

FINANCIAL STATEMENTS AND INDEPENDENT  
AUDITORS' REPORT

**Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence**

June 30, 2024

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**T | C | B | T**  
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**INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence

**Opinions**

We have audited the accompanying financial statements of Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence (a nonprofit organization), 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 Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence. 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 and the *Louisiana Governmental Audit Guide*. 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 Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Responsibilities of Management for the Financial Statements**

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence'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 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 the organization'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 organization'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 Matters**

### Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Organization's basic financial statements. The Schedule of Compensation, Benefits and Other Payments to Oasis' Chief Executive Officer listed as other required supplementary information in the Table of Contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

### Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 11, 2024, on our consideration of Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence'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 Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated November 11, 2024, on the results of our statewide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's statewide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

November 11, 2024

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Statement of Financial Position**  
**As of June 30, 2024**

<b>Assets</b>	
<b>Current Assets</b>	
Cash and cash equivalents	\$ 791,507
Accounts and Grants receivable	165,562
Employee theft receivable	83,212
Prepaid expenses	9,520
Total Current Assets	<u>1,049,801</u>
<b>Property and Equipment</b>	
Land	84,015
Buildings and improvements	1,862,721
Works of art	6,035
Furniture, fixtures and equipment	261,485
Vehicle	56,213
	<u>2,270,469</u>
Less accumulated depreciaiton	(906,832)
Total Property and Equipment	<u>1,363,637</u>
<b>Other Assets</b>	
Long-term investments	150,158
Deposits	150
Total Other Assets	<u>150,308</u>
Total Assets	<u><u>\$ 2,563,746</u></u>
<b>Liabilities and Net Assets</b>	
<b>Current Liabilities</b>	
Accounts payable and payroll withholdings	\$ 20,301
Accrued vacation payable	20,443
Deferred revenue	136,600
Total Current Liabilities	<u>177,344</u>
<b>Net Assets</b>	
Without donor restrictions	2,386,402
With donor restrictions	-
Total Net Assets	<u>2,386,402</u>
Total Liabilities and Net Assets	<u><u>\$ 2,563,746</u></u>

See independent auditors' report and notes to the financial statements.

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Statement of Activities**  
**For the Year Ended June 30, 2024**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b>Support and Revenue</b>			
Support:			
Received directly			
Contributions	\$ 210,847	\$ -	\$ 210,847
Fundraising	38,645	-	38,645
Total received directly	<u>249,492</u>	<u>-</u>	<u>249,492</u>
Received indirectly			
Allocated by the United Way of Southwest Louisiana, Inc.	-	23,468	23,468
Total support received from the public	<u>249,492</u>	<u>23,468</u>	<u>272,960</u>
Grants from governmental agencies and other organizations	-	928,758	928,758
Total support	<u>249,492</u>	<u>952,226</u>	<u>1,201,718</u>
Revenues:			
Interest income	1,506	-	1,506
Miscellaneous	4,441	-	4,441
Total revenues	<u>5,947</u>	<u>-</u>	<u>5,947</u>
Net assets released from restrictions	<u>952,226</u>	<u>(952,226)</u>	<u>-</u>
Total Support and Revenues	1,207,665	-	1,207,665
<b>Functional Expenses</b>			
Program Services:			
Shelter, food and client needs	892,040	-	892,040
Counseling	43,416	-	43,416
Total program services	<u>935,456</u>	<u>-</u>	<u>935,456</u>
Support Services:			
Management and general	139,535	-	139,535
Fundraising	20,738	-	20,738
Total support services	<u>160,273</u>	<u>-</u>	<u>160,273</u>
Total Functional Expenses	<u>1,095,729</u>	<u>-</u>	<u>1,095,729</u>
Change in Net Assets	111,936	-	111,936
Net Assets - Beginning of Year	2,274,466	-	2,274,466
Net Assets - End of Year	<u>\$ 2,386,402</u>	<u>\$ -</u>	<u>\$ 2,386,402</u>

See independent auditors' report and accompanying notes to financial statements.

