



**Community Leaders
Advocating Student Success, Inc.
(d/b/a Fannie C. Williams Charter School)**

FINANCIAL REPORT

June 30, 2024



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REPORT





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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
New Orleans, Louisiana

Opinion

We have audited the accompanying financial statements of Community Leaders Advocating Student Success, Inc. d/b/a Fannie C. Williams Charter School (a nonprofit organization) (the School), which comprise the statement of financial position as of June 30, 2024, 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 the School as of June 30, 2024, 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 and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School 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.

Other Matter – Restatement of 2023 Financial Statements

As described in Note 3, the School restated its 2023 financial statements. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School'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 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 School'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 School'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.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Compensation, Benefits and Other Payments to Agency Head and Schedule of Expenditures of Federal Awards, as required by Title 2 *U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the Schedules) are presented for purposes of additional analysis and are not a required part of the 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 financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedules are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2024, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School'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 School's internal control over financial reporting and compliance.

Cam Riggs & Ingram, L.L.C.

Metairie, Louisiana
December 30, 2024



FINANCIAL STATEMENTS



**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Statement of Financial Position**

<i>June 30,</i>	2024
Assets	
Current assets	
Cash and cash equivalents	\$ 6,564,800
Cash held for others - School Student Activity Fund	75,922
Grants receivable	392,497
Prepaid expenses	833
Total current assets	7,034,052
Noncurrent assets	
Deposits	23,694
Total non-current assets	23,694
Total assets	\$ 7,057,746
Liabilities and Net Assets	
Current liabilities	
Accounts payable	\$ 15,337
Accrued salaries	222,872
Payroll deductions and benefits payable	94,008
Refundable advances	191,514
Deposits held for others - School Student Activity Fund	75,922
Total current liabilities	599,653
Total liabilities	599,653
Net assets	
Without donor restrictions	6,116,796
With donor restrictions	341,297
Total net assets	6,458,093
Total liabilities and net assets	\$ 7,057,746

The accompanying notes are an integral part of this financial statement.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Statement of Activities**

<i>For the Year Ended June 30,</i>	Without Donor Restrictions	With Donor Restrictions	2024 Total
Revenue and Other Support			
Grants			
Federal	\$ 2,273,197	\$ 64,245	\$ 2,337,442
State	368,843	-	368,843
State Minimum Foundation Program	2,046,527	-	2,046,527
Local Minimum Foundation Program	3,435,320	-	3,435,320
Other revenues	210,240	-	210,240
Total revenues and other support	8,334,127	64,245	8,398,372
Expenses			
Program services	5,927,060	-	5,927,060
Supporting services	1,806,833	-	1,806,833
Total expenses	7,733,893	-	7,733,893
Change in net assets	600,234	64,245	664,479
Net assets at beginning of year, as previously reported	5,156,076	277,052	5,433,128
Restatement (Note 3)	360,486	-	360,486
Net assets at beginning of year, restated	5,516,562	277,052	5,793,614
Net assets at end of year	\$ 6,116,796	\$ 341,297	\$ 6,458,093

The accompanying notes are an integral part of this financial statement.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Statement of Functional Expenses**

<i>For the Year Ended June 30,</i>	Programs Services - Education	Supporting Services	2024 Total
Salaries	\$ 2,665,238	\$ 1,003,668	\$ 3,668,906
Employee benefits	662,138	249,346	911,484
Transportation services	772,375	-	772,375
Other supplies	733,038	-	733,038
Professional services	297,020	122,949	419,969
Food services	400,391	-	400,391
Insurance	130,185	45,267	175,452
Utilities	114,229	39,719	153,948
Repairs and maintenance	108,704	37,797	146,501
Other services	23,044	119,406	142,450
Shared services	-	106,722	106,722
Depreciation	-	37,051	37,051
Miscellaneous	4,970	29,182	34,152
Equipment expenses	12,987	12,985	25,972
Travel	2,741	2,741	5,482
Total	\$ 5,927,060	\$ 1,806,833	\$ 7,733,893

The accompanying notes are an integral part of this financial statement.

Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Statement of Cash Flows

<i>For the Year Ended June 30,</i>	2024
Operating Activities	
Change in net assets	\$ 664,479
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities	
Depreciation expense	37,051
Changes in operating assets and liabilities	
Grants receivable	178,861
Accounts payable	3,575
Accrued salaries	29,293
Payroll deductions and benefits payable	(11,175)
Deferred revenue	170,513
Deposits held for others - School Student Activity Fund	10,513
Net cash provided by (used in) operating activities	1,083,110
Net change in cash, cash equivalents, and restricted cash	1,083,110
Cash, cash equivalents, and restricted cash at beginning of year	5,557,612
Cash, cash equivalents, and restricted cash at end of year	\$ 6,640,722
Reconciliation to the Statement of Financial Position	
Cash and cash equivalents	\$ 6,564,800
Cash restricted	75,922
Total cash, cash equivalents, and restricted cash	\$ 6,640,722

The accompanying notes are an integral part of this financial statement.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 1: DESCRIPTION OF THE ORGANIZATION

Nature of the Organization

Community Leaders Advocating Student Success, Inc. d/b/a Fannie C. Williams Charter School (the School) was organized as a non-profit corporation under the laws of the State of Louisiana on July 12, 2010. The School is organized exclusively for charitable and educational purposes. The School's purpose is to provide excellent educational opportunities and options for all children.

Effective May 11, 2011, the School entered into a Charter School Contract with the Louisiana State Board of Elementary Education (BESE) to operate a Type 5 public charter school in the Louisiana Recovery School District as defined in LSA RS 17:3992 and 3998. On July 1, 2016, the Charter Contract was extended for six years, and during the 2018-2019 school year, the Charter School Contract was transferred and assumed by Orleans Parish School Board. Effective July 1, 2022, the School entered into a new charter agreement with Orleans Parish School Board that converted the School to a Type 3B charter school. The new agreement expires on June 30, 2025.

The School conducts the following program:

Education – The School provides educational services to eligible students in prekindergarten through the eighth grade.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP). The Financial Accounting Standards Board (FASB) provides authoritative guidance regarding U.S. GAAP through the Accounting Standards Codification (ASC) and related Accounting Standards Updates (ASUs).

Use of Estimates

The preparation of U.S. GAAP financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Estimates that are particularly susceptible to significant change in the near term are related to allocation of expenses by function and depreciation.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The School's program services consist of the following:

Education – The School provides educational services to eligible students in prekindergarten through the eighth grade.

Cash and Cash Equivalents, Cash Restricted for Student Activities

Cash consists of both unrestricted and restricted balances. Unrestricted cash balances represent cash available for general operating purposes. Restricted cash balances consist of amounts received from donors who state specific purposes or cash collected for student activities.

For the purposes of the statement of cash flows, the School considers all unrestricted funds and highly liquid investments with an initial maturity of three months or less to be cash and cash equivalents.

Grants Receivable

Grants receivable represent amounts owed to the School which are expected to be collected within twelve months and are presented in the statement of financial position.

Property and Equipment

The School's policy is to capitalize equipment over \$1,000 with a useful life greater than one year. Lesser amounts are expensed. Purchased equipment is capitalized at cost. Donations of equipment are recorded as contributions at their estimated fair value. Depreciation is provided utilizing the straight-line method over estimated useful lives of the assets.

Impairment of Long-Lived Assets

The School reviews long-lived assets, consisting of equipment, for impairment and determines whether an event or change in facts and circumstances indicates that their carrying amount may not be recoverable. The School determines recoverability of assets by comparing the carrying value of the asset to the net future undiscounted cash flows that the asset is expected to generate. The impairment recognized is the amount by which the carrying amount exceeds the fair market value of the asset. There were no asset impairments recorded during 2024.

