Corporation
New Orleans, Louisiana

We have performed the procedures enumerated below, which were agreed to by Greater St. Stephen Ministries Housing and Development Corporation and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Corporation's management is responsible for those C/C areas identified in the SAUPs. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

- 1) 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:

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

We performed the above procedures and noted the following exceptions:

There was no written budgeting policy or procedure.

Management Response: See Management's response letter.

- b. ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

We performed the above procedures and noted the following exceptions:

There was no written purchasing policy or procedure.

Management Response: See Management's response letter.

- c. *Disbursements*, including processing, reviewing, and approving.

*We performed the above procedures and noted the following exceptions:
There was no written disbursements policy or procedure.*

Management Response: See Management's response letter.

- d. *Receipts/Collections*, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation.)

*We performed the above procedures and noted the following exceptions:
There was no receipts/collections policy or procedure.*

Management Response: See Management's response letter.

- e. *Payroll/Personnel*, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

*We performed the above procedures and noted the following exceptions:
There was no payroll/personnel policy or procedure.*

Management Response: See Management's response letter.

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

We performed the procedures above and noted no exceptions.

- g. *Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)*, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage. (e.g., determining the reasonableness of fuel card purchases).

*We performed the above procedures and noted the following exceptions:
There was no written credit card policy or procedure.*

Management Response: See Management's response letter.

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

*We performed the above procedures and noted the following exceptions:
There was no written travel and expense policy or procedure.*

Management Response: See Management's response letter.

- i. *Ethics*, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor

possible ethics violations and, (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

The statute does not require the entity to complete ethics training. Therefore, no procedure was performed.

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

*We performed the above procedures and noted the following exceptions:
There was no written debt service policy or procedure.*

Management Response: See Management's response letter.

- k. **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage 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 systems and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

We performed the above procedure and noted no exceptions.

- l. **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

*We performed the above procedures and noted the following exceptions:
There was no sexual harassment policy or reporting procedure provided.*

Management Response: See Management's response letter.

Board or Finance Committee

- 2) Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a. Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

We performed the procedure above and noted no exceptions.

- b. For those entities reporting on the governmental accounting model, observe whether the minutes reference or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes 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.

We performed the procedure above and noted no exceptions.

- c. 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.

The organization is not a governmental entity. Therefore, the procedures above are not applicable.

Bank Reconciliations

- 3) Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

- a. 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);

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

- c. 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.

We performed the procedure above and noted no exceptions.

Collections

- 4) Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

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

- a. Employees that are responsible for cash collections do not share cash drawers/registers.

The collections are not public funds. Therefore, the procedures above are not applicable.

- b. Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

The collections are not public funds. Therefore, the procedures above are not applicable.

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

The collections are not public funds. Therefore, the procedures above are not applicable.

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

The collections are not public funds. Therefore, the procedures above are not applicable.

- 6) Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

The organization does not have an insurance policy for theft; therefore, no procedure was performed.

- 7) Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *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:

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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

- d. Observe 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).

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

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

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

- 9) For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
We performed the procedure above and noted no exceptions.
 - b. At least two employees are involved in processing and approving payments to vendors.
We performed the procedure above and noted no exceptions.
 - c. The employee responsible for processing payments is prohibited from adding/ modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
We performed the procedure above and noted no exceptions.
 - d. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
We performed the procedure above and noted no exceptions.
- 10) For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
- a. Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
We performed the procedure above and noted no exceptions.
 - b. Observe whether the disbursement documentation included evidence (e.g., initial/ date, electronic logging) of segregation of duties tested under #9, as applicable.
We performed the procedure above and noted no exceptions.

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

- 11) Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (card) 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.
- 12) Using the listing prepared by management randomly select 5 cards (or all cards if less than 5 that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a. Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g. original receipts for credit/debit card purchases exception reports for excessive fuel card usage) was reviewed and approved, in writing by someone other than the authorized card holder. (Note: Requiring such approval may constrain the

legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

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

We performed the procedure above and noted no exceptions.