**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Schedule of Functional Expenses**  
**For the Year Ended June 30, 2024**

	Program Services			Supporting Services			Total Expenses
	Shelter, Food and Client Needs	Counseling	Total	Management and General	Fundraising	Total	
Salaries	\$ 377,527	\$ -	\$ 377,527	\$ 66,623	\$ -	\$ 66,623	\$ 444,150
Payroll taxes and fringe benefits	110,553	-	110,553	19,509	-	19,509	130,062
Total compensation	488,080	-	488,080	86,132	-	86,132	574,212
Client needs	106,886	-	106,886	-	-	-	106,886
Dues and subscriptions	1,983	-	1,983	-	-	-	1,983
Insurance	36,159	-	36,159	9,040	-	9,040	45,199
Maintenance and repairs	34,403	-	34,403	3,822	-	3,822	38,225
Office supplies and expense	14,493	-	14,493	3,623	-	3,623	18,116
Postage and box rent	-	-	-	210	-	210	210
Printing	-	-	-	4,559	-	4,559	4,559
Professional services	73,984	43,416	117,400	-	-	-	117,400
Supplies	35,108	-	35,108	-	-	-	35,108
Telephone	9,369	-	9,369	9,369	-	9,369	18,738
Travel and conventions	10,897	-	10,897	1,211	-	1,211	12,108
Utilities	16,904	-	16,904	-	-	-	16,904
Rent	1,645	-	1,645	-	-	-	1,645
Marketing & Advertising	4,108	-	4,108	-	-	-	4,108
Fundraising	-	-	-	-	20,738	20,738	20,738
Miscellaneous	17,013	-	17,013	17,013	-	17,013	34,026
Depreciation	41,008	-	41,008	4,556	-	4,556	45,564
Total functional expenses	\$ 892,040	\$ 43,416	\$ 935,456	\$ 139,535	\$ 20,738	\$ 160,273	\$ 1,095,729

See independent auditors' report and accompanying notes to financial statements.



**Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence**  
**Statement of Cash Flows**  
**For the Year Ended June 30, 2024**

**Cash Flows From Operating Activities**

Change in net assets	\$	111,936
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation		45,564
(Increase) decrease in receivables		(67,275)
(Increase) decrease in prepaid expenses		(3,370)
Increase (decrease) in accounts payable and payroll withholdings		2,037
Increase (decrease) in accrued vacation payable		7,009
Increase (decrease) in deferred revenue		(48,190)
		47,711
Net Cash Provided by Operating Activities		47,711
<b>Cash Flows From Investing Activities</b>		
Purchase of Property, Plant & Equipment		(744,386)
Purchase of Investments		(55,034)
		(799,420)
Net Cash Used by Investing Activities		(799,420)
Net Increase in Cash and Cash Equivalents		(751,709)
Cash and Cash Equivalents - Beginning of Period		1,543,216
Cash and Cash Equivalents - End of Period	\$	791,507

See independent auditors' report and accompanying notes to financial statements.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements**  
**June 30, 2024**

**NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence (Oasis) is a nonprofit corporation recognized under the laws of the State of Louisiana for the purpose of providing temporary lodging for the victims of family violence and their children. Comprehensive counseling and supportive are provided as well as rape counseling.

Oasis is dedicated to the elimination of personal and societal violence in Southwest Louisiana. Oasis's mission is to create social change through empowerment and support for victims of domestic violence and sexual assault, safe shelter for women and children and community education.

The safe shelter can accommodate up to 33 women and their children each night. All residents receive case management and advocacy services. Shelter staff and volunteers help clients begin to rebuild their lives by assisting them in identifying and accessing financial assistance, affordable housing, transportation, childcare, employment opportunities and other community-based services.

**Income Taxes**

Oasis is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code. Accordingly, no provision for federal and state income taxes is included in the financial statements.

Oasis is required to file the applicable Form 990, *Return of Organization Exempt from Income Tax*. The applicable form is based on Oasis's gross receipts. Oasis is in compliance with the filing requirements of the Internal Revenue Service. Returns are subject to examination by the IRS, generally for three years after they are filed. Tax returns filed for years ended before June 30, 2021 are no longer subject to examination.

**Method 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. Oasis follows the standards of accounting and financial reporting for voluntary health and welfare agencies prescribed by the American Institute of Certified Public Accountants.

**Accounting Estimates**

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

**Compensated Absences**

Vacation and sick leave are recorded as expenditures of the period in which paid. Sick leave is not payable upon termination or resignation. Vacation leave accumulates based on the length of the employee's service. Upon termination or resignation, the outstanding balance of unused vacation leave can be paid to an employee. The liability as of June 30, 2024 was \$20,443.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2024**

**NOTE 1 - NATURE OF ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Property and Equipment**

Oasis capitalizes property and equipment over \$1,000. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Depreciation of property and equipment is calculated on the straight-line basis over the estimated useful life of the asset and amounted to \$45,564 for the year ended June 30, 2024. The estimated useful lives of such assets are summarized as follows:

Buildings and improvements	30 - 40 years
Works of art	not depreciated
Furniture, fixtures and equipment	5 - 8 years

Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as contributions without donor restrictions unless the donor has restricted the donated asset to a specific purpose.