Refundable Advances

The refundable advances balance consists of grant award funds received in advance of the related revenue recognition. The agreements for these grants stipulate that funds not spent on qualifying expenditures as of the end of the respective grant terms shall revert back to the grantors.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Assets

The School reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the School, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some restrictions are temporary in nature, such as those that are restricted by a donor for use for a particular purpose or in a particular future period. Other restrictions may be perpetual in nature; such as those that are restricted by a donor that the resources be maintained in perpetuity. See Note 8 for net assets with donor restrictions details.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor restrictions.

Revenue Recognition

The School's primary source of funding is through the Minimum Foundation Program (MFP) funded by the State Public School Fund and NOLA Public Schools (NOLA-PS). For the year ended June 30, 2024, the School received \$2,046,527 from the State, and \$3,435,320 from NOLA-PS in MFP funding. For the year ended June 30, 2023, the School received \$4,651 from the State and \$7,813 from NOLA-PS per eligible student in attendance at the official pupil count date of October 1, 2023.

A portion of the School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. These benefits received by the public as a result of the assets transferred is not equivalent to commensurate value received by the government agencies and are therefore not considered exchange transactions. Amounts received are recognized as revenue when the School has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the statement of financial position.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition (Continued)

Contributions and donations are recognized when cash, other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the restriction. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as net assets without donor restrictions.

Fundraising income is accounted for under ASC Topic 606, *Revenue from Contracts with Customers* (ASC 606), recognizing revenue when performance obligations under the terms of the contracts with customers are satisfied, or when performance obligations are met. There was no fundraising income received during the year ended June 30, 2024.

Functional Allocation of Expenses

Expenses related to salaries, employee benefits, professional services, and travel are allocated based on actual percentages of time spent in each functional area. Expenses related to insurance, utilities, repairs and maintenance, and equipment expenses are allocated across functional areas based on the square footage of the building devoted to those areas. All other expenses are charged to functional classifications based on direct identification.

Income Taxes

Under section 501(c)(3) of the Internal Revenue Code, the School is exempt from taxes on income other than unrelated business income. The School had no unrelated business income for the year ended June 30, 2024.

The School utilizes the accounting requirements associated with uncertainty in income taxes using the provisions of Financial Accounting Standards Board (FASB) ASC 740, *Income Taxes*. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more-likely-than-not the positions will be sustained upon examination by the tax authorities. It also provides guidance for derecognition, classification, interest and penalties, accounting in interim periods, disclosure and transition. As of June 30, 2024, management believes the School has no uncertain tax provisions that qualify for recognition or disclosure in the financial statements.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, December 30, 2024, and determined there were no events that occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 3: RESTATEMENT OF 2023 FINANCIAL STATEMENTS

The 2023 financial statements have been restated to correct an error in revenue recognition on local Minimum Foundation Program funding. The restatement increased unrestricted net assets as of June 30, 2023 by \$360,486.

Note 4: LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

The School maintains its financial assets primarily in cash and cash equivalents to provide liquidity to ensure funds are available as the School's expenditures come due. The following reflects the School's financial assets as of the statement of financial position date, reduced by amounts not available for general use within one year of the statement of financial position date because of contractual or donor-imposed restrictions.

<i>December 31,</i>	2024
Total assets at year end	\$ 7,057,746
Less non-financial assets	
Prepaid expenses	(833)
Deposits	(23,694)
Financial assets at year-end	7,033,219
Less those not available for general expenditures within one year, due to contractual or donor-imposed restrictions	
Restricted by donor with time or purpose restrictions	(341,297)
Financial assets available to meet cash needs for general expenditures within one year	\$ 6,691,922

The School is principally supported by funds collected on a per-student basis for the services it provides and federal grants.

