



UNITED WAY OF NORTHWEST LOUISIANA

FINANCIAL STATEMENTS

DECEMBER 31, 2023 and 2022



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INDEPENDENT AUDITOR'S REPORT

Board of Directors
United Way of Northwest Louisiana
Shreveport, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of United Way of Northwest Louisiana (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of United Way of Northwest Louisiana as of December 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of United Way of Northwest Louisiana and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Correction of Error

As discussed in Note 3 to the financial statements, certain errors resulting in understatement of amounts previously reported for accounts receivable and revenue as of December 31, 2022, were discovered by management of the Organization during the current year. Accordingly, amounts reported for contract receivable and contract revenue have been restated in the 2022 financial statements to correct the error. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about United Way of Northwest Louisiana's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

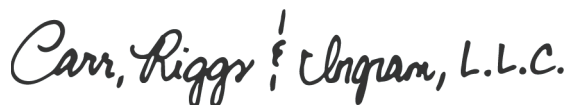
Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Benefits, and Other Payments to Agency Head is presented in accordance with Act 706 of the Louisiana Revised Statutes (“LRS”) 24:513(A)(3) on page 31 for purposes of additional analysis and is not a required part of the financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November , 2024, on our consideration of United Way of Northwest Louisiana’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of United Way of Northwest Louisiana’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering United Way of Northwest Louisiana’s internal control over financial reporting and compliance.



CARR, RIGGS & INGRAM, LLC

Shreveport, Louisiana

November 25, 2024

United Way of Northwest Louisiana
Statements of Financial Position

<i>December 31,</i>	2023	(Restated)
Assets		
Current assets		
Cash and cash equivalents	\$ 207,713	\$ 76,964
Certificates of deposit	199,812	116,265
Pledges receivables, net	329,877	432,742
Grants and contracts receivable	129,966	194,108
Employee Retention Tax Credit receivable	-	253,940
Total current assets	867,368	1,074,019
Non-current assets		
Operating lease right-of-use assets, net	26,651	-
Property and equipment, net	16,665	22,963
Beneficial interest in assets of foundation	301,480	286,613
Investments in marketable securities	51,910	45,894
Assets held as agent	9,707	14,863
Total non-current assets	406,413	370,333
Total assets	\$ 1,273,781	\$ 1,444,352
Liabilities and Net Assets		
Current liabilities		
Accounts payable	\$ 22,934	\$ 29,282
Accrued expenses	44,988	46,861
Current portion of operating lease liabilities	7,384	-
Total current liabilities	75,306	76,143
Long-term liabilities		
Liabilities for assets held as agent	113,893	251,061
Operating lease liabilities, less current portion	19,267	-
Total long-term liabilities	133,160	251,061
Total liabilities	208,466	327,204
Net assets		
Without donor restrictions	1,065,315	1,117,148
With donor restrictions	-	-
Total net assets	1,065,315	1,117,148
Total liabilities and net assets	\$ 1,273,781	\$ 1,444,352

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

**United Way of Northwest Louisiana
Statements of Activities**

<i>For the Year Ended December 31, 2023</i>	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue			
Campaign contributions, net	\$ 709,464	\$ -	\$ 709,464
Contributions and sponsorships	182,310	127,657	309,967
Impact income	111,717	-	111,717
Grants	24,000	281,020	305,020
Contracts	182,352	-	182,352
Contributions of non-financial assets	96,939	-	96,939
Other Revenue			
Special events	13,325	-	13,325
Investment income	5,172	-	5,172
Miscellaneous income	20,555	-	20,555
Net realized and unrealized gain(loss) on endowment	25,626	-	25,626
Total revenue and other support	1,371,460	408,677	1,780,137
Total net assets released from restriction	408,677	(408,677)	-
Total support and other revenue	1,780,137	-	1,780,137
Expenses			
<i>Program services</i>			
Impact program and allocations	1,105,753	-	1,105,753
Financial Empowerment Center	358,625	-	358,625
Total program services	1,464,378	-	1,464,378
 <i>Supporting services</i>			
General and administrative	184,732	-	184,732
Resource development	153,623	-	153,623
Payments to affiliated organizations	29,236	-	29,236
Total supporting services	367,592	-	367,592
Total expenses	1,831,970	-	1,831,970
Change in Net Assets	(51,833)	-	(51,833)
Net assets at beginning of year	1,117,148		1,117,148
Net assets at end of year	\$ 1,065,315	\$ -	\$ 1,065,315

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

**United Way of Northwest Louisiana
Statements of Activities**

<i>For the Year Ended December 31, 2022 (Restated)</i>	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue			
Campaign contributions, net	\$ 786,876	\$ -	\$ 786,876
Contributions and sponsorships	1,217	54,563	55,780
Impact income	105,832	-	105,832
Grants	377,857	402,586	780,443
Contracts	45,772	-	45,772
In-kind contributions	73,099	-	73,099
Other Revenue			
Special events	10,645	-	10,645
Investment income	4,662	-	4,662
Miscellaneous income	13,164	-	13,164
PPP loan forgiveness	253,941	-	253,941
Net realized and unrealized gain(loss) on endowment	(31,569)	-	(31,569)
Total revenue and other support	1,641,496	457,149	2,098,645
Total net assets released from restriction	457,149	(457,149)	-
Total support and other revenue	2,098,645	-	2,098,645
Expenses			
<i>Program services</i>			
Impact program and allocations	1,266,612	-	1,266,612
Financial Empowerment Center	316,981	-	316,981
Total program services	1,583,593	-	1,583,593
<i>Supporting services</i>			
General and administrative	160,216	-	160,216
Resource development	260,543	-	260,543
Payments to affiliated organizations	26,453	-	26,453
Total supporting services	447,213	-	447,213
Total expenses	2,030,806	-	2,030,806
Change in Net Assets	67,839	-	67,839
Net assets at beginning of year	1,049,309	-	1,049,309
Net assets at end of year	\$ 1,117,148	\$ -	\$ 1,117,148