**Contributed Services**

No amounts have been reflected in the financial statements for donated services. Oasis generally pays for services requiring specific expertise. However, individuals volunteer their time and perform a variety of tasks that assist Oasis, but these services do not meet the criteria for recognition as contributed services.

**Functional Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Certain indirect costs have been allocated to the functional categories based on Oasis's analysis of time devoted to each category.

**Promises to Give**

Contributions are recognized when the donor makes a promise to Oasis that is, in substance unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor restricted contributions are reported as increases in net assets with donor restrictions.

When a donor restriction expires, that is when a stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and are reported in the statement of activities as net assets released from restriction.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2024**

**NOTE 1 - NATURE OF ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Support and Revenue**

Contributions directly from the public are generally available for unrestricted use unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Unconditional promises to give due in the next year are reflected as current promises to give and are recorded at their net realizable value. Unconditional promises to give due in subsequent years are reflected as long-term promises to give and are recorded at the present value of their net realizable value, using risk free interest rates applicable to years in which the promises are received to discount the amounts. There are no long-term promises to give as of June 30, 2024.

The majority of the unrestricted promises to give are received from a broad base of contributors as a result of various fundraising activities. Additionally, the annual allocation from the local chapter of the United Way is considered promises to give and are recorded when the award is made.

Endowment contributions and investments are permanently restricted by the donor. Investment earnings available for distribution are recorded in net assets without donor restrictions. Investment earnings with donor restrictions are recorded in net assets with donor restrictions based on the nature of the restrictions. There were no endowment investments or contributions as of June 30, 2024 and for the year then ended. Contributions of donated non-cash assets are recorded at their fair values in the period received.

**Cash and cash equivalents**

Oasis considers all liquid investments with an original maturity of three months or less to be cash equivalents. At various times during the fiscal year, Oasis's cash in bank balances may exceed the insured limits of the Federal Deposit Insurance Corporation (FDIC). At June 30, 2024, Oasis's uninsured cash balances were \$157,842 in excess of FDIC insured limits.

**NOTE 2 - FAIR VALUE MEASUREMENTS**

Oasis has determined the fair value of its investments through a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels. Level 1 inputs to the valuation methodology are based on unadjusted quoted prices for identical assets in active markets that Oasis has the ability to access. Level 2 inputs are based primarily on quoted prices for similar assets in active or inactive markets and/or based on inputs that are derived principally from or corroborated by observable market data. Level 3 inputs are unobservable and are based on assumptions that market participants would utilize in pricing the asset.

The fair value of financial instruments, including cash, approximate the carrying value, principally because of the short maturity of those items and are considered Level 1 or 2.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2024**

**NOTE 3 – INVESTMENTS**

Investments are comprised of certificates of deposits with varying maturity dates and are considered Level 2 for fair value measurement purposes. These investments are stated at market in the amount of \$150,158. Market values at June 30, 2024 approximate cost.

**NOTE 4 – GRANTS FROM GOVERNMENTAL AGENCIES AND OTHER ORGANIZATIONS**

A summary of grants from governmental agencies and other organizations for the year ended June 30, 2024 were as follows:

Department of Children and Family Services	\$	319,953
Louisiana Commission on Law Enforcement		189,635
Louisiana Coalition Against Domestic Violence		282,734
American Rescue Plan 2		63,426
Louisiana Bar Foundation		30,000
Miscellaneous		43,010
	<u>\$</u>	<u>928,758</u>

**NOTE 5 – BOARD COMPENSATION**

Members of Oasis' Board of Directors receive no compensation and are reimbursed only for any expenses incurred relating to Oasis's business which must have appropriate supporting documentation.