Note 5: FUNDS HELD ON BEHALF OF OTHERS (SCHOOL STUDENT ACTIVITY FUND)

The School acts as a custodian for student activity accounts. Funds held on behalf of these groups amounted to \$75,922 at June 30, 2024, and is reported as both an asset (cash held for others – school student activity fund) and a liability (deposits held for others – school student activity fund). Consequently, there is no effect on the School's net assets.

Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements

Note 6: GRANTS RECEIVABLE

Grants receivable are deemed fully collectible by management and were comprised of the following as of June 30, 2024:

Federal – U.S. Department of Education		
Title I	\$	58,367
Title II A		16,500
Special Education - IDEA		26,804
Child Nutrition Program		16,281
LA 4 State		11,594
8G		3,804
ESSER II		5
ESSER III Inc		43,300
ESSER III EB		214,522
ESSER III Formula		1,320
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Total grants receivable	\$	392,497
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Note 7: PROPERTY AND EQUIPMENT

At June 30, 2024, property and equipment consists of fully depreciated equipment. The estimated useful life of equipment is 3 years. Depreciation expense was \$37,051 for the year ended June 30, 2024.

Note 8: NET ASSETS

When a restriction expires, net assets with donor restriction are reclassified to net assets without donor restriction and reported in the statement of activities as net assets released from restriction.

Net assets with donor restrictions at June 30, 2024 consisted of the following:

		2024
<hr/>		
Purpose restricted:		
Child Nutrition Program	\$	341,297
<hr/>		
Total	\$	341,297
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There were no assets that were released from restriction for the year ended June 30, 2024.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 9: SIGNIFICANT CONCENTRATIONS

For the year ended June 30, 2024, the School received approximately 28% of its total revenue from federal sources and approximately 72% of its total revenue from state and local public school funds and other state and local sources.

For the year ended June 30, 2024, the School's grants receivable from federal and state sources accounted for 100% of total receivables.

Note 10: BUILDING USE AGREEMENT

The School entered into building use agreements with NOLA Public Schools (formerly Orleans Parish School Board) (NOLA PS) for the use of buildings and grounds as school facilities. The School agrees to pay NOLA PS a Use Fee and participate in NOLA PS's Per Pupil Unit Cost Program. The Use Fee shall be the per pupil share of the actual costs of the property, boiler and machinery, terrorism, disaster management and flood insurance of all NOLA PS-controlled school facilities participating in the Per Pupil Unit Cost Program, including any insurance brokerage fee, unrelated to recovery of capital costs or depreciation that would be recovered in a traditional lease relationship.

The agreements between the parties is intended to allow NOLA PS to move the School at any time as long as NOLA PS provides another facility deemed reasonable; taking into consideration such factors as building capacity, design alignment with grade levels served by the School, projected enrollment, program specific needs, and community support and participation.

For the year ended June 30, 2024, the School paid annual usage fees to NOLA PS of \$119,461 for use of the school facilities. These amounts are recorded as insurance expenses in the statement of functional expenses.

Note 11: COMPENSATED ABSENCES

All employees are granted 10 days of personal leave per school year, which is paid time off from work. Personal leave may be used for vacation, illness (of employees or family members), or other personal reasons. Unused personal leave shall lapse at year end.

Note 12: RETIREMENT PLAN

Substantially all employees of the School are members of a safe harbor 403(b) Retirement Plan (the Plan). Covered employees may elect to contribute a portion of their salaries to the Plan. The School's contribution to the Plan is 100% of the participant's compensation up to 5% and an additional 2% for contributions exceeding 4% of the participant's compensation. The School made contributions of \$185,205 to the Plan for the year ended June 30, 2024, which are included in employee benefits in the statement of functional expenses.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to the Financial Statements**

Note 13: CONTINGENCIES

The School is the recipient of grant funds from various federal, state and local agencies. The grants are governed by various guidelines, regulations, and contractual agreements. The administration of the programs and activities funded by the grants are under the control and administration of the School and are subject to audit and/or review by the applicable funding sources. Any grant funds found not to be properly spent in accordance with the terms, conditions, and regulations of the funding source may be subject to recapture.