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

United Way of Northwest Louisiana Statements of Functional Expenses

For the Year Ended December 31, 2023

	Program Services		Supporting Services			Total Expenses
	Impact Program and Allocations	Financial Empowerment Center	Administrative	Resource Development	Total Supporting Services	
Salaries and related expenses						
Salaries	\$ 425,665	\$ 236,480	\$ 47,296	\$ 47,296	\$ 94,592	\$ 756,737
Insurance	41,688	23,160	4,632	4,632	9,264	74,112
Retirement	22,980	12,767	2,554	2,553	5,107	40,855
Payroll taxes	33,870	18,817	3,763	3,764	7,527	60,215
Workmen's compensation insurance	1,755	975	195	195	390	3,120
Total salaries and related expenses	525,959	292,199	58,440	58,440	116,881	935,038
Other operating expenses						
Allocations to agencies	62,596	-	-	-	-	62,596
United Way programs	378,813	-	-	-	-	378,813
Professional fees	10,296	12,690	77,398	22,986	100,384	123,370
Office supplies and expense	2,295	3,244	2,035	1,054	3,089	8,628
Telephone	7,462	5,445	2,624	3,124	5,748	18,655
Postage	1,585	-	1,117	1,490	2,607	4,192
Building	45,490	25,272	5,054	5,054	10,109	80,871
Liability insurance	875	-	14,218	230	14,448	15,323
Equipment rent and maintenance	5,492	1,774	5,357	5,534	10,891	18,157
Advertising	20,359	4,310	80	5,318	5,398	30,067
Printing	4,243	136	298	9,309	9,607	13,986
Awards	8,685	4,426	873	3,596	4,469	17,580
Dues and subscriptions	7,904	4,879	1,695	28,756	30,451	43,234
Vehicle expenses	4,966	-	329	2,293	2,622	7,588
Meetings	688	445	3,750	1,268	5,018	6,151
Special events	9,573	206	1,232	4,022	5,254	15,033
Conferences and training	4,910	1,631	3,287	755	4,042	10,583
Depreciation expense	3,543	1,968	394	394	787	6,298
Miscellaneous	20	-	6,551	-	6,551	6,571
Total other operating expenses	579,795	66,426	126,292	95,183	221,475	867,696
Payments to affiliated organizations	16,445	9,136	1,827	1,827	3,655	29,236
Total expenses	\$ 1,122,199	\$ 367,761	\$ 186,560	\$ 155,451	\$ 342,010	\$ 1,831,970

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

United Way of Northwest Louisiana Statements of Functional Expenses

For the Year Ended December 31, 2022

	Program Services		Supporting Services			Total Expenses
	Impact Program and Allocations	Financial Empowerment Center	Administrative	Resource Development	Total Supporting Services	
Salaries and related expenses						
Salaries	\$ 406,822	\$ 203,411	\$ 40,682	\$ 122,046	\$ 162,729	\$ 772,961
Insurance	41,684	20,842	4,168	12,505	16,673	79,199
Retirement	24,157	12,078	2,416	7,247	9,663	45,898
Payroll taxes	31,644	15,822	3,164	9,493	12,658	60,124
Workmen's compensation insurance	2,508	1,254	251	752	1,003	4,765
Total salaries and related expenses	506,814	253,407	50,681	152,044	202,726	962,947
Other operating expenses						
Allocations to agencies	101,843	-	-	-	-	101,843
United Way programs	507,939	-	-	-	-	507,939
Professional fees	19,132	1,275	64,087	20,616	84,703	105,110
Office supplies and expense	2,664	3,160	607	2,182	2,789	8,613
Telephone	7,318	5,123	2,856	4,242	7,098	19,539
Postage	938	592	1,151	1,105	2,256	3,786
Building	44,561	22,281	4,456	13,368	17,824	84,666
Liability insurance	2,905	-	19,567	-	19,567	22,472
Equipment rent and maintenance	4,934	3,019	5,694	6,465	12,159	20,112
Advertising	13,983	4,045	63	246	309	18,337
Printing	27,934	-	577	32,341	32,918	60,852
Awards	711	95	229	1,534	1,763	2,569
Films	-	-	-	-	-	-
Dues and subscriptions	14,014	4,942	1,981	13,874	15,855	34,811
Vehicle expenses	2,205	2	595	2,852	3,447	5,654
Meetings	1,785	537	2,237	1,234	3,471	5,793
Special events	0	5,773	-	5,773	5,773	11,546
Conferences and training	2,787	11,025	106	1,644	1,750	15,562
Depreciation expense	3,408.95	1,704	341	1,023	1,364	6,477
Miscellaneous	736.00	-	4,988	-	4,988	5,724
Total other operating expenses	759,798	63,573	109,535	108,499	218,034	1,041,405
Payments to affiliated organizations	13,924	1,392	4,177	6,961	11,138	26,454
Total expenses	\$ 1,280,536	\$ 318,372	\$ 164,393	\$ 267,504	\$ 431,898	\$ 2,030,806