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

- 14) Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a. If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration.

The organization did not have travel expenses; therefore, this procedure is not applicable.

- b. If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identified precisely what was purchased.

The organization did not have travel expenses; therefore, this procedure is not applicable.

- c. Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the name of those individuals participating and other documentation required by written policy (procedure #1h).

The organization did not have travel expenses; therefore, this procedure is not applicable.

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

The organization did not have travel expenses; therefore, this procedure is not applicable.

Contracts

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

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

The organization is not a governmental entity. Therefore, the procedures above are not applicable.

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

The organization is not a governmental entity. Therefore, the procedures above are not applicable.

- c. 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, was approval documented).

No contracts reviewed were amended. Therefore, no procedures were performed.

- d. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

We performed the procedure above and noted no exceptions.

Payroll and Personnel

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

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

- a. Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

We performed the procedure above and noted no exceptions.

- b. Observe whether supervisors approved the attendance and leave of the selected employees/officials.

We performed the procedure above and noted no exceptions.

- c. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

We performed the procedure above and noted no exceptions.

- 18) 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, 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 or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

No employees were terminated during the period.

- 19) Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

Ethics

- 20) Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:

- a. Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

The organization is not required by statute to obtain Ethic's training; therefore, these procedures are not applicable.

- b. Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

The organization is not required by statute to obtain Ethic's training; therefore, these procedures are not applicable.

Debt Service

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

The organization did not issue debt during the fiscal period. Therefore, these procedures are not applicable.

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

No procedure was performed.

Fraud Notice

- 23) Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Per discussion with management, no misappropriation of public funds and assets was noted during the fiscal period.

- 24) Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

We performed the above procedures and noted the following exceptions:

The entity does not have a notice concerning reporting of misappropriation, fraud, waste, or abuse posted on its premises or website.

See management's response

Information Technology Disaster Recovery/Business Continuity

- 25) 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 no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the result with management.

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

We performed the procedure and discussed the result with management.

- 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.

We performed the procedure and discussed the result with management.

Sexual Harassment

- 26) Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

We performed the above procedure and noted the following exceptions:

There was no sexual harassment training during the calendar year.

- 27) Observe 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).

We performed the above procedure and noted the following exceptions:

There was no sexual harassment policy and complaint procedure.

- 28) 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 it includes the applicable requirements of R.S. 42:344:

- a. Number and percentage of public servants in the agency who have completed the training requirements;

No procedure was performed.

- b. Number of sexual harassment complaints received by the agency;

No procedure was performed.

- c. Number of complaints which resulted in a finding that sexual harassment occurred;

No procedure was performed.

- d. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

No procedure was performed.

- e. Amount of time it took to resolve each complaint.

No procedure was performed.

We were engaged by Greater St. Stephen Ministries Housing and Development Corporation 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 Greater St. Stephen Ministries Housing and Development Corporation 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.

Bruno & Tervalon, LLP

New Orleans, LA
June 24, 2022



GREATER ST. STEPHEN MINISTRIES
HOUSING AND DEVELOPMENT CORPORATION

5600 READ BOULEVARD, NEW ORLEANS, LA 70127 | O: (504) 244.6800 | F: (504) 899-7554

6/30/22

To whom it may concern:

Greater St Stephen Housing and Development Corp has operated to provide affordable housing for the residents of the New Orleans area for several years. Due to financial restraints, the organization has operated on a small budget. We do understand the need to address the policy documentation requirements. The organization will seek help from board members and outside consultants to document the operations for the following areas:

- Purchasing
- Budgeting
- Cash receipts and Disbursements including credit cards and travel reimbursements
- Borrowing and servicing debt
- Payroll, including hiring, personnel files etc.
- Sexual harassment and complaints
- Fraud

The process will be immediately.

Sincerely,

Bernice Jordan

ST. STEPHEN CITY
A place to call home!