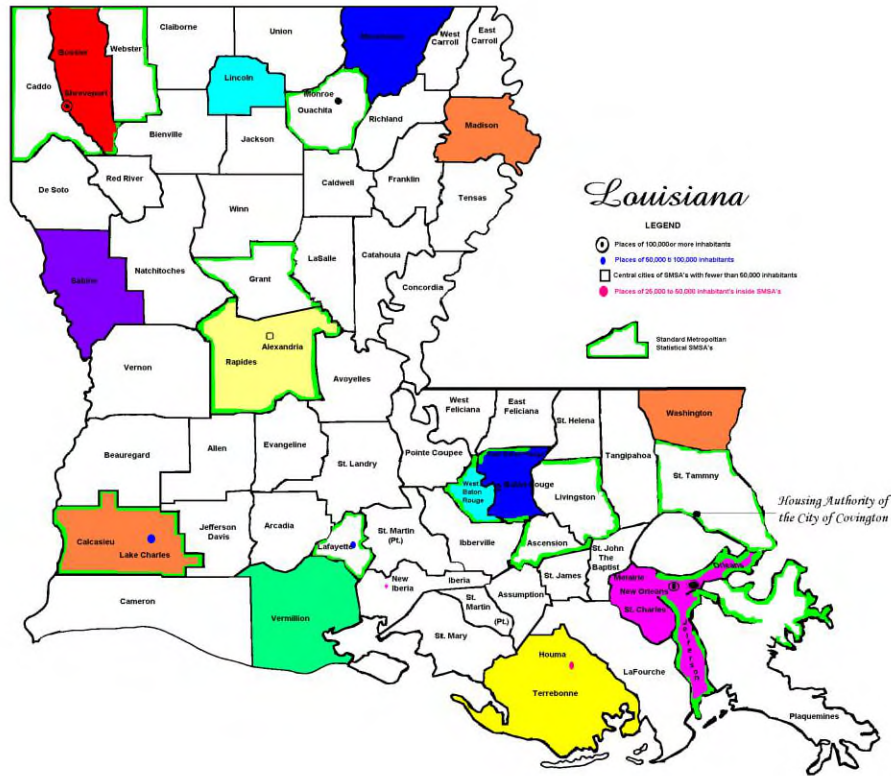


**HOUSING AUTHORITY
OF THE
CITY OF COVINGTON, LOUISIANA**

**Financial Statements &
Supplemental Financial Information**

March 31, 2024

HOUSING AUTHORITY OF THE CITY OF COVINGTON COVINGTON, LOUISIANA



Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has contracted with the entity to administer certain HUD funds. The entity is a public corporation, legally separate, fiscally independent and governed by the Board of Commissioners.

**Housing Authority of the City of Covington
Covington, Louisiana
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March 31, 2024**

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INDEPENDENT AUDITOR'S REPORT

Housing Authority of the
City of Covington
Covington, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the City of Covington, as of and for the year ended March 31, 2024, and the related notes to the financial statements, which collectively comprise the housing authority's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the City of Covington, as of March 31, 2024, and the respective changes in financial position and cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of Audrey Heights Development Limited Partnership (discretely presented component unit), which represent 89 percent, 80 percent, and 17 percent respectively, of the assets and net position, and revenues of the of the business type activities and discretely presented component unit of the Housing Authority of the City of Covington, La. Those statements were audited by other auditors whose report has been furnished to us, and our opinions, insofar as they relate to the amounts included for Audrey Heights Development Limited Partnership, are based solely on the report of the other auditors.

Basis for Opinions

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 the 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 Housing Authority of the City of Covington and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 Housing Authority of the City of Covington's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with 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 aggregate, they would influence the judgement 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 judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Covington internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events considered in the aggregate, that raise substantial doubt about the Housing Authority of the City of Covington's ability to continue as a going concern for a reasonable period of time.

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

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Covington's basic financial statements. The accompanying 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*, Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards, the Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2024, on our consideration of the Housing Authority of the City of Covington'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 the Housing Authority of the City of Covington'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 September 9, 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.

The Vercher Group

Jena, Louisiana

September 9, 2024

**Housing Authority of the City of Covington
Management's Discussion and Analysis
March 31, 2024**

As management of the Housing Authority of the City of Covington, we offer readers of the Authority's basic financial statements this narrative overview and analysis of the financial activities of the Authority for the fiscal year ended March 31, 2024. We encourage readers to consider the information presented here in conjunction with the Authority's basic financial statements, which are attached.

Financial Highlights

The assets of the Authority exceeded its liabilities at the close of the most recent fiscal year by \$510,315 (net position).

As of the close of the current fiscal year, the Authority's ending unrestricted net position was \$26,712.

The Authority had unrestricted cash and investments totaling \$84,422 at March 31, 2024, and \$108,881 in restricted cash. Of the restricted cash, \$15,409 was restricted for tenant security deposits.

The Authority had total operating revenue of \$1,307,049, and total non-operating revenue of \$201,309.

The Authority had total operating expenses of \$659,287, and total non-operating expenses of \$995,285.

The Authority had capital contributions in the amount of \$55,596 for the year.

The Authority had a total change in net position of \$90,618 for the year.

Overview of the Basic Financial Statements

The discussion and analysis is intended to serve as an introduction to the Authority's basic financial statements. The Authority's basic financial statements consist of the Statement of Net Position, Statement of Revenue, Expenses and Changes in Net Position, Statement of Cash Flows, and the notes to the basic financial statements. This report also contains the schedule of expenditures of federal award as supplementary information in addition to the basic financial statements themselves.

The Authority has only one fund type, namely a proprietary fund. The Statement of Net Position includes all of the Authority's assets and liabilities. This fund type is unused for activities which are financed and operated in a manner similar to those in the private sector.

**Housing Authority of the City of Covington
Management’s Discussion and Analysis - Continued
March 31, 2024**

Low Rent Public Housing

Under the Conventional Public Housing Program, the Housing Authority rents units it owns to low-income families. The Conventional Public Housing Program is operated under an Annual Contribution.

Contract (ACC) with HUD, and HUD provides an Operating Subsidy to enable the Authority to provide housing at a rent that is based upon 30% of adjusted gross household income.

Section 8 Housing Assistance – Housing Choice Voucher Program

These Programs assist low-income families in affording decent, safe, and sanitary housing by encouraging property owners to construct new, or rehabilitate existing substandard housing, and then lease the units with rental subsidies to low-income individuals and families. The Authority's overall financial position and operations for the year is summarized below based on the information in the current and prior year financial statements.

The table below lists the asset and liability comparisons for the year ended March 31, 2024.