United Way of Northwest Louisiana Statements of Cash Flows

<i>For the Years Ended December 31,</i>	2023	2022 (Restated)
Cash flows from operating activities		
Change in net assets	\$ (51,833)	\$ 67,840
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities		
Prior period adjustment		-
Depreciation	6,298	6,477
Amortization of right-to-use assets	7,275	-
Unrealized and realized loss (gain) on investments	(25,626)	35,675
Changes in assets and liabilities:		
(Increase) decrease in pledges receivable	102,865	(25,132)
(Increase) decrease in grant and contracts receivable	64,142	(52,771)
(Increase) decrease in ERTC receivable	253,940	(253,941)
(Increase) decrease in prepaid expenses	-	8,931
(Increase) decrease in beneficial interest in assets of foundation	10,759	9,328
(Increase) decrease in investments in marketable securities	(6,016)	-
Increase (decrease) in accounts payable	(6,348)	8,381
Increase (decrease) in accrued expenses	(1,873)	(19,954)
Net change in net assets held as agent	(132,012)	113,669
Operating lease liabilities	(7,275)	-
Net cash provided by (used in) operating activities	214,296	(101,497)
Cash flows from investing activities		
Redemption of certificates of deposit	-	87,124
Purchase of certificates of deposit	(83,547)	-
Purchase of investments	-	(50,000)
Net cash provided by (used in) investing activities	(83,547)	37,124
Net increase (decrease) in cash	130,749	(64,373)
Cash at beginning of year	76,964	141,337
Cash at end of year	\$ 207,713	\$ 76,964
Schedule of Certain Cash Flow Information		
Cash paid for interest	\$ -	\$ -
Non-Cash Transactions		
In-kind donation - Special events	\$ -	\$ 1,680
In-kind donation - Rent	\$ 60,000	\$ 60,000
In-kind donation - Impact supplies	\$ 36,939	\$ 11,419
Lease liabilities arising from obtaining right-of-use assets		
Operating leases	\$ 33,926	\$ -

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

United Way of Northwest Louisiana Notes to the Financial Statements

Note 1: DESCRIPTION OF THE ORGANIZATION

The United Way of Northwest Louisiana (“United Way” or “Organization”) is a public nonprofit organization, exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code, which was organized in 1921 to serve organizations in Caddo, Bossier, Webster, Bienville, Claiborne, DeSoto, Red River, Natchitoches, Sabine and Winn parishes. Annual, centralized workplace campaigns are conducted in the fall each year to raise support for grant allocations in the subsequent calendar year. Grants are made by United Way for charitable, educational and civic purposes based on requests from organizations seeking funding.

In addition to grant allocations, United Way operates several internal programs including a Volunteer Center for NWLA, Dolly Parton’s Imagination Library program, Bank on Northwest Louisiana, FamilyWise Prescription Assistance program, the Volunteer Income Tax Assistance program, and the Financial Empowerment Center.

United Way is a proud partner of Louisiana 211 and works closely with the Louisiana Association of United Ways to bring this service to our area.

Program Services

The Organization’s program services consist of the following:

Health – The Organization provides a prescription discount card service.

Education – The Organization free books to children under the age of five to improve kindergarten readiness and early childhood literacy.

Financial Stability – The Organization provides programs that help families become financially stability by offering free tax-preparation, financial coaching and counseling services and access to free or low cost banking services.

Essential Needs – The Organization is the regions provider of the 211 Information and Referral Helpline that connects families to community resources.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) and presented in accordance with Financial Accounting Standards Board (“FASB”) Accounting Standards Codification (“ASC”) 958-205, *Not-for-Profit Entities, Presentation of Financial Statements*.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

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

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid investments purchased with maturities of three months or less to be cash equivalents. United Way did not have any cash equivalents at December 31, 2023 and 2022.

Pledges Receivable

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

Donor restricted pledges are not recognized as revenue because the Organization acts as an intermediary between the donor and the ultimate beneficiary, only, as required by FASB ASC 958-605, *Not-for-Profit Entities – Revenue Recognition*. All specific donor designated donations fall under this designation. A liability is recognized as opposed to revenue as these are classified as agency transactions.

The Organization uses the allowance method to determine uncollectible unconditional pledges receivable, when material. The allowance is based on prior years' experience and management's analysis of specific promises made.

Beneficial Interest in Assets of Foundation

Transfers of its funds to the Community Foundation of North Louisiana, specifying United Way as the beneficiary, are accounted for as an asset, in accordance with generally accepted accounting principles, and presented in these statements of financial position in the caption beneficial interest in assets of foundation.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Investments

The Organization reports investments in equity securities with readily determinable fair values in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities. Investment income and gains restricted by donors are reported as increases in net assets without donor restrictions if the restrictions are met (either a stipulated time period ends, or a purpose restriction is accomplished) in the reporting period in which the income and gains are recognized.

Property and Equipment

All acquisitions of property and equipment in excess of \$2,000 and all expenditures for maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Repairs and maintenance are expensed as incurred. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the estimated useful lives of the assets.

Leases

The Organization leases office space and equipment. The Organization determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, other current liabilities, and operating lease liabilities the statements of financial position. Finance leases are included in property and equipment, other current liabilities, and other long-term liabilities on the statements of financial position.

ROU assets represent the right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of the leases do not provide an implicit rate, the Organization uses [its incremental borrowing rate or a risk-free rate] based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the Organization will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term.

The Organization's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

Net Assets

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

United Way of Northwest Louisiana Notes to the Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Assets (continued)

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

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

United Way reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor restrictions. Contributions with donor restrictions that are both received and released within the same year are recorded as an increase in net assets with donor restrictions and as a satisfaction of program restrictions.

Revenue Recognition

Program service fees and payments under cost-reimbursable contracts are accounted for under ASC Topic 606, Revenue from Contracts with Customers (ASC 606), recognizing revenue when performance obligations under the terms of the contracts with customers are satisfied. Prior to the adoption of ASC 606, the Company recognized revenue when received or event has occurred and collectability was reasonably assured.

Contributions are recognized when cash, other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly removed the conditions. Contributions received with donor-imposed restrictions that are met in the same year in which the contributions are received are classified as net assets with donor restrictions and as a satisfaction of program restrictions.

Donated Assets

Donated investments and other noncash donations are recorded as contributions at their fair values at the date of donation. Materials and event space are contributed to United Way including advertising, rentals, equipment and fundraising items. Contributions of non-financial assets recorded on the books for rent, advertising and materials to United Way for the year ended December 31, 2023 and 2022, were \$96,939 and \$73,099, respectively.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Donated Services

Donated services are recognized as contributions if the services (a) create or enhance nonfinancial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Organization. Volunteers also provided fund-raising services throughout the year that are not recognized as contributions in the financial statements since the recognition criteria were not met.