State Funding – The continuation of the School is contingent upon legislative appropriation or allocation of funds necessary to fulfill the requirements of the charter contract with the NOLA-PS. If the legislature fails to appropriate sufficient monies to provide for the continuation of the charter contract, or if such appropriation is reduced by veto of the governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the charter contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

The School maintains its cash balances at a financial institution located in New Orleans, Louisiana. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. As of June 30, 2024, the School's balances exceeded the FDIC insurance by \$6,422,100. The School has not experienced any losses in such accounts and does not have a policy for custodial credit risk.



SUPPLEMENTARY INFORMATION



**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Schedule of Compensation, Benefits and Other Payments to Agency Head**

For the Year Ended June 30,

2024

Agency Head Name: Kelly Batiste, Principal/CEO

PURPOSE	AMOUNT
Salary	\$ 137,970
Stipends and supplemental pay	11,858
Benefits - health insurance	21,259
Benefits - FICA and Medicare	10,264
Benefits - retirement	10,919
Workers compensation	621
Benefits - life insurance	385
Benefits - long-term disability	355
Cell phone	1,059
Conference travel	1,345
Other	760
Total	\$ 196,795



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

To the Board of Directors of
Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
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 Community Leaders Advocating Student Success, Inc. d/b/a Fannie C. Williams Charter School (a nonprofit organization) (the School), which comprise the statement of financial position as of June 30, 2024, 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 December 30, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School’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 School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’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 School’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 the 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as item 2024-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School'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 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*.

The School's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Cam, Riggs & Ingram, L.L.C.

Metairie, Louisiana
December 30, 2024

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

To the Board of Directors of
Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
New Orleans, Louisiana

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited Community Leaders Advocating Student Success, Inc. d/b/a Fannie C. Williams Charter School's (a nonprofit organization) (the School'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 School's major federal program for the year ended June 30, 2024. The School's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 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* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School 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 School'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 School's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School'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 School'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 School'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 School'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 School'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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a certain deficiency in internal control over compliance that we consider to be a significant deficiency.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2024-002 to be a significant deficiency.

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.

Government Auditing Standards requires the auditor to perform limited procedures on the School's response to the internal control over compliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The School's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

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.

Cary Riggs & Ingram, L.L.C.

Metairie, Louisiana
December 30, 2024

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Pass-through Entity Identifying Number	Federal Expenditures (\$)
<u>United States Dept. of Education/Louisiana Department of Education</u>			
Title I Grants to Local Educational Agencies	84.010	n/a	\$ 351,047
Title I Grants to Local Educational Agencies - Direct Student Services	84.010	n/a	24,984
Title I Grants to Local Educational Agencies - School Redesign	84.010	n/a	126,260
<i>Total Title I Grants to Local Educational Agencies</i>			502,291
Supporting Effective Instruction State Grants (formerly Improving Teacher Quality State Grants)	84.367	n/a	51,510
Student Support and Academic Enrichment Program	84.424	n/a	5,575
<u>Education Stabilization Fund</u>			
COVID-19 - Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund	84.425D	n/a	1,126,853
COVID-19 - Education Stabilization Fund/American Rescue Plan – Elementary and Secondary School Emergency Relief – Homeless Children and Youth	84.425W	n/a	2,848
<i>Total Education Stabilization Fund</i>			1,129,701
<u>Special Education Cluster</u>			
Special Education Grants to States (IDEA, Part B)	84.027	n/a	111,153
Special Education Preschool Grants	84.173	n/a	44
<i>Total Special Education Cluster</i>			111,197
<i>Total United States Department of Education</i>			1,800,274
<u>United States Dept. of Agriculture/Child Nutrition Cluster</u>			
<u>Louisiana Department of Education</u>			
School Breakfast Program	10.553	n/a	157,190
National School Lunch Program	10.555	n/a	265,246
Summer Food Services Program for Children	10.559	n/a	14,703
<i>Total Louisiana Department of Education</i>			437,139
<u>Fresh Food Factor</u>			
National School Lunch Program - USDA Donated Commodities	10.555	n/a	7,535
<u>Genuine Food Lab</u>			
National School Lunch Program - USDA Donated Commodities	10.555	n/a	24,135
<i>Total National School Lunch Program - USDA Donated Commodities</i>			31,670
<i>Total United States Department of Agriculture/Child Nutrition Cluster</i>			468,809
Total Expenditures of Federal Awards			\$ 2,269,083