Statement of Net Position

	<u>2023</u>	<u>2024</u>	<u>% Change</u>
Current Assets	\$ 208,082	\$ 94,974	-54.4
Restricted Assets	20,367	108,881	434.6
Capital Assets Net of Depreciation	513,978	526,761	2.5
Total Assets	<u>742,427</u>	<u>730,616</u>	-1.6
Current Liabilities	57,065	51,836	-9.2
Non-Current Liabilities	84,429	93,173	10.4
Total Liabilities	<u>141,494</u>	<u>145,009</u>	2.5
Deferred Inflow of Resources	<u>-0-</u>	<u>75,292</u>	100.0
Net Investment in Capital Assets	513,978	526,761	2.5
Restricted Assets	5,458	10,266	88.1
Unrestricted Assets	81,497	(26,712)	-132.8
Total Net Position	<u>\$ 600,933</u>	<u>\$ 510,315</u>	-15.1

- Total assets decreased by \$11,811 or 1.6% from last year. The primary reason for this decrease is due to a decrease in current assets in the amount of \$113,108.
- Total liabilities increased by \$3,515 or 2.5%. The primary reason for this change is due to an increase in non-current liabilities in the amount of \$8,744.

**Housing Authority of the City of Covington
Management's Discussion and Analysis - Continued
March 31, 2024**

The table below lists the revenue and expense comparisons for the year ended March 31, 2024.

	<u>2023</u>	<u>2024</u>	<u>% Change</u>
Operating Revenues			
Tenant Revenue	\$ 180,098	\$ 140,109	-22.2
HUD PHA Operating	1,126,141	1,166,940	3.7
Total Operating Revenues	<u>1,306,239</u>	<u>1,307,049</u>	0.1
Operating Expenses			
Administrative	448,834	346,937	-22.7
Tenant Services	7,385	6,087	-17.6
Utilities	11,870	13,302	12.1
Maintenance	162,050	95,677	-41.0
Protective Services	20,188	17,927	-11.2
General	46,890	74,767	59.5
Depreciation	105,630	104,590	-1.0
Total Operating Expenses	<u>802,847</u>	<u>659,287</u>	-17.9
Operating Income (Loss)	<u>503,392</u>	<u>647,762</u>	28.7
Non-Operating Revenues (Expenses)			
Investment Income	1,748	2,860	63.6
Other Revenue	253,282	198,449	-21.7
Housing Assistance Payments	(949,164)	(969,966)	-2.2
Extraordinary Items	-0-	(25,319)	-100.0
Total Non-Operating Revenues (Expenses)	<u>(694,134)</u>	<u>(793,976)</u>	-14.4
Capital Contributions	<u>41,402</u>	<u>55,596</u>	34.3
Change in Net Position	(149,340)	(90,618)	39.3
Total Net Position - Beginning	750,273	600,933	-19.9
Total Net Position - Ending	\$ <u>600,933</u>	\$ <u>510,315</u>	-15.1

- Operating revenues increased by \$810 or 0.1%. The primary reason for this increase is because of an increase in HUD operating grants in the amount of \$40,799.
- Total operating expenses decreased by \$143,560 or 17.9%. The primary reason for this decrease is due to a decrease in administrative expenses in the amount of \$101,897 and a decrease in maintenance expenses in the amount of \$66,373.
- Non-operating revenue and expenses changed by \$99,842 or 14.4%. The primary reason for this change is because of a decrease in Housing Assistance Payments in the amount of \$20,802.
- Capital contributions increased by \$14,194 or 34.3%.

**Housing Authority of the City of Covington
Management’s Discussion and Analysis - Continued
March 31, 2024**

Capital Asset & Debt Administration

Capital Assets

As of March 31, 2024, the Authority’s investment in capital assets was \$526,761 (net of accumulated depreciation). This investment included land, building, building improvements, office equipment, and maintenance equipment.

Capital Assets at Year-End

	2023	2024
Land *	\$ 202,304	\$ 202,304
Buildings	3,032,049	3,146,894
Furniture & Equipment	186,582	189,111
Accumulated Depreciation	(2,906,958)	(3,011,548)
Total	\$ 513,977	\$ 526,761

* Land in the amount of \$202,304 is not being depreciated.

Long Term Debt

The Authority does not have any long-term liabilities at this time.

Future Events that will Impact the Authority

The Authority relies heavily upon HUD operating subsidies. The amount appropriated has not currently been approved for the 2025 fiscal year. Therefore, any results of budget shortfalls cannot be determined.

The Authority is under a contract through its Capital Fund Program to continue with the work as stated above and incorporate any new work items into its operation.

Component Units

Separate audited financial statements have been issued for the Authority’s discreetly present component unit Audrey Heights Development Limited Partnership and can be reviewed by contacting the Housing Authority’s Management.

Contacting the Authority’s Financial Management

This financial report is designed to provide our citizens, customers, and creditors with a general overview of the Authority’s finances and to demonstrate the Authority’s accountability for the money it receives. If you have questions about this report or need additional information, contact Tammie Groover, Executive Director of the Housing Authority of the City of Covington, P.O. Box 1293, Covington, LA 70434, at (985)-898-0345.

Basic Financial Statements

**Housing Authority of the City of Covington
Covington, Louisiana
Statement of Net Position
March 31, 2024**

	<u>Primary Government</u>	<u>As of 12/31/2023 Discretely Presented Component Unit</u>	<u>Total</u>
ASSETS			
CURRENT ASSETS			
Cash & Investments	\$ 84,422	\$ 280,048	\$ 364,470
Receivables (Net of Allowances for Un-collectibles)	1,373	774	2,147
Prepaid Items	5,591	24,335	29,926
Inventory	3,588	-0-	3,588
TOTAL CURRENT ASSETS	<u>94,974</u>	<u>305,157</u>	<u>400,131</u>
RESTRICTED ASSETS			
Other Restricted Cash	93,472	-0-	93,472
Tenant Security Deposits	15,409	7,988	23,397
TOTAL RESTRICTED ASSETS	<u>108,881</u>	<u>7,988</u>	<u>116,869</u>
NON-CURRENT ASSETS			
Other Assets	-0-	35,733	35,733
Capital Assets (Net of Accumulated Depreciation)	526,761	5,399,575	5,926,336
TOTAL NON-CURRENT ASSETS	<u>526,761</u>	<u>5,435,308</u>	<u>5,962,069</u>
TOTAL ASSETS	<u>\$ 730,616</u>	<u>\$ 5,748,453</u>	<u>\$ 6,479,069</u>
LIABILITIES			
CURRENT LIABILITIES			
Accounts Payable	17,674	39,731	57,405
Accrued Wage/Payroll Taxes Payable	5,467	-0-	5,467
Accrued Interest Payable	-0-	6,100	6,100
Compensated Absences	4,904	-0-	4,904
Accrued Liabilities – Other	468	-0-	468
Unearned Revenue	7,914	4,213	12,127
Debt – Current Portion	-0-	30,464	30,464
Tenant Security Deposits (Payable from Restricted Assets)	15,409	7,988	23,397
TOTAL CURRENT LIABILITIES	<u>51,836</u>	<u>88,496</u>	<u>140,332</u>
NON-CURRENT LIABILITIES			
Compensated Absences	93,173	-0-	93,173
Long-Term Debt – Capital Projects	-0-	951,193	951,193
Other Noncurrent Debt	-0-	2,632,578	2,632,578
TOTAL NON-CURRENT LIABILITIES	<u>93,173</u>	<u>3,583,771</u>	<u>3,676,944</u>
TOTAL LIABILITIES	<u>145,009</u>	<u>3,672,267</u>	<u>3,817,276</u>
DEFERRED INFLOW RESOURCES	<u>75,292</u>	<u>-0-</u>	<u>75,292</u>
NET POSITION			
Net Investment in Capital Assets	526,761	4,417,918	4,944,679
Restricted	10,266	-0-	10,266
Unrestricted	(26,712)	(2,341,732)	(2,368,444)
TOTAL NET POSITION	<u>\$ 510,315</u>	<u>\$ 2,076,186</u>	<u>\$ 2,586,501</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the City of Covington
Covington, Louisiana
Statement of Revenues, Expenses, & Changes in Net Position
For the Year Ended March 31, 2024**