Functional Allocation of Expenses

Directly identifiable expenses are charged to programs and supporting services. Expenses related to payroll, payroll taxes, and employee benefits are allocated based on actual percentages of time spent in each functional area. A portion of administrative costs that benefit multiple functional areas (indirect costs such as rent and depreciation expense) have been allocated across programs and other support services based on proportion of full-time employee equivalents of a program or other supporting service versus the total organizational full-time employee equivalents.

Advertising

The Organization uses advertising to promote its programs among the audiences it serves. The production costs of advertising are expensed as incurred. During the years ended December 31, 2023 and 2022, advertising costs totaled \$30,067 and \$18,337, respectively.

Income Taxes

United Way is exempt from federal income taxes under Section 501(a) of the Internal Revenue Code (IRC) as a nonprofit organization in IRC Section 501(c)(3). Accordingly, there is no provision for income taxes; however, should United Way engage in activities unrelated to its exempt purpose, taxable income could result. There were no unrelated business activities for the year ended December 31, 2023 and 2022. Accordingly, no tax expense was incurred for the year ended December 31, 2023 and 2022.

United Way utilizes the accounting requirements associated with uncertainty in income taxes using the provisions of Financial Accounting Standards Board (FASB) ASC 740, *Income Taxes*. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more-likely-than-not the positions will be sustained upon examination by the tax authorities. It also provides guidance for derecognition, classification, interest and penalties, accounting in interim periods, disclosure and transition. United Way is no longer subject to income tax examinations by the U.S. federal, state or local tax authorities for years before 2019.

Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, November 25, 2024. See Note 24 for relevant disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recently Issued and Implemented Accounting Pronouncements

In February 2016, the FASB issued guidance (ASC 842, *Leases*) to increase transparency and comparability among organizations by requiring the recognition of right-of-use (ROU) assets and lease liabilities on the balance sheet. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases. Under the standard, disclosures are required to meet the objective of enabling users of financial statements to assess the amount, timing, and uncertainty of cash flows arising from leases.

The Organization adopted the standard effective January 1, 2022 and recognized and measured leases existing at, or entered into after, January 1, 2022 using a modified retrospective approach, with certain practical expedients available.

The standard had a material impact on the Organization's statement of financial position, but did not have an impact on the statement of activities, nor statement of cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

Note 3: RESTATEMENT OF FINANCIAL STATEMENTS

As a result of an internal review of the Organization's Financial Empowerment Center (FEC) contract receipts during 2023, it was discovered that contract receivables had not been recorded for the period ended December 31, 2022. Corrective actions have been taken, and the Organization has properly recorded the receivable for the current year. This resulted in an error in 2022, primarily from an understatement of FEC revenue and receivables during this period. Accordingly, the Organization restated its results for the affected years. The effect of the restatement was to increase the change in net assets for 2022 by approximately \$47,772. Net assets without donor restrictions at the beginning of 2022 were increased by \$47,772 for the effects of the restatement in 2022.

The effect of the restatement on the change in net assets without donor restrictions and financial position as of and for the year ended December 31, 2022 is as follows:

	2022		
	As previously reported	Change	Restated
Total contract revenue	\$ -	\$ 47,772	\$ 47,772
Change in net assets	\$ 20,067	\$ 47,772	\$ 67,839
Contract receivable	\$ 146,336	\$ 47,772	\$ 194,108
Net assets without donor restrictions	\$ 1,069,376	\$ 47,772	\$ 1,117,148

United Way of Northwest Louisiana Notes to the Financial Statements

Note 4: LIQUIDITY AND FINANCIAL ASSET AVAILABILITY

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

<i>As of December 31,</i>	2023	2022 (restated)
Total assets at year end	\$ 1,273,781	\$ 1,444,352
Less non-financial assets		
Operating lease right-of-use assets, net	(26,651)	-
Property and equipment, net	(16,665)	(22,963)
Investments in marketable securities	(51,910)	(45,894)
Financial assets, at year-end	\$ 1,178,555	\$ 1,375,495
Less those not available for general expenditures within one year, due to contractual or donor-imposed restrictions		
Board designated beneficial interest in assets of foundation	(301,480)	(286,613)
Assets held by United Way of Northwest Louisiana as an agent	(9,707)	(14,863)
Financial assets available to meet cash needs for general expenditures within one year	\$ 867,368	\$ 1,074,019

The Organization is principally supported by its donations and grants for the services it provides. Financial assets at year-end as noted in the above schedule exclude property and equipment and prepaid expenses. Additionally, as discussed in more detail in Note 8, the Organization maintains a \$60,000 line of credit, of which \$60,000 remained available on December 31, 2023 and 2022.

Note 5: PLEDGES RECEIVABLE

Pledges receivable as of December 31, 2023, consist of the following:

	Pledges Receivable	Less Allowance for Uncollectibles	Net
2022 Campaign	\$ 134,205	\$ (112,071)	\$ 22,134
2023 Campaign	324,618	(16,875)	307,743
Total	\$ 458,823	\$ (128,946)	\$ 329,877

United Way of Northwest Louisiana
Notes to the Financial Statements

Note 5: PLEDGES RECEIVABLE (Continued)

Pledges receivable as of December 31, 2022, consist of the following:

	Pledges Receivable	Less Allowance for Uncollectibles	Net
2021 Campaign	\$ 136,090	\$ (71,547)	\$ 64,543
2022 Campaign	387,715	(19,516)	368,199
Total	\$ 523,805	\$ (91,063)	\$ 432,742

Note 6: GRANT AND CONTRACTS RECEIVABLE

Grants and contracts receivable consist of the following:

<i>December 31,</i>	2023	2022
EXIT 318	\$ -	\$ 21,857
Financial Empowerment Center	129,966	172,251
Total grants and contracts receivable	129,966	194,108
Allowance for uncollectible receivables	-	-
Grants and contracts receivable, net	\$129,966	\$ 194,108

Note 7: EMPLOYEE RETENTION TAX CREDIT RECEIVABLE

During fiscal year 2022, the Organization applied for the Employee Retention Tax Credit (“ERTC”) pursuant to the CARES Act. The ERTC allows for a refundable tax credit against certain employment taxes if certain eligibility requirements are met. The Organization accounts for ERTC as a conditional grant, and as all conditions have been met for qualification of the credit during the year ended December 31, 2022, the Organization recognized \$253,941 related to the ERTC as a receivable and support in fiscal 2022, which was received in full in fiscal 2023.