* Community Leaders Advocating Student Success, Inc. d/b/a Fannie Williams Charter School did not pass-through any amounts to subrecipients.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2024**

Note 1: GENERAL

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) presents the revenues from federal awards of the School as defined in Note 1 to the School's financial statements. All federal awards were received directly from federal agencies and are included on the Schedule, as well as federal assistance passed through government agencies.

Note 2: BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the School and is presented on the accrual basis of accounting. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this Schedule may differ from amounts presented in or used in the preparation of the financial statements. The School has not elected to use the 10% de minimis indirect rate allowed under the Uniform Guidance.

Note 3: RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal awards revenues are reported in the School's financial statements as federal grants.

Note 4: LOANS

The School did not expend federal awards related to loans or loan guarantees during the year ended June 30, 2024.

Note 5: FEDERALLY FUNDED INSURANCE

The School had no federally funded insurance for the year ended June 30, 2024.

Note 6: NONCASH ASSISTANCE

The School received federal noncash assistance totaling \$31,670 for the year ended June 30, 2024.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024**

Section I – Summary of Auditor’s Results

Financial Statements

- | | | |
|----|---|------------|
| 1. | Type of auditor’s report issued | Unmodified |
| 2. | Internal control over financial reporting: | |
| a. | Material weaknesses identified? | Yes |
| b. | Significant deficiencies identified? | None noted |
| c. | Noncompliance material to the financial statements noted? | No |

Federal Awards

- | | | |
|----|---|------------|
| 1. | Type of auditor’s report issued on compliance for major programs | Unmodified |
| 2. | Internal control over major programs: | |
| a. | Material weaknesses identified? | No |
| b. | Significant deficiencies identified? | Yes |
| 3. | Any audit findings disclosed that are required to be reported in accordance with 2CFR section 200.516(a)? | Yes |
| 4. | Identification of major programs | |

Assistance Listing Number	Federal Program
10.553, 10.555, 10.559	Child Nutrition Cluster

- | | | |
|----|---|-----------|
| 5. | Dollar threshold used to distinguish between type A and type B programs | \$750,000 |
| 6. | Auditee qualified as low-risk under 2CFR 200.520 | Yes |

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024**

Section II – Financial Statements Findings

**Finding 2024-001 Material Weakness – Internal Control over Financial Reporting –
RESTATEMENT DUE TO REVENUE RECOGNITION**

Criteria: In accordance with Financial Accounting Standards Board (FASB) Codification 985-605, not-for-profit entities should recognize revenues on unconditional contributions in the period received or pledged.

Condition: Revenues from local Minimum Foundation Program (MFP) funding were not recognized in the appropriate period. Unconditional contributions received under this program were recorded as deferred revenues on the June 30, 2023 statement of financial position.

Effect: Local MFP revenue was understated and deferred revenues were overstated, causing a restatement of the 2023 financial statements.

Cause: Revenue recognition of local MFP funding was not reviewed for appropriateness in the reporting period.

Recommendation: It is recommended that revenue be reported in accordance with all applicable rules and regulations from grantors and standard-setting bodies.

**Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2024**

Section III – Federal Award Findings and Questioned Costs

**Finding 2024-002 Significant Deficiency – Internal Control over Compliance –
NET CASH RESOURCES COMPLIANCE**

Grantor: United States Department of Agriculture, passed through the Louisiana Department of Education – Child Nutrition Cluster – ALN #10.555 – Program Year 2024

Criteria: Per 7 CFR Subpart C – 210.14(b), the school food authority shall limit its net cash resources to an amount that does not exceed its 3-month average expenditures for its nonprofit school food service or such other amount as may be approved by the State agency in accordance with 7 CFR Subpart D – 210.19(a).

Condition: The cumulative net cash resources as of June 30, 2024 totaled \$341,297 which exceeded the net cash resource limit by \$183,656.

Effect: The school is not in compliance with 7 CFR Subpart C – 210.14(b). Noncompliance with this guidance exposes the School to the risk of forfeiture of Child Nutrition Program funds.

Cause: The School has not formulated a plan for the use of excess net cash resources and has not communicated with the Louisiana Department of Education to determine the remedy for its excess net cash resources.

Questioned costs: None.

Recommendation: It is recommended that management and the board review potential uses for the net cash resources or communicate with the Louisiana Department of Education for appropriate return of funds.

Section IV – Management Letter

A management letter was not issued for the year ended June 30, 2024.

Section V – Summary Schedule of Prior Audit Findings

No findings noted.



Fannie C. Williams Charter School
C.L.A.S.S.
(Community Leaders Advocating Student Success)
11755 Dwyer Road
New Orleans, Louisiana 70128
Office (504) 373-6228 • Fax (504) 245-2796

Kelly S. Batiste, CEO/Principal

December 30, 2024

RE: Corrective Action Plan

Community Leaders Advocating Student Success respectfully submits the following corrective action plan for the year ended June 30, 2024.

Name and address of independent public accounting firm:
Carr, Riggs & Ingram, L.L.C.
3850 North Causeway Boulevard, Suite 1400
Two Lakeway Center
New Orleans, LA 70002

Audit Period: Fiscal Year July 1, 2023 through June 30, 2024

MANAGEMENT'S RESPONSE TO FINDINGS

Finding 2024-001 – Material Weakness – Internal Control over Financial Reporting – RESTATEMENT DUE TO REVENUE RECOGNITION

Status: In progress.

Planned Corrective Action: Management will change its method of recording deferred payments related to local MFP funding, which will be reviewed annually by the CEO/Principal.

Person(s) Responsible: Kelly S. Batiste, CEO/Principal

Estimated Completion Date: June 30, 2025

Finding 2024-002 – Significant Deficiency – Internal Control over Compliance – NET CASH RESOURCES COMPLIANCE

Status: In progress.

Planned Corrective Action: Management will review potential uses for the net cash resources or communicate with the Louisiana Department of Education for appropriate return of funds.

Person(s) Responsible: Kelly S. Batiste, CEO/Principal

Estimated Completion Date: June 30, 2025

Sincerely,

Kelly S Batiste

Kelly Batiste
CEO/ Principal



**Community Leaders Advocating
Student Success, Inc.
(d/b/a Fannie C. Williams Charter School)**

STATEWIDE AGREED-UPON PROCEDURES REPORT

June 30, 2024



CARR, RIGGS & INGRAM, L.L.C.

Carr, Riggs & Ingram, L.L.C.
3850 North Causeway Boulevard
Suite 1400
Two Lakeway Center
Metairie, LA 70002

504.837.9116
504.837.0123 (fax)
CRIadv.com

INDEPENDENT ACCOUNTANT’S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Community Leaders Advocating Student Success, Inc.
d/b/a Fannie C. Williams Charter School
and the Louisiana Legislative Auditor
New Orleans, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 01, 2023 through June 30, 2024. Community Leaders Advocating Student Success, Inc. d/b/a Fannie C. Williams Charter School’s (the School’s) management is responsible for those C/C areas identified in the SAUPs.

The School has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA’s SAUPs for the fiscal period July 01, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

1) *Written Policies and Procedures*

- A. Obtain and inspect the entity’s written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity’s operations:
 - i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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).