	Primary Government	Year ended 12/31/2023 Discretely Presented Component Unit	Total
OPERATING REVENUES			
Tenant Revenue	\$ 136,911	\$ 307,268	\$ 444,179
Other Tenant Revenue	3,198	12,726	15,924
HUD PHA Operating Grant	1,166,940	-0-	1,166,940
TOTAL OPERATING REVENUES	1,307,049	319,994	1,627,043
OPERATING EXPENSES			
Administrative Salaries	126,000	39,898	165,898
EBC Administrative	31,685	6,870	38,555
Other Operating - Administrative	189,252	64,870	254,122
Tenant Services	6,087	-0-	6,087
Water	3,136	3,286	6,422
Electricity	4,835	3,598	8,433
Gas	5,331	-0-	5,331
Materials	31,533	772	32,305
Contract Cost	64,144	46,583	110,727
Protective Services	16,500	-0-	16,500
EBC Protective Services	1,427	-0-	1,427
Insurance	57,567	89,720	147,287
Other General Expense	17,200	7,397	24,597
Interest Expense	-0-	115,574	115,574
<i>Amortization</i>	-0-	2,843	2,843
<i>Depreciation</i>	104,590	185,411	290,001
TOTAL OPERATING EXPENSES	659,287	566,822	1,226,109
OPERATING INCOME (LOSS)	647,762	(246,828)	400,934
NONOPERATING REVENUES (EXPENSES)			
Investment Income (Unrestricted)	2,860	1,423	4,283
Other Revenue	198,449	-0-	198,449
Housing Assistance Payments	(969,966)	-0-	(969,966)
Extraordinary Items	(25,319)	-0-	(25,319)
TOTAL NONOPERATING REVENUES (EXPENSES)	(793,976)	1,423	(792,553)
Capital Contributions	55,596	-0-	55,596
CHANGE IN NET POSITION	(90,618)	(245,405)	(336,023)
TOTAL NET POSITION - BEGINNING	600,933	2,321,591	2,922,524
TOTAL NET POSITION - ENDING	\$ 510,315	\$ 2,076,186	\$ 2,586,501

The accompanying notes are an integral part of this statement.

**Housing Authority of the City of Covington
Covington, Louisiana
Statement of Cash Flows
For the Year Ended March 31, 2024**

	<u>Primary Government</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts From Customers & Users	\$ 184,701
Receipts From HUD	1,242,232
Payments to Employees	(161,595)
Payments to Suppliers and Others	(400,278)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>865,060</u>
CASH FLOWS FROM NONCAPITAL ACTIVITIES	
Extra Ordinary Items	(25,319)
Other Revenue	198,449
Housing Assistance Payments	(969,966)
NET CASH PROVIDED (USED) BY NONCAPITAL ACTIVITIES	<u>(796,836)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Capital Grants	55,596
Acquisition/Deletion of Capital Assets	(117,374)
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	<u>(61,778)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest & Dividends Received	2,860
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>2,860</u>
NET INCREASE (DECREASE) IN CASH	9,306
CASH, BEGINNING OF YEAR	<u>183,997</u>
CASH, END OF YEAR	<u><u>193,303</u></u>
RECONCILIATION TO BALANCE SHEET	
Cash and Cash Equivalents	84,422
Tenant Security Deposits	15,409
Other Restricted Cash	93,472
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 193,303</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the City of Covington
Covington, Louisiana
Statement of Cash Flows
Reconciliation
For the Year Ended March 31, 2024**

**RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH
PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating Income (Loss)	\$ <u>647,762</u>
Depreciation Expense	104,590
(Increase) Decrease in Accounts Receivable	37,518
(Increase) Decrease in Inventories	(3,588)
(Increase) Decrease in Prepaid Items	(29)
Increase (Decrease) in Accounts Payable	474
Increase (Decrease) in Accrued Wages/Payroll Taxes Payable	(13,441)
Increase (Decrease) in Compensated Absences	9,210
Increase (Decrease) in Tenant Security Deposits	500
Increase (Decrease) in Accrued Liabilities-Other	169
Increase (Decrease) in Unearned Revenue	6,603
Increase (Decrease) in Deferred Inflows of Resources	<u>75,292</u>
TOTAL ADJUSTMENTS	<u>217,298</u>
 NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	 \$ <u>865,060</u>

LISTING OF NONCASH INVESTING, CAPITAL, & FINANCIAL ACTIVITIES

Contributions of Capital Assets from Government	\$ <u>-0-</u>
-------------------------------------------------	---------------

The accompanying notes are an integral part of this statement.

**NOTES TO THE BASIC
FINANCIAL STATEMENTS**

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
March 31, 2024**

INTRODUCTION

The Housing Authority of the City of Covington is an apartment complex for persons of low income located in Covington, Louisiana. The authority is chartered as a public corporation for the purpose of administering decent, safe, and sanitary dwelling for persons of low-income.

Legal title to the authority is held by the Housing Authority of the City of Covington, Louisiana, a non-profit corporation. The authority is engaged in the acquisition, modernization, and administration of low-rent housing. The authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of Covington, Louisiana. Each member serves a five-year term. Substantially all of the authority's revenue is derived from subsidy contracts with the U. S. Department of Housing and Urban Development (HUD). The annual contributions contracts entered into by the authority and HUD provide operating subsidies for authority-owned public housing facilities for eligible individuals.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has entered into a contract with the entity to make annual contributions (subsidies) for the purpose of funding its programs for low-income families.

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the housing authority is legally separated and fiscally independent, the housing authority is a separate governmental reporting entity. The housing authority includes all funds, activities, etc., that are within the oversight responsibility of the housing authority.