United Way of Northwest Louisiana
Notes to the Financial Statements

Note 8: INVESTMENTS

Investments in marketable securities consist of the following:

<i>December 31, 2023</i>	Cost	Market Value
Exchange-traded & closed-end funds	\$ 50,000	\$ 51,910
Total investments in marketable securities	\$ 50,000	\$ 51,910
<hr/>		
<i>December 31, 2022</i>	Cost	Market Value
Exchange-traded & closed-end funds	\$ 50,000	\$ 45,894
Total investments in marketable securities	\$ 50,000	\$ 45,894

Note 9: PROPERTY AND EQUIPMENT

Property and equipment as of December 31, 2023 and 2022, consist of the following:

	Estimated Useful Lives (in years)	2023	2022
Furniture and fixtures	5-10	\$ 6,006	\$ 6,006
Software	3	7,000	7,000
Equipment	5-10	47,819	47,819
Total property and equipment		60,825	60,825
Less accumulated depreciation		(44,160)	(37,862)
Property and equipment, net		\$ 16,665	\$ 22,963

Depreciation expense for the years ended December 31, 2023 and 2022 was \$6,298 and \$6,477, respectively.

Note 10: LEASES

The Organization has operating leases for office space and equipment. The leases have remaining lease terms of 1 to 5 years. As of December 31, 2023, assets recorded under operating leases was \$26,651.

**United Way of Northwest Louisiana
Notes to the Financial Statements**

Note 10: LEASES (Continued)

The components of lease expense consist of the following:

<i>For the years ended December 31,</i>	2023	2022
Operating lease cost	\$ 13,183	\$ -
Short-term lease cost	\$ 22,776	\$ -

Weighted average remaining lease term and discount rates consist of the following:

<i>For the year ended December 31,</i>	2023	2022
Weighted average remaining lease term		
Operating leases	3.47 years	-
Weighted average discount rate		
Operating leases	2.44%	-

Future minimum lease payments under non-cancellable leases as of December 31, 2023, were as follows:

<i>For the years ending December 31,</i>	Operating Leases
2024	\$ 7,952
2025	7,952
2026	7,952
2027	3,976
2028	-
Thereafter	-
Total future minimum lease payments	27,832
Less imputed interest	(1,181)
Present value of lease liabilities	\$ 26,651

Reported as of December 31, 2023

Current portion of operating lease liabilities	\$ 7,384
Operating lease liabilities, less current portion	19,267
Total	\$ 26,651

**United Way of Northwest Louisiana
Notes to the Financial Statements**

Note 10: LEASES (Continued)

Future minimum lease payments under non-cancellable leases as of December 31, 2022, were as follows:

<i>For the years ending December 31,</i>	Operating Leases
2024	\$ 7,952
2025	7,952
2026	-
2027	-
2028	-
Thereafter	-
Total future minimum lease payments	15,904
Less imputed interest	-
Present value of lease liabilities	\$ 15,904
Reported as of December 31, 2022	
Current portion of operating lease liabilities	\$ -
Operating lease liabilities, less current portion	-
Other long-term liabilities	-
Total	\$ -

Note 11: LINE OF CREDIT

The Organization maintains a line of credit agreement with a financial institution. Available borrowings related to the agreement are \$60,000 with an interest rate of 5.750%, secured by state contract with Department of Public Safety and Corrections. The credit line expires in 2024. There was no outstanding balance as of December 31, 2023 and 2022.

Note 12: NET ASSETS

Net assets with donor restrictions would consist of grants and contributions that have been restricted for use by the grantors and contributors. The purpose of the donor restrictions are for economic self-sufficiency programs, initiatives to benefit children and families, training programs, and research projects. The net assets with donor restrictions are \$0 as of December 31, 2023 and 2022.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 12: NET ASSETS (Continued)

As discussed in Note 22, United Way of Northwest Louisiana has a board-designated beneficial interest in assets of the Community Foundation of North Louisiana in the amount of \$301,480 that is included in net assets without donor restrictions.

Note 13: REVENUE RECOGNITION

The Organization is recognizing revenue in accordance with FASB ASC 958-605, *Revenue Recognition of Not-for-Profit Entities* and FASB ASC 606, *Revenue from Contracts with Customers*. Revenue related to the Financial Empowerment Center, Louisiana 211, Dolly Parton Imagination Library, and other grants shown in the table below is recognized in accordance with FASB ASC 606 at the point in time when United Way meets its performance obligations under the respective grants. All other revenue of the Organization is recognized in accordance with FASB ASC 958-605. As of December 31, 2023 and 2022, there are no performance obligations to be satisfied. Grant contracts are billed monthly and payment is due upon presentation.

Disaggregated Revenue

A summary of disaggregated revenue recognized in accordance with FASB ASC 606 follows:

<i>For the year ended December 31,</i>	2023	2022
Revenue from contracts with customers		
Recognized at a point in time -Financial Empower Center	\$ 182,352	\$ 45,772
Total revenue recognized in accordance with FASB ASC 606	\$ 182,352	\$ 45,772

Grant assets included in grant and contract receivables on the Statement of Financial Position were:

<i>December 31,</i>	2023	2022
Contract receivable, beginning of year	\$ 194,108	\$ 141,337
Contract receivable, end of year	\$ 129,966	\$ 146,336

**United Way of Northwest Louisiana
Notes to the Financial Statements**

Note 13: REVENUE RECOGNITION (continued)

A summary of grant disaggregated revenue:

Disaggregated Grant Revenue <i>For the year ended December 31,</i>	2023	2022
EXIT-318	\$ -	\$ 193,174
Louisiana 211	92,500	239,474
Financial Empower Center	112,500	241,045
Dolly Parton Imagination Library	76,020	76,700
Captial One Vita	-	15,000
Bank On	-	12,550
BCBS	-	2,500
River Valley Church	24,000	-
Total grant revenue	\$ 305,020	\$ 780,443

Note 14: CONTRIBUTIONS OF NON-FINANCIAL ASSETS

All donated space, services, and goods were utilized by the Organization's program and supporting services. There were no donor-imposed restrictions associated with the contributed space, services, or goods.