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

- 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.

Results: No exceptions were found as a result of applying the above procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- 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).

Results: No exceptions were found as a result of applying the above procedure.

- ix. **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.

Results: No exceptions were found as a result of applying the procedure.

2) Board or Finance Committee

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

Results: No exceptions were found as a result of applying the above procedure.

- ii. Observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

Results: No exceptions were found as a result of applying the procedure.

- iii. Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Results: No exceptions were found as a result of applying the procedure.

3) Bank Reconciliations

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the above procedure.

- ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated, electronically logged); and

Results: Exceptions noted – four (4) out of four (4) bank reconciliations tested did not have a date of review documented.

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

Results: No exceptions were found as a result of applying the above procedure.

4) Collections (excluding electronic funds transfers)

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- i. Employees responsible for cash collections do not share cash drawers/registers;

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the 10 deposits and:

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Results: Exceptions noted – two (2) out of four (4) collections tested were not deposited within one business day of receipt.

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

Results: No exceptions were found as a result of applying the procedure.

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

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

Results: No exceptions were found as a result of applying the procedure.

- B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

Results: No exceptions were found as a result of applying the procedure.

- ii. At least two employees are involved in processing and approving payments to vendors;

Results: No exceptions were found as a result of applying the procedure.

- 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;

Results: No exceptions were found as a result of applying the procedure.

- 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

Results: No exceptions were found as a result of applying the above procedure.

- v. Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Results: No exceptions were found as a result of applying the procedure.

- 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

Results: No exceptions were found as a result of applying the procedure.

- 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

Results: No exceptions were found as a result of applying the procedure.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

Results: No exceptions were found as a result of applying the procedure.

- D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Results: No exceptions were found as a result of applying the procedure.

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

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

Results: No exceptions were found as a result of applying the procedure.

- B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:

Results: No exceptions were found as a result of applying the procedure.

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder; and

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- C. Using the monthly statements or combined statements selected under procedure #6B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

Results: No exceptions were found as a result of applying the procedure.

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

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- 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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

8) Contracts

- A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. 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:

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

9) Payroll and Personnel

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

Results: No exceptions were found as a result of applying the procedure.

- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

Results: No exceptions were found as a result of applying the procedure.

- ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

- iv. Observe that the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

10) Fraud Notice

- A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management’s representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Results: No exceptions were found as a result of applying the procedure.

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

Results: No exceptions were found as a result of applying the procedure.

11) Information Technology Disaster Recovery/Business Continuity

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

- i. Obtain and inspect the entity’s most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government’s local server or network, and (c) was encrypted.

Results: We performed the procedure and discussed the results with management.

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

Results: We performed the procedure and discussed the results with management.

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

Results: We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Results: We performed the procedure and discussed the results with management.

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

We are required to be independent of the School 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.

Cary Riggs & Ingram, L.L.C.

Metairie, Louisiana
December 30, 2024



Fannie C. Williams Charter School
C.L.A.S.S.
(Community Leaders Advocating Student Success)
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New Orleans, Louisiana 70128
Office (504) 373-6228 • Fax (504) 245-2796

Kelly S. Batiste, CEO/Principal

December 30, 2024

Louisiana Legislative Auditor
1600 North 3rd Street
P.O. Box 94397
Baton Rouge, LA 70804-9397

And

Carr, Riggs & Ingram, L.L.C.
3850 North Causeway Boulevard, Suite 1400
Two Lakeway Center
New Orleans, LA 70002

RE: Management's Response to Statewide Agreed-Upon Procedures
Community Leaders Advocating Student Success d/b/a Fannie C. Williams Charter School

Dear Sirs:

Community Leaders Advocating Student Success will review policies and procedures in regard to the comments for each financial function and make appropriate changes that will improve operations and internal controls in each area that are cost effective and within our budget constraints.

Sincerely,

Kelly S Batiste

Kelly Batiste
CEO/Principal