The housing authority is a related organization of the City of Covington because the City of Covington appoints a voting majority of the housing authority's governing board. The City of Covington is not financially responsible for the housing authority, as it cannot impose its will on the housing authority and there is no possibility for the housing authority to provide financial benefit to, or impose financial burdens on, the City of Covington. Accordingly, the housing authority is not a component unit of the financial reporting entity of the City of Covington.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability.

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

The GASB has set forth criteria to be considered in determining financial accountability, which includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the government to impose its will on that organization and/or
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
2. Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
3. Organizations for which the reporting entity's financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that the following component units should be considered as part of the Housing Authority reporting entity.

Audrey Heights Development Limited Partnership is a legally separate entity. The Managing General Partner of the Partnership is Covington Community Corporation, Inc, a not-for-profit corporation. The Board of Directors of Covington Community Corporation, Inc. consists entirely of the Board of Commissioners of the Housing Authority, which provides the Housing Authority with a voting majority of the governing body of the Partnership. In addition, there is the potential for the Partnership to impose financial burden on the Housing Authority. Based on the above, the Partnership and Covington Community Corporation, Inc. are considered to be component units. Copies of the audit reports for these component units may be obtained from the Housing Authority.

The governing body of the Housing Authority is considered to have complete control over Covington Community Corporation, Inc, but not complete control over the Partnership. As a result, Covington Community Corporation, Inc. is included in the Housing Authority's financial statements as a blended entity, and the Partnership is included in the Housing Authority's financial statements through discrete presentation. The financial position and changes in net position of the Partnership is presented as of and for the year ended December 31, 2023. Separate financial statements of the Partnership were issued for calendar year ended December 31, 2023.

1. SUMMARY OF ORGANIZATION & SIGNIFICANT ACCOUNTING POLICIES

A. BASIC FINANCIAL STATEMENTS

The basic financial statements (i.e., the Statement of Net Position and the Statement of Changes in Net Position) report information on all of the activities of the primary government and its component units. For the most part, the effect of the Inter-fund activity has been removed from these statements. The housing authority uses enterprise funds to account for its activities.

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION

The basic financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The housing authority reports the following major proprietary funds:

The Enterprise Fund is the housing authority's primary operating fund. It accounts for all financial resources of the housing authority.

As a general rule, the effect of Inter-fund activity has been eliminated from the basic financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct cost and program revenues reported for the various functions concerned.

Operating revenues and expenses have been reported separately from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The primary operating revenue of the housing authority is derived from tenant revenue. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the housing authority's policy to use restricted resources first, then unrestricted resources as they are needed.

The statement of cash flows does not include the Directly Presented Component Unit because the other auditor prepared the statement using the indirect method which doesn't conform with the Authority's Financial Statements.

C. EQUITY CLASSIFICATIONS

In the government-wide financial statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets - Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

Restricted Net Position - Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position - All other net position that does not meet the definition of "restricted" or "net investment in capital assets".

D. DEPOSITS & INVESTMENTS

The housing authority's cash is considered to be cash on hand and demand deposits. State law and the housing authority's investment policy allow the housing authority to invest in collateralized certificated of deposits, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

The housing authority had no investments as of March 31, 2024.

E. RECEIVABLES & PAYABLES

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year referred to as either "due to/from other funds" (i.e., the current portion of Inter-fund loans) or "advances to/from other funds" (i.e., the non-current portion of Inter-fund loans). All other outstanding balances between funds are reported as "due to/from other funds."

Advances between funds, as reported in the accompanying financial statements, are offset by a restriction on net position. All trade and other receivables are shown net of an allowance for un-collectibles.

F. INVENTORIES & PREPAID ITEMS

All inventories are valued at cost using the first-in/first out method. Inventories are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the basic financial statements.

G. CAPITAL ASSETS

Capital assets, which include property, plant, equipment, and infrastructure assets are reported in the applicable columns in the basic financial statements. Capital assets are capitalized at historical cost. The housing maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed. The total interest expense included during the current fiscal year was \$0. Of this amount, \$0 was included as part of the cost of capital assets under construction in connection with construction projects.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Land improvements	15 years
Buildings	33 years
Building improvements	15 years
Furniture and fixtures	5 years
Vehicles	5 years
Equipment	3-5 years

H. COMPENSATED ABSENCES

The housing authority has the following policy relating to vacation and sick leave:

The authority follows the civil service guidelines for vacation and sick leave. Employee's time is accumulated in accordance to hours worked per month. At year-end, time not used is accumulated.

I. LONG-TERM OBLIGATIONS

In the basic financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

J. ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

2. CASH AND INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)

At March 31, 2024, the housing authority had cash (bank balances) totaling \$200,271 as follows:

JP Morgan Chase	\$ 200,271
Total	\$ <u>200,271</u>

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

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

Deposits

It is the housing authority's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The housing authority's deposits are categorized to give an indication of the level of risk assumed by the housing authority at year end. The categories are described as follows:

- ***Category 1*** – Insured or collateralized with securities held by the housing authority or by its agent in the housing authority's name.
- ***Category 2*** – Collateralized with securities held by the pledging financial institution's trust department or agent in the housing authority's name.
- ***Category 3*** – Uncollateralized.

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

Amounts on deposit are secured by the following pledges:

Description	Market Value
FDIC (Category 1)	\$ 200,271
Securities (Category 2)	-0-
Uncollateralized (Category 3)	-0-
Total	\$ 200,271

All deposits were fully secured at March 31, 2024.

The following represents Restricted Cash:

Other Restricted Cash	\$ 93,472
Tenant Security Deposits	15,409
Total Restricted Cash	\$ 108,881

Other Restricted Cash represents funds designated to be paid to lessors and or tenants in Section 8 Program.

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of Covington Housing Authority. For the purpose of the proprietary fund Statement of Cash Flows, "Cash and Cash Equivalents" include all demand savings accounts and certificates of deposit under 90 days.

3. RECEIVABLES

The receivables (net of allowance for doubtful accounts) were \$1,373 as of March 31, 2024. The receivables are as follows:

A/R Tenants	\$ 5,436
Allowance for Doubtful Accounts	(4,063)
Total	\$ 1,373

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

4. CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended March 31, 2024, for the primary government is as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Land *	\$ 202,304	\$ -0-	\$ -0-	\$ 202,304
Buildings	3,032,049	114,845	-0-	3,146,894
Furniture & Equipment, Etc.	186,582	2,529	-0-	189,111
Total	3,420,935	117,374	-0-	3,538,309
Less Accumulated Depreciation	(2,906,958)	(104,590)	-0-	(3,011,548)
Net Capital Assets	\$ 513,977	\$ 12,784	\$ -0-	\$ 526,761

* Land in the amount of \$202,304 is not being depreciated.

5. RETIREMENT PLANS

On June 23, 2004, the Board of Commissioners of the housing authority, by resolution, approved the establishment of a retirement plan, the Housing Renewal and Local Agency Retirement Plan (the plan), under Code Section 401(a) effective July 1, 2004. The plan is for the benefit of all regular (forty hours a week) full time employees. The rate of employer contribution is 6% of employee's base rate of pay. The total payroll for the year was \$152,243, with covered payroll of \$152,243 and the housing authority contribution of \$9,135 for the year ended March 31, 2024.