The components of donated space, services and goods contributed to the Organization consists of the following for the year ended December 31, 2023:

<i>For the year ended December 31, 2023</i>	Donated Space	Donated Services	Donated Goods	Total
Program services				
Impact program and allocations	\$ -	\$ -	\$ 36,939	\$ 36,939
Supporting services				
General and administrative	60,000	-	-	60,000
Total contributed space, services and goods	\$ 60,000	\$ -	\$ 36,939	\$ 96,939

United Way of Northwest Louisiana Notes to the Financial Statements

Note 14: CONTRIBUTIONS OF NON-FINANCIAL ASSETS (Continued)

The components of donated space, services and goods contributed to the Organization consists of the following for the year ended December 31, 2022:

<i>For the year ended December 31, 2022</i>	Donated Space	Donated Services	Donated Goods	Total
Program services				
Impact program and allocations	\$ 1,680	\$ -	\$ 11,419	\$ 13,099
Supporting services				
General and administrative	60,000	-	-	60,000
Total contributed space, services and goods	\$ 61,680	\$ -	\$ 11,419	\$ 73,099

Donated space is valued at the fair value of similar properties available in commercial real estate listings. Donated services are valued using the most recent Bureau of Labor Statistics' average hourly wage for counselors in the Organization's metropolitan area. Donated goods are valued at the wholesale prices that would be received for selling similar products.

Note 15: FAIR VALUE MEASUREMENTS

Fair value is the exchange price that would be received for an asset or paid to transfer a liability (exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants on the measurement date. There are three levels of inputs that may be used to measure fair values:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs other than Level 1 prices, such as:

- Quoted prices for similar assets or liabilities in active markets;
- Quoted prices for identical or similar assets or liabilities in inactive markets;
- Inputs, other than quoted prices, that are:
 - observable; or
 - can be corroborated by observable market data.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset or liability.

Level 3: Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques maximize the use of relevant observable inputs and minimize the use of unobservable inputs.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 15: FAIR VALUE MEASUREMENTS (Continued)

Assets and liabilities measured at fair value on a recurring basis are summarized for the years ended December 31, 2023 and 2022:

<i>December 31, 2023</i>	Level 1	Level 2	Level 3	Total
Beneficial interest in assets of foundation	\$ -	\$ -	\$ 301,480	\$ 301,480
Exchange-traded & closed end funds	51,910	-	-	51,910
Total investments at fair value	\$ 51,910	\$ -	\$ 301,480	\$ 353,390

<i>December 31, 2022</i>	Level 1	Level 2	Level 3	Total
Beneficial interest in assets of foundation	\$ -	\$ -	\$ 286,613	\$ 286,613
Exchange-traded & closed end funds	45,894	-	-	45,894
Total investments at fair value	\$ 45,894	\$ -	\$ 286,613	\$ 332,507

There were no changes in valuation techniques during the current year.

Note 16: CONCENTRATIONS OF RISK

Financial instruments that subject United Way to concentrations of credit risk consist principally of cash and cash equivalents. Accounts at each financial institution are insured by the Federal Deposit Insurance Corporation (FDIC), up to certain limits. At December 31, 2023, United Way had no cash deposits with financial institutions in excess of federally insured limits.

Credit risk with respect to contract receivables and promises to give is limited due to the number and credit worthiness of the corporations, governmental entities, and individuals who comprise the contributor base. Substantially all contributors are located in Louisiana.

Geographic Concentration

United Way conducts its operations solely in Northwest Louisiana, and, therefore, is subject to risks from changes in local economic conditions. A downturn in the local economy could cause a decrease in funding in contributions and grants.

Note 17: COMMITMENTS

United Way entered into a lease agreement in March 2014 with Willis-Knighton Medical Center for office space in Shreveport, Louisiana that expired in February 2016. The agreement is now a month-to-month lease for monthly rent of \$5,000, which is forgiven as an act of donation.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 17: COMMITMENTS (Continued)

United Way entered into lease agreement in October 2019 with Willis-Knighton Medical Center for additional office space in Shreveport, Louisiana. The lease was not renewed, but continues on a monthly basis. The agreement is for monthly rental expense of \$1,898, which is shown as building expenses on the statement of functional expenses.

Building rent expenses for the years ended December 31, 2023 and 2022, was \$80,871 and \$84,666, respectively.

Note 18: RETIREMENT PLAN

The Organization sponsors a defined contribution retirement plan, established June 1, 1995, and is required to contribute seven percent (7%) of the employee's compensation to the plan. Thereafter, United Way may match, dependent on funding, up to 3% of an employee's voluntary contributions to the plan. Employees are eligible to participate in the plan after one year of employment. Employees are fully vested after three years of participation. Employee contributions are limited by federal tax legislation. The statutory limit for 2023 for employee contributions is \$19,500. Participants who have attained age 50 by the end of the calendar year are eligible to contribute an additional \$6,500 as catch-up contributions. Employer contributions to the plan in 2023 and 2022, were \$40,855 and \$45,898, respectively.