**NOTE 6 – NET ASSETS RELEASED FROM RESTRICTION**

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by the donors as follows for the year ended June 30, 2024:

Purpose restriction accomplished:		
Program and supporting activities (Grants)	\$	928,758
Time restriction accomplished		
United Way		23,468
Total satisfaction of donor restrictions	<u>\$</u>	<u>952,226</u>

**NOTE 7 – RETIREMENT BENEFITS**

Oasis maintains a contributory profit-sharing plan as defined under Section 401(k) of the United States Internal Revenue Code covering substantially all employees. An employee becomes 100% vested with respect to the employer contributions after completing three years of service. The organization matches 100% of employee's contributions up to 3%. For the year ended June 30, 2024, the organization contributed \$7,948.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2024**

**NOTE 8 – UNCERTAIN TAX POSITIONS**

The accounting standard on accounting for uncertainty in income taxes addresses the determination of whether tax benefits claimed or expected to be claimed on a tax return should be recorded in the financial statements. Under this guidance, Oasis may recognize the tax benefit from an uncertain tax position only if it is more likely than not that the tax position will be sustained on examination by taxing authorities, based on the technical merits of the position. There were no unrecognized tax benefits identified or recorded as liabilities for the year ended June 30, 2024.

**NOTE 9 – COMMITMENTS AND CONTINGENCIES**

Oasis receives a substantial amount of its support from state agencies. A significant reduction in the level of this support, if this were to occur, may have an adverse effect on the programs and activities.

**NOTE 10 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects Oasis's financial assets as of the balance sheet date, reduced by amounts available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date. Oasis has \$1,040,281 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditure consisting of cash of \$791,507, grants receivable of \$165,562 and employee theft receivable of \$83,212. The total of the financial assets subject to donor and other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date was \$-0-. Oasis has a policy to structure its financial assets to be available as general expenditures, liabilities and other obligations come due.

Financial assets, at year end	\$	1,040,281
Less those unavailable for general expenditures within one year, due to:		
Contractual or donor-imposed restrictions:		
Restricted by donor with time or purpose restrictions		-
Financial assets available to meet cash needs for general expenditures within one year	\$	1,040,281

**NOTE 11 – EMPLOYEE MISAPPROPRIATION OF ASSETS**

In the prior year, management and the Board of Directors became aware of misappropriation of assets by an employee of the Agency subsequent to the issuance of the June 30, 2019 financial statements. The theft began in May 2019 and was discovered in November 2020. Management intends to attempt to recover the balance of the misappropriated funds from the terminated employee. As such, a receivable has been recorded for the restitution amount stolen through year-end, June 30, 2024. The receivable balance as of June 30, 2024 was \$83,212.

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**  
**Notes to Financial Statements (Continued)**  
**June 30, 2024**

***NOTE 12 – SUBSEQUENT EVENTS***

Oasis evaluated its June 30, 2024 financial statements for subsequent events through November 11, 2024, the date of which the financial statements were available to be issued. The recent coronavirus pandemic could have a negative impact on the Agency and its funding. Any effect is unknown at the time the financial statements were available to be issued.

Oasis - A Safe Haven for Survivors of Domestic and Sexual Violence  
Schedule of Compensation, Benefits and Other Payments to  
Agency Head or Chief Executive Officer  
June 30, 2024

Agency Head: Kathy Manuel, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 84,094
Benefits-insurance	10,863
Benefits-retirement	2,325
Benefits (SS/Medicare)	6,433
Travel (mileage, parking, tolls, taxi, etc)	<u>242</u>
Total	<u>\$ 103,957</u>



**T | C | B | T**  
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*Certified Public Accountants*

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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  
 Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence

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 and the Louisiana Governmental Audit Guide, the financial statements of Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence (a nonprofit organization), 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 November 11, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence'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 Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence's internal control. Accordingly, we do not express an opinion on the effectiveness of Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence'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 and therefore, material weaknesses may exist that have not been identified.

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence’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 purposes. However, this report is a matter of public record and its distribution is not limited. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA’s  
Natchitoches, Louisiana

November 11, 2024

**OASIS - A SAFE HAVEN FOR SURVIVORS OF DOMESTIC AND SEXUAL VIOLENCE**

Schedule of Audit Results

Year Ended June 30, 2024

I. SUMMARY OF AUDIT RESULTS

The following summarizes the audit results:

1. An unmodified opinion was issued on the financial statements of Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence as of and for the year ended June 30, 2024.
2. The audit disclosed no material weaknesses in internal control.
3. The audit disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

None noted.

III. PRIOR YEAR AUDIT FINDINGS

None noted.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA – A Professional Corporation (1927-1996)

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

To Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence  
 and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA’s) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The management of Oasis – A Safe Haven for Survivors of Domestic and Sexual Violence (Oasis) is responsible for those C/C areas identified in the SAUPs.

Oasis 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 1, 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 for this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

***Written Policies and Procedures***

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1. We obtained and inspected the entity’s written policies and procedures and observed that they address each of the following categories and subcategories if applicable to public funds and the operations:
  - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ***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.
  - ***Disbursements***, including processing, reviewing, and approving.
  - ***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.)