6. ACCOUNTS, SALARIES & OTHER PAYABLES

The payables of \$36,427 at March 31, 2024, are as follows:

Accounts Payable Vendors/Contractors	\$ 17,674
Accrued Wages/Payroll Taxes Payable	5,467
Accrued Liabilities - Other	468
Accrued Compensated Absences - Current	4,904
Unearned Revenue	7,914
Total	\$ 36,427

**Housing Authority of the City of Covington
Covington, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
March 31, 2024**

7. COMPENSATED ABSENCES

At March 31, 2024, employees of the PHA have accumulated and vested \$98,077 of employee leave benefits, computed in accordance with GASB Codification Section C60. The balance of accrued compensated absences at March 31, 2024, was \$4,904 recorded as current obligation and \$93,173 recorded as non-current obligation.

		<u>Current</u>		<u>Noncurrent</u>		<u>Total</u>
Beginning of year	\$	4,438	\$	84,429	\$	88,867
Additions/(Deletions)		466		8,744		9,210
End of year	\$	4,904		93,173	\$	98,077

9. ECONOMIC DEPENDENCY

Statement of Financial Accounting Standard (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing & Urban Development provided \$1,222,536 to the housing authority, represents approximately 78.2% of the housing authority's revenue for the year.

10. RESTRICTED NET POSITION

Restricted net position represents funds designated to be paid to lessors and or tenants in Section 8 Program.

11. SUBSEQUENT EVENTS

Management has evaluated events and transactions subsequent to the Statement of Net Position date though, September 9, 2024, of the independent auditor's report for potential recognition or disclosure in the financial statements.

Supplementary Information

**Housing Authority of the City of Covington
Covington, Louisiana**

**Schedule of Compensation Paid to Commissioners
For the Year Ended March 31, 2024**

Commissioners	Title
Ella Mae Selmon	Chairperson
Linda Nina Helford	Vice Chairman
Della Perkins	Commissioner
Nino V. Covington	Commissioner
Gail Turner	Resident Member

The commissioners receive no compensation.

See independent auditor's report

**Housing Authority of the City of Covington
Covington, Louisiana**

**Schedule of Compensation Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended March 31, 2024**

Tamme Groover, Executive Director

Purpose	Amount
Salary	\$ 113,975
Benefits-Insurance	14,092
Benefits-Retirement	7,026
Benefits (Expense Allowance)	-0-
Car Allowance	-0-
Vehicle Provided by Government	-0-
Per Diem	1,275
Reimbursements	805
Travel	-0-
Registration Fees	1,775
Conference Travel	-0-
Continuing Professional Education Fees	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended March 31, 2024**

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures (\$)
Housing Voucher			
Department of Housing and Urban Development			
Direct Programs			
Section 8 Housing Choice Vouchers	14.871		\$ 960,963
<i>Total Department Housing and Urban Development</i>			<u>960,963</u>
Other Programs			
Department of Housing and Urban Development			
Direct Programs			
Public Indian Housing	14.850		144,280
Total Public Indian Housing			<u>144,280</u>
Department of Housing and Urban Development			
Direct Programs			
Public Housing Capital Fund	14.872		117,293
Total Public Housing Capital Fund			<u>117,293</u>
<i>Total Department of Housing and Urban Development</i>			<u>261,573</u>
Total Other Programs			<u>261,573</u>
Total Expenditures of Federal Awards			<u>\$ 1,222,536</u>

The accompany notes are an integral part of this statement.

See independent auditor's report.

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended March 31, 2024**

Note A – Single Audit Requirements

In July 1996, the Single Audit Act Amendments of 1996 (1996 Act) were enacted and superseded the Single Audit Act of 1984. In June 1997 OMB issued a revised Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, to implement the changes from the 1996 Act and to rescind Circular A-128. On 06/27/2003 OMB Circular A-133 was revised for fiscal years ending 12/31/2003 and forward. For 2015 and forward OMB Circular A-133 has been superseded in its entirety by OMB's *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards* (Uniform Guidance) which changes the single audit threshold to \$750,000.

The funds used to account for these funds use the accrual basis of accounting.

1. General

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards programs of the Housing Authority. The Housing Authority reporting entity is defined in Note 1 to the Housing Authority's basic financial statements. Federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included on the schedule.

2. Basis of Accounting

The accompanying Schedule of expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 1 to the Housing Authority's basic financial statements.

3. Relationship To Basic Financial Statements

Federal award revenues are reported in the Housing Authority's basic financial statements as follows:

General:		
Operating Subsidy – Public & Indian Housing	\$	144,280
Capital Fund Grant		117,293
Section 8 Housing Choice Vouchers		960,963
Total	\$	<u>1,222,536</u>

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with U.S. generally accepted accounting principles.

4. Federal Awards

In accordance with HUD Notice PIH 98-14, "federal awards" do not include the Housing Authority's operating income from rents or investments (or other non-federal sources). In addition, the entire amount of operating subsidy received during the fiscal year is considered to be "expended" during the fiscal year.

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS-(CONTINUED)
For the Year Ended March 31, 2024**

5.) Indirect Cost Rate

Covington Housing Authority has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

Presented for purposes of additional analysis only.

**Housing Authority of the City of Covington
Covington, Louisiana**

**Statement and Certification of Actual Modernization Cost
Annual Contribution Contract**

	(Complete) CFP Project 501-20	(Complete) CFP Project 501-22	(Incomplete) CFP Project 501-23	Total
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
The Actual Modernization Costs Are As Follows:				
1. Funds Approved	\$ 92,927	\$ 108,756	\$ 108,280	\$ 309,963
Funds Expended	<u>(92,927)</u>	<u>(108,756)</u>	<u>(107,939)</u>	<u>(309,622)</u>
Excess of Funds Approved	<u>-0-</u>	<u>-0-</u>	<u>341</u>	<u>341</u>
2. Funds Advanced	92,927	108,756	107,939	309,622
Funds Expended	<u>(92,927)</u>	<u>(108,756)</u>	<u>(107,939)</u>	<u>(309,622)</u>
Excess of Funds Advanced	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

See independent auditor's report.

Other Reports

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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*

Housing Authority of the
City of Covington
Covington, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Housing Authority of the City of Covington, as of and for the year ended March 31, 2024, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Covington’s basic financial statements, and have issued our report thereon dated September 9, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Covington’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 opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Covington’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Covington’s internal control.

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

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

deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant difficulties may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Covington'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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document, and its distribution is not limited.