Note 19: SUMMARY OF ALLOCATIONS TO AGENCIES

Annual grants to programs and local agencies are established after the completion of the capital campaign and amounts are approved by the Board. A summary of the disbursements to the participating agencies (presented alphabetically) of the United Way of Northwest Louisiana for the year ended December 31, 2023 and 2022, is as follows:

Agency	2023	2022
All Souls Unitarian Universalist Church	\$ 85	\$ 71
Alzheimer's Foundation	-	5
American Family Radio	43	-
American Red Cross	170	157
Arkansas Children's Hospital	-	55
Bernstein Development, Inc.	47	-
Betty & Leonard Phillips Deaf Action Center	127	36
Bossier Arts Council	7	-
Bossier Council on Aging	629	358
Bossier Kids, Inc.	-	19
Bossier Parish Community College Foundation	142	-
Boys & Girls Club of Timber Ridge	85	-
Broadmoor Baptist Church	-	24
Broadmoor United Methodist Church	38	83
Brookwood Baptist Church	-	24
C. E. Byrd Foundation	85	-

**United Way of Northwest Louisiana
Notes to the Financial Statements**

Note 19: SUMMARY OF ALLOCATIONS TO AGENCIES (Continued)

Agency	2023	2022
Caddo Career & Technology Center Foundation	12,546	3,350
Caddo Council on Aging	2,010	1,185
Caddo Council on Aging - Meals	765	329
Caddo Middle Magnet	21	-
Caddo Heights Math and Science Elementary	42	47
Caddo Parish School Board Homeless Department	-	47
Caddo Parish Special Education Preschool	42	94
Caddo Preschool Program DOEC	110	-
Camp Rainman	3,116	111
Care Pregnancy Center	42	14
Catholic Charities of North Louisiana	408	857
Cherokee Park Elementary	501	629
Children's Miracle Network	85	14
Christ Fit Gym	241	276
Christ the King Catholic Church	-	43
Christian Service Program Institute	6,357	43
Common Ground Community	340	21
Community Renewal International	1,519	1,264
Council on Alcoholism & Drug Abuse	-	467
Cover 6 Outdoors	-	111
Cystic Fibrosis Foundation	85	9
Department of Exceptional Children Preschool	-	61
DeSoto Parish Fellowship Church	-	107
E. B. Williams Stoner Hill Elementary	319	203
Easter Seals of Louisiana	14	-
Eden Gardens Fundamental Elementary School	43	-
Eighty-First Street ECE	378	408
Every Warrior Network	-	57
First Baptist Church- Coushatta	-	21
Food Bank of Central Louisiana	247	904
Food Bank of Northwest Louisiana	3,954	4,860
Forest Hill Elementary	19	-
Fresh Oil Worship Center	-	24
G.R.E.A.T	21	-
Geaux 4 Kids	307	12
Gingerbread House Bossier/Caddo	4,617	3,061
Girl Scouts of Louisiana	215	-
Goldman School	42	-
Goodwill Industries of North Louisiana	905	1,651
Heart of Hope Ministries	-	19
Holy Angels Residential Facility	2,252	1,192
Hope Connections	51	258

**United Way of Northwest Louisiana
Notes to the Financial Statements**

Note 19: SUMMARY OF ALLOCATIONS TO AGENCIES (Continued)

Agency	2023	2022
Huntington High School	38	-
Hub Urban Ministries	-	236
Inner City Youth	-	35
J. S. Clark Elementary	76	255
Jehovah's Witnesses Sunset Congregation	-	29
Jewel House	128	130
Judson Fundamental Magnet Elementary	34	-
Junior Achievement	42	24
Junior Diabetes Research Foundation	85	47
Legal Services of North LA, Inc.	-	17
Lighthouse Mission Thrift Store	-	12
Literacy Volunteers at Centenary College	-	24
Living Word Church - Mansfield	-	276
LL Brandon Transitional Home for Boys	-	118
Louisiana Association for the Blind	-	106
LSU Health Science - Feist-Weiller	-	12
LSU Shreveport Foundation	884	-
Make-A-Wish Foundation of LA	155	51
March of Dimes	-	47
Martin Luther King Health Center	561	215
Mary's House of Louisiana, Inc.	42	24
MD Anderson		71
Mobberly Baptist Church		2,210
Morning Star Baptist Church	26	-
Mount Olive Baptist Church	26	-
MPact for Mankind Inc.	85	71
Mt Paran Missionary Baptist Church	-	-
Muscular Dystrophy Association	-	38
Natchitoches Community Alliance Foundation	-	133
Natchitoches Parish Council on Aging	-	285
Ninna's Road to Rescue	43	35
North Caddo Elementary/Middle School	21	-
North Caddo Magnet High School Growth Fund	706	-
North Highlands Elementary Fund	85	217
Northwood High School	43	-
Norwela Council, Inc. (Boy Scouts of America)	602	270
Oak Park Elementary	595	-
Oil City Rotary Club	-	125
Optimist International of Bossier City	-	16
Ovarian Cancer Research Fund	21	-
Pancreatic Cancer Action Network	4	-

**United Way of Northwest Louisiana
Notes to the Financial Statements**

Note 19: SUMMARY OF ALLOCATIONS TO AGENCIES (Continued)

Agency	2023	2022
Parish Paws	128	-
Pearls of Humanity Foundation	616	85
Perfect Fit Autism Foundation Inc.	417	157
Plant a Seed in Our Youth Foundation	9	166
Pleasant Hill Baptist Church STY Gang	43	24
Project Celebration		121
Port City Cat Rescue	221	-
Providence House	3,387	3,666
Red River Parish Back to School Bash	-	3,300
Renesting Project	-	276
Renzi Education and Art Center	149	24
River Valley Church	-	53
Riverside Elementary Fund	-	33
Rolling Hills Ministry	-	9
Rose Park Baptist - Youth Camp Fund	58	28
Salvation Army Boys & Girls Club	102	18
She Has A Name	-	24
Showers of Blessing Ministries, Inc.	-	47
Shreve Island Elementary Special Needs	476	1,019
Shreve Memorial Foundation	510	-
Shreveport Bossier Rescue Mission	1,128	1,770
Shreveport Green	72	-
Shriners Hospital	434	1,660
Sickle Cell Disease Association of America	149	59
Southern Hills Elementary Fund	42	48
St. Augustine Church		10
St. Clements Catholic Church	85	174
St. Elizabeth Ann Seaton Catholic		24
St. Jude	1,196	3,773
St. Mary of the Pines Church	43	-
St. Nicholas Orthodox Church	26	10
Stonewall Baptist Church	192	28
Summer Grove Compassion 360	213	-
Summer Grove Elementary	21	-
Sunset Acres Elementary	128	-
Summer Grove Baptist Church	-	61
Surfari Pals	-	36
Susan G. Komen	-	13
SuperMen of Christ	85	-
Teen Challenge - Minden	17	-
The Amazing Shake	-	47
The Arc of Caddo-Bossier	841	504