- **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **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.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **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.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

***Procedure Results: No exceptions were noted as a result of these procedures.***

#### ***Board or Finance Committee***

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2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed 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.
  - Observed that the minutes referenced or included quarterly budget-to-actual comparisons on the proprietary fund.
  - Obtained the prior year audit report and observed the unrestricted net position in the General Fund. If the General Fund had a negative ending unrestricted net position in the prior year audit report, observed that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unrestricted net position in the General Fund.

- Observed 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Bank Reconciliations***

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3. We obtained a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
  - Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - Bank reconciliations included 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 (e.g. initialed and dated, electronically logged); and
  - Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Collections (excluding electronic funds transfers)***

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4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money orders (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, then inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
  - Employees that are responsible for cash collections do not share cash drawers/registers.
  - 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.
  - 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.
  - 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.

6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was in force during the fiscal period.
7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:
  - We observed that receipts are sequentially pre-numbered.
  - We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - We traced the deposit slip total to the actual deposit per the bank statement.
  - We observed 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).
  - We traced the actual deposit per the bank statement to the general ledger.

*Procedure Results: No exceptions were noted as a result of these procedures.*

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

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8. We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. We randomly selected the required amount of disbursement locations (or all locations if less than 5).
9. For each location selected under #8 above, obtained a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquired of employees about their job duties), and we observed that job duties are properly segregated such that:
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
  - Only employees/officials authorized to sign checks approved the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some electronic means.

10. For each location selected under #8 above, we obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
- We observed that the disbursement, whether 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.
  - We observed whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
11. Using the entity's main operating account and the month selected in procedure #3 under Bank Reconciliations, we randomly selected 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observed 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. If no electronic payments were made from the main operating account during the month selected, we selected an alternative month and/or account for testing that does include electronic disbursements.

***Procedure Results: No exceptions were noted as a result of these procedures.***

#### ***Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)***

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12. We obtained 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. We obtained management's representation that the listing is complete.
13. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
- We observed that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
  - We observed that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (a) an original itemized receipt that identified precisely what was purchased, (b) written documentation of the business/public purpose, and (c) documentation of the individuals participating in meals (for meal charges only). For missing receipts, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

***Procedure Results: No exceptions were noted as a result of these procedures.***



### *Travel and Expense Reimbursement*

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15. We obtained 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. We randomly selected 5 reimbursements, and obtained 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:

- If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
- If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
- We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1, 8<sup>th</sup> bullet).
- We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### *Contracts*

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16. We obtained from management a listing of all agreements/contracts (or active vendor list) for professional services, materials, and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to 5) from the listing, excluding our contract, and:

- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- We observed whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
- If the contract was amended (e.g. change order), we observed 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 document approval).
- We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Payroll and Personnel***

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17. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected 5 employees or officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
18. We randomly selected one pay period during the fiscal period. For the 5 employees or officials selected under #17 above, we obtained attendance records and leave documentation for the pay period, and:
  - We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees or officials.
  - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.
19. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. If applicable, we agreed the hours to the employee's or official's cumulative leave records, and the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and the termination payment to entity policy.
20. We obtained 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Ethics***

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21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above, we obtained ethics documentation from management, and:
  - We observed whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
  - We observed that 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.
22. We inquired and/or observed whether the agency has appointed an ethics designee as required by R.S. 42:1170.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Debt Service***

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23. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed 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).

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Fraud Notice***

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25. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed 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.
26. We observed whether 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.

***Procedure Results: No exceptions were noted as a result of these procedures.***

### ***Information Technology Disaster Recovery/Business Continuity***

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27. We performed the following procedures:
  - We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed 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.
  - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
  - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed 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.
28. We randomly selected 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19, and observed evidence that the selected terminated employees have been removed or disabled from the network.

***Procedure Results: We performed the procedures and discussed the results with management.***

*Prevention of Sexual Harassment*

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29. We randomly selected the employees/officials from procedure #17 under “Payroll and Personnel” above, obtained sexual harassment training documentation from management, and observed that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
30. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
31. We obtained the entity’s annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:
- Number and percentage of public servants in the agency who have completed the training requirements;
  - Number of sexual harassment complaints received by the agency;
  - Number of complaints which resulted in a finding that sexual harassment occurred;
  - Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - Amount of time it took to resolve each complaint.

***Procedure Results: No exceptions were noted as a result of these procedures.***

We were engaged by the Commission 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 Commission 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.

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November 11, 2024