The Vercher Group

September 9, 2024

Jena, Louisiana

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

Housing Authority of the
City of Covington
Covington, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Housing Authority of the City of Covington, LA'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 each of the Housing Authority of Covington, LA's major federal programs for the year ended March 31, 2024. The Housing Authority of the City of Covington, LA's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

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

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America: 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 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 Housing Authority of the City of Covington, LA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Housing Authority of the City of Covington, LA'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 Housing Authority of the City of Covington, LA'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 Housing Authority of the City of Covington, LA'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 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 Housing Authority of the City of Covington, LA's compliance with the requirements of each 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 Housing Authority of the City of Covington, LA'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 Housing Authority of the City of Covington, LA'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 Housing Authority of the City of Covington, LA's internal control over compliance. Accordingly, no such opinion is expressed.

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

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a

reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

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

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

The Vercher Group

September 9, 2024

Jena, Louisiana

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended March 31, 2024**

We have audited the basic financial statements which collectively comprise the Housing Authority of the City of Covington, Louisiana, as of and for the year ended March 31, 2024, and have issued our report thereon dated September 9, 2024. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Section I - Summary of Auditor's Results

Our audit of the financial statements as of March 31, 2024, resulted in an unmodified opinion.

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses Yes Significant Deficiencies Yes

Compliance

Compliance Material to Financial Statements Yes

b. Federal Awards

Internal Control

Material Weaknesses Yes Other Conditions Yes

Type of Opinion On Compliance Unmodified Qualified

For Major Programs Disclaimer Adverse

Are there findings required to be reported in accordance with Uniform Guidance?

Yes No

c. Identification of Major Programs:

CFDA Number(s)	Name of Federal Program (or Cluster)
14.871	Section 8 Housing Choice Vouchers

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

Is the auditee a 'low-risk' auditee, as defined by Uniform Guidance? Yes No

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended March 31, 2024**

Section II - Financial Statement Findings

No items identified.

Section III – Federal Awards Findings and Questioned Cost

No findings to report.

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**MANAGEMENT'S CORRECTIVE ACTION
FOR CURRENT YEAR AUDIT FINDINGS**

FINDINGS:

No findings to report.

**HOUSING AUTHORITY OF THE CITY OF COVINGTON
COVINGTON, LOUISIANA**

**MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS**

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the Housing Authority of the Town of Covington, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended March 31, 2023.

PRIOR YEAR FINDINGS

2023-1 OPERATING TRANSFERS AND ADMINISTRATIVE FEES (RESOLVED)

Condition: The Section 8 program ended the year with a negative unrestricted equity of \$6,810. A negative unrestricted equity balance is an indication that Housing Assistance Payments (HAP) funds are being spent on administration costs.

Criteria: The ACC establishes the amounts HUD will provide a PHA for HAP and administrative fees. With the exception of Moving to Work Housing Authorities, HAP may not be used to cover administrative expenses nor may HAP (including RNP) be loaned, advanced, or transferred to other component units or other programs such as Public and Indian Housing (Assistance Listing 14.850) (24 CFR sections 982.151 and 982.152).

Cause of Condition: The Section 8 program had long-term compensated absences in the amount of \$33,772 which can reflect a "false" negative equity balance in the program.

Potential effect of Condition: Possible compliance violation.

Recommendation: The negative unrestricted equity balance should be brought to a positive equity balance as soon as possible.

Client Response: If the long-term compensated absences balance of \$33,772 were removed, there would not be a negative unrestricted equity balance of \$6,810. There is VMS guidance on the impact of a "false" negative balance as a result of employer accruals specifically to accrued pension and OPEB liabilities. The long-term compensated absences balance of \$33,772 is causing the same "false" negative equity balance as does accrued pension and OPEB liabilities. It is suggested the PHA insert a comment in the 'comments' section to reflect the portion of the UNP balance that is attributable to the unfunded pension and OPEB liability and provide the actual 'cash equivalent' UNP balance (the UNP "should be" balance if the pension and OPEB liability were removed). The Executive Director will have the negative unrestricted equity balance corrected in the near future.

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Certified Fraud Examiners

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Covington Housing Authority

We have performed the procedures enumerated below, which were agreed to by Covington Housing Authority (Entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the period April 1, 2023, to March 31, 2024. The Entity's management is responsible for those C/C areas identified in the SAUPs.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

Written Policies and Procedures

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

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **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.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

No exceptions were found performing these procedures.

Board or Finance Committee

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
 - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
 - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes 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.*
 - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

- d) 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.

No exceptions were found performing these procedures.

Bank Reconciliations

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

No exceptions were found performing these procedures.

Collections (excluding electronic funds transfers)

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

No exceptions were found performing these procedures.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

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

No exceptions were found performing these procedures.

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

No exceptions were found performing these procedures.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
 - e) Trace the actual deposit per the bank statement to the general ledger.

Exception: Deposits are not made within one day of collections.

Management's response: It is not practical to make deposits on a daily basis. Checks are stored in a secure location.

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

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

No exceptions were found performing these procedures.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
 - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
 - e) 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.

No exceptions were found performing these procedures.

10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:
- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
 - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

No exceptions were found performing these procedures.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, randomly select 5 non-payroll-related electronic disbursements (or all electronic 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.

No exceptions were found performing these procedures.

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

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-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.

No exceptions were found performing these procedures.

13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a) Observe 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.

No exceptions were found performing these procedures.

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

No exceptions were found performing these procedures.

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
- a) If reimbursed using a per diem, observe the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
 - c) Observe 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 policy (procedure #1h).

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

No exceptions were found performing these procedures.

Contracts

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

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter).
- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).
- d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions were found performing these procedures.

Payroll and Personnel

17. 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.

No exceptions were found performing these procedures.

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

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
- c) Observe any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

No exceptions were found performing these procedures.

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

No exceptions were found performing these procedures.

- 20. 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.

No exceptions were found performing these procedures.

Ethics

- 21. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:
 - a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
 - b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

No exceptions were found performing these procedures.

- 22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

No exceptions were found performing these procedures.

Debt Service

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe State Bond Commission approval was obtained for each debt instrument issued.

No exceptions were found performing these procedures.

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

No exceptions were found performing these procedures.

Fraud Notice

25. 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.

No exceptions were found performing these procedures.

26. Observe 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.

No exceptions were found performing these procedures.

Information Technology Disaster Recovery/Business Continuity

27. Perform the following procedures. **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, then inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week, was not stored on the government's local server or network and was encrypted.
 - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for

testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

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

We performed the procedure and discussed the results with management.

28. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #18. Observe evidence that the selected terminated employees have been removed or disabled from the network.

No exceptions were found performing these procedures.

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #16, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42.1267. The requirements are as follows:

- Hired before June 9, 2020—completed the training; and
- Hired on or after June 9, 2020—completed the training within 30 days of initial service or employment.

No exceptions were found performing these procedures.

Prevention of Sexual Harassment

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

No exceptions were found performing these procedures.

31. Observe the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

No exceptions were found performing these procedures.

32. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:
- a) Number and percentage of public servants in the agency who have completed the training requirements;
 - b) Number of sexual harassment complaints received by the agency;
 - c) Number of complaints which resulted in a finding that sexual harassment occurred;
 - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and
 - e) Amount of time it took to resolve each complaint.

No exceptions were found performing these procedures.

We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures other matters might have come to our attention that would have been reported to you.

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

The Vercher Group

Jena, Louisiana
September 9, 2024

FINANCIAL DATA SCHEDULE

Housing Authority of City of Covington (LA238)

COVINGTON, LA

Entity Wide Balance Sheet Summary

Submission Type: Audited/Single Audit

Fiscal Year End: 03/31/2024

	Project Total	6.1 Component Unit - Discretely Presented	14871 Housing Choice Vouchers	Total
111 Cash - Unrestricted	\$52,410	\$280,048	\$32,012	\$364,470
112 Cash - Restricted - Modernization and Development				
113 Cash - Other Restricted			\$85,558	\$85,558
114 Cash - Tenant Security Deposits	\$15,409	\$7,988		\$23,397
115 Cash - Restricted for Payment of Current Liabilities			\$7,914	\$7,914
100 Total Cash	\$67,819	\$288,036	\$125,484	\$481,339
121 Accounts Receivable - PHA Projects				
122 Accounts Receivable - HUD Other Projects	\$0	\$0	\$0	\$0
124 Accounts Receivable - Other Government				
125 Accounts Receivable - Miscellaneous	\$0	\$0	\$0	\$0
126 Accounts Receivable - Tenants	\$5,436	\$774		\$6,210
126.1 Allowance for Doubtful Accounts - Tenants	-\$4,063	\$0		-\$4,063
126.2 Allowance for Doubtful Accounts - Other	\$0		\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current				
128 Fraud Recovery				
128.1 Allowance for Doubtful Accounts - Fraud				
129 Accrued Interest Receivable				
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$1,373	\$774	\$0	\$2,147
131 Investments - Unrestricted				
132 Investments - Restricted			\$0	\$0
135 Investments - Restricted for Payment of Current Liability			\$0	\$0
142 Prepaid Expenses and Other Assets	\$2,498	\$24,335	\$3,093	\$29,926
143 Inventories	\$3,588			\$3,588
143.1 Allowance for Obsolete Inventories	\$0			\$0
144 Inter Program Due From				
145 Assets Held for Sale				
150 Total Current Assets	\$75,278	\$313,145	\$128,577	\$517,000
161 Land	\$202,304	\$753,490		\$955,794
162 Buildings	\$3,146,894	\$7,238,005		\$10,384,899
163 Furniture, Equipment & Machinery - Dwellings	\$57,882	\$211,747		\$269,629
164 Furniture, Equipment & Machinery - Administration	\$128,700		\$2,529	\$131,229
165 Leasehold Improvements				
166 Accumulated Depreciation	-\$3,009,019	-\$2,803,667	-\$2,529	-\$5,815,215
167 Construction in Progress				
168 Infrastructure				

160 Total Capital Assets, Net of Accumulated Depreciation	\$526,761	\$5,399,575	\$0	\$5,926,336
171 Notes, Loans and Mortgages Receivable - Non-Current	\$0			\$0
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	\$0			\$0
173 Grants Receivable - Non Current				
174 Other Assets	\$0	\$35,733		\$35,733
176 Investments in Joint Ventures	\$0	\$0		\$0
180 Total Non-Current Assets	\$526,761	\$5,435,308	\$0	\$5,962,069
200 Deferred Outflow of Resources		\$0		\$0
290 Total Assets and Deferred Outflow of Resources	\$602,039	\$5,748,453	\$128,577	\$6,479,069
311 Bank Overdraft				
312 Accounts Payable <= 90 Days	\$15,013	\$39,731	\$2,661	\$57,405
313 Accounts Payable >90 Days Past Due				
321 Accrued Wage/Payroll Taxes Payable	\$3,994		\$1,473	\$5,467
322 Accrued Compensated Absences - Current Portion	\$3,433		\$1,471	\$4,904
324 Accrued Contingency Liability				
325 Accrued Interest Payable		\$6,100		\$6,100
331 Accounts Payable - HUD PHA Programs	\$0	\$0		\$0
332 Account Payable - PHA Projects				
333 Accounts Payable - Other Government				
341 Tenant Security Deposits	\$15,409	\$7,988		\$23,397
342 Unearned Revenue	\$0	\$4,213	\$7,914	\$12,127
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	\$0	\$30,464		\$30,464
344 Current Portion of Long-term Debt - Operating Borrowings				
345 Other Current Liabilities				
346 Accrued Liabilities - Other	\$468			\$468
347 Inter Program - Due To				
348 Loan Liability - Current	\$0	\$0		\$0
310 Total Current Liabilities	\$38,317	\$88,496	\$13,519	\$140,332
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$0	\$951,193		\$951,193
352 Long-term Debt, Net of Current - Operating Borrowings				
353 Non-current Liabilities - Other		\$2,632,578		\$2,632,578
354 Accrued Compensated Absences - Non Current	\$65,221		\$27,952	\$93,173
355 Loan Liability - Non Current	\$0	\$0		\$0
356 FASB 5 Liabilities				
357 Accrued Pension and OPEB Liabilities	\$0	\$0	\$0	\$0
350 Total Non-Current Liabilities	\$65,221	\$3,583,771	\$27,952	\$3,676,944
300 Total Liabilities	\$103,538	\$3,672,267	\$41,471	\$3,817,276

400 Deferred Inflow of Resources			\$75,292	\$75,292
508.4 Net Investment in Capital Assets	\$526,761	\$4,417,918		\$4,944,679
511.4 Restricted Net Position			\$10,266	\$10,266
512.4 Unrestricted Net Position	-\$28,260	-\$2,341,732	\$1,548	-\$2,368,444
513 Total Equity - Net Assets / Position	\$498,501	\$2,076,186	\$11,814	\$2,586,501
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$602,039	\$5,748,453	\$128,577	\$6,479,069

Housing Authority of City of Covington (LA238)

COVINGTON, LA

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Single Audit Fiscal Year End: 03/31/2024