United Way of Northwest Louisiana
Notes to the Financial Statements

Note 19: SUMMARY OF ALLOCATIONS TO AGENCIES (Continued)

Agency	2023	2022
The Hub Ministry	573	-
The L Foundation	43	-
The Salvation Army Shreveport Corps	491	437
The Simple Church	-	47
ThinkFirst of Ark-La-Tex Inc.	-	26
Title I - Homeless Education	149	-
United Way of Southwest Louisiana		143
University Elementary Special	2,142	1,345
Volunteers of America- Communities in Sch	43	-
Volunteers for Youth Justice	47	486
Volunteers of America	85	111
Volunteers of America- Veterans	468	-
Volunteers of America North Louisiana	-	111
Watch Tower Bible and Tract Society of NY	-	14
Waylon's Fund at University Elementary	43	-
Werner Park Elementary	106	-
Women of Vision Inc.	170	71
Women's Resource Center of Natchitoches	74	-
Total agency allocations	62,596	47,768
Donor designations	-	54,075
Undesignated agency allocations	\$ 62,596	\$ 101,843

Donor designations are agency transactions recorded on the balance sheet and not reflected as income on the statement of activities.

Note 20: ASSETS HELD AS AGENT

United Way acts as financial manager for four unrelated entities and manage their bank accounts at the discretion of those other entities. United Way has no legal title to those accounts, but will be held liable for the proper management of the accounts as directed by the respective entities. Accordingly, as United Way has no discretionary authority over these accounts. As of December 31, 2023 and 2022, United Way of Northwest Louisiana maintained bank accounts for the four entities, in the amount of \$14,863 and \$14,863, respectively.

Note 21: RELATED PARTIES

During the year ended December 31, , United Way maintained an operating checking account at a bank whom the local market President is serving on the board of directors of United Way.

United Way of Northwest Louisiana Notes to the Financial Statements

Note 21: RELATED PARTIES (Continued)

United Way has a funding agreement with Louisiana Association of United Ways (LAUW) to maintain responsibility for Louisiana 211 database management. The agreement requires monthly payments of \$9,590 to LAUW. United Way paid \$115,080 and \$124,800 in fees for the years ended December 31, 2023 and 2022, respectively.

Note 22: BENEFICIAL INTEREST IN ASSETS OF FOUNDATION

The United Way established an endowment fund in 1998, the income of which is intended initially to help fund the cost of an additional staff member at United Way, and to eventually expand into an overall operations endowment by funding most or all of the annual cost of administering United Way. United Way transferred control of this endowment fund to the Community Foundation of North Louisiana during 1999. Under the terms of the agreement, variance power and legal ownership of the funds rest with the Foundation, United Way of Northwest Louisiana is the beneficiary of the reciprocal transfer.

Net investment income and/or capital appreciation/depreciation of the endowment fund must be distributed to United Way at least annually, provided the average market value is greater than the amount contributed to the fund.

	2023	2022
Beginning balance, January 1	\$ 286,613	\$ 327,510
Contributions	-	-
Interest	4,806	4,592
Net realized and unrealized gain	24,454	(31,569)
Administrative fees	(2,922)	(2,853)
Distributions to United Way	(11,470)	(11,067)
Ending balance, December 31	\$ 301,480	\$ 286,613

Note 23: UNITED WAY PROGRAMS

The Organization has several internal programs influencing the community. United Way programs expenses for the years ended December 31, 2023 and 2022, consisted of the following:

	2023	2022
Louisiana 211	\$ 105,490	\$ 76,720
EXIT-318	2,000	188,853
Dolly Parton Imagination Library	106,788	126,095
NWLA Fund - rent and utility assistance	164,535	116,271
Total United Way Programs	\$ 378,813	\$ 507,939

United Way of Northwest Louisiana Notes to the Financial Statements

Note 24: SUBSEQUENT EVENTS

Management evaluated all events or transactions that occurred after December 31, 2023 through November 25, 2024, the date the Organization's financial statements were available to be issued.

SUPPLEMENTARY INFORMATION

**United Way of Northwest Louisiana
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the year ended December 31, 2023**

Agency Head Name: LaToria Thomas, President and CEO

Purpose	Amount
Salary and other compensation	\$ -
Benefits-insurance (health insurance premiums)	\$ -
Benefits-retirement	\$ -
Deferred compensation	\$ -
Car allowance	\$ -
Vehicle provided by agency	\$ -
Per diem	\$ -
Reimbursements	\$ -
Travel	\$ -
Registration fees	\$ -
Conference travel	\$ -
Housing	\$ -
Unvouchered expenses (example: travel advances, etc.)	\$ -
Special meals	\$ -
Other	\$ -

REPORT ON INTERNAL CONTROL AND COMPLIANCE MATTERS



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**Independent Auditors' report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards***

To Board of Directors and Management
United Way of Northwest 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 United Way of Northwest Louisiana (a nonprofit organization), which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated November 25, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered United Way of Northwest Louisiana's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the United Way of Northwest Louisiana's internal control. Accordingly, we do not express an opinion on the effectiveness of the United Way of Northwest Louisiana'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 the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item 2023-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

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

United Way of Northwest Louisiana's Response to Findings

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the United Way of Northwest Louisiana'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 United Way of Northwest Louisiana's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Shreveport,
November 25, 2024

Louisiana

**