	Project Total	6.1 Component Unit - Discretely Presented	14.871 Housing Choice Vouchers	Total
70300 Net Tenant Rental Revenue	\$136,911	\$307,268		\$444,179
70400 Tenant Revenue - Other	\$3,198	\$12,726		\$15,924
70500 Total Tenant Revenue	\$140,109	\$319,994	\$0	\$460,103
70600 HUD PHA Operating Grants	\$205,977		\$960,963	\$1,166,940
70610 Capital Grants	\$55,596			\$55,596
70710 Management Fee				
70720 Asset Management Fee				
70730 Book Keeping Fee				
70740 Front Line Service Fee				
70750 Other Fees				
70700 Total Fee Revenue				\$0
70800 Other Government Grants				
71100 Investment Income - Unrestricted	\$839	\$1,423	\$2,021	\$4,283
71200 Mortgage Interest Income				
71300 Proceeds from Disposition of Assets Held for Sale				
71310 Cost of Sale of Assets				
71400 Fraud Recovery			\$0	\$0
71500 Other Revenue	\$42,090		\$156,359	\$198,449
71600 Gain or Loss on Sale of Capital Assets				
72000 Investment Income - Restricted			\$0	\$0
70000 Total Revenue	\$444,611	\$321,417	\$1,119,343	\$1,885,371
91100 Administrative Salaries	\$86,932	\$39,898	\$39,068	\$165,898
91200 Auditing Fees	\$9,518	\$7,500	\$8,212	\$25,230
91300 Management Fee	\$0	\$49,777	\$0	\$49,777
91310 Book-keeping Fee				\$0
91400 Advertising and Marketing		\$909		\$909
91500 Employee Benefit contributions - Administrative	\$18,775	\$6,870	\$12,910	\$38,555
91600 Office Expenses	\$73,834	\$5,982	\$59,011	\$138,827
91700 Legal Expense	\$1,355			\$1,355
91800 Travel	\$1,475		\$79	\$1,554
91810 Allocated Overhead				
91900 Other	\$26,008	\$702	\$9,760	\$36,470

91000 Total Operating - Administrative	\$217,897	\$111,638	\$129,040	\$458,575
92000 Asset Management Fee				\$0
92100 Tenant Services - Salaries				
92200 Relocation Costs				
92300 Employee Benefit Contributions - Tenant Services				
92400 Tenant Services - Other	\$6,087			\$6,087
92500 Total Tenant Services	\$6,087	\$0	\$0	\$6,087
93100 Water	\$3,136	\$3,286		\$6,422
93200 Electricity	\$4,835	\$3,598		\$8,433
93300 Gas	\$5,331			\$5,331
93400 Fuel				
93500 Labor				
93600 Sewer				
93700 Employee Benefit Contributions - Utilities				
93800 Other Utilities Expense				
93900 Total Utilities	\$13,302	\$6,884	\$0	\$20,186
94100 Ordinary Maintenance and Operations - Labor				
94200 Ordinary Maintenance and Operations - Materials and Other	\$31,533	\$772		\$32,305
94300 Ordinary Maintenance and Operations Contracts	\$62,824	\$46,583	\$1,320	\$110,727
94500 Employee Benefit Contributions - Ordinary Maintenance				
94900 Total Maintenance	\$94,357	\$47,355	\$1,320	\$143,032
95100 Protective Services - Labor	\$16,500			\$16,500
95200 Protective Services - Other Contract Costs				
95300 Protective Services - Other				
95500 Employee Benefit Contributions - Protective Services	\$1,427			\$1,427
95900 Total Protective Services	\$17,927	\$0	\$0	\$17,927
96110 Property Insurance	\$49,368	\$88,939		\$138,307
96120 Liability Insurance	\$2,374		\$1,307	\$3,681
96130 Workmen's Compensation		\$781		\$781
96140 All Other Insurance	\$4,518			\$4,518
96100 Total insurance Premiums	\$56,260	\$89,720	\$1,307	\$147,287
96200 Other General Expenses			\$1,414	\$1,414
96210 Compensated Absences	\$7,302		\$3,130	\$10,432
96300 Payments in Lieu of Taxes		\$7,397		\$7,397
96400 Bail debt - Tenant Rents	\$5,354			\$5,354
96500 Bad debt - Mortgages				
96600 Bad debt - Other				
96800 Severance Expense				

96000 Total Other General Expenses	\$12,656	\$7,397	\$4,544	\$24,597
96710 Interest of Mortgage (or Bonds) Payable		\$115,574		\$115,574
96720 Interest on Notes Payable (Short and Long Term)	\$0			\$0
96730 Amortization of Bond Issue Costs		\$2,843		\$2,843
96700 Total Interest Expense and Amortization Cost	\$0	\$118,417	\$0	\$118,417
96900 Total Operating Expenses	\$418,486	\$381,411	\$136,211	\$936,108
97000 Excess of Operating Revenue over Operating Expenses	\$26,125	-\$59,994	\$983,132	\$949,263
97100 Extraordinary Maintenance				
97200 Casualty Losses - Non-capitalized				
97300 Housing Assistance Payments			\$859,795	\$859,795
97350 HAP Portability-In			\$110,171	\$110,171
97400 Depreciation Expense	\$104,590	\$185,411		\$290,001
97500 Fraud Losses				
97600 Capital Outlays - Governmental Funds				
97700 Debt Principal Payment - Governmental Funds				
97800 Dwelling Units Rent Expense				
90000 Total Expenses	\$523,076	\$566,822	\$1,106,177	\$2,196,075
10010 Operating Transfer In	\$21,676			\$0
10020 Operating transfer Out	-\$21,676			\$0
10030 Operating Transfers from/to Primary Government	\$0			\$0
10040 Operating Transfers from/to Component Unit				
10050 Proceeds from Notes, Loans and Bonds				
10060 Proceeds from Property Sales				
10070 Extraordinary Items, Net Gain/Loss	-\$25,319			-\$25,319
10080 Special Items (Net Gain/Loss)				
10091 Inter Project Excess Cash Transfer In				
10092 Inter Project Excess Cash Transfer Out				
10093 Transfers between Program and Project - In				
10094 Transfers between Project and Program - Out				
10100 Total Other financing Sources (Uses)	-\$25,319	\$0	\$0	-\$25,319
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$103,784	-\$245,405	\$13,166	-\$336,023
11020 Required Annual Debt Principal Payments	\$0	\$28,376	\$0	\$28,376
11030 Beginning Equity	\$602,285	\$2,321,591	-\$1,352	\$2,922,524
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0	\$0	\$0
11050 Changes in Compensated Absence Balance				
11060 Changes in Contingent Liability Balance				

11070 Changes in Unrecognized Pension Transition Liability				
11080 Changes in Special Term/Severance Benefits Liability				
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents				
11100 Changes in Allowance for Doubtful Accounts - Other				
11170 Administrative Fee Equity			\$1,548	\$1,548
11180 Housing Assistance Payments Equity			\$10,266	\$10,266
11190 Unit Months Available	576	432	1317	2325
11210 Number of Unit Months Leased	576	371	1307	2254
11270 Excess Cash	-\$663			-\$663
11610 Land Purchases	\$0			\$0
11620 Building Purchases	\$55,596			\$55,596
11630 Furniture & Equipment - Dwelling Purchases	\$0			\$0
11640 Furniture & Equipment - Administrative Purchases	\$0			\$0
11650 Leasehold Improvements Purchases	\$0			\$0
11660 Infrastructure Purchases	\$0			\$0
13510 CFFP Debt Service Payments	\$0			\$0
13901 Replacement Housing Factor Funds	\$0			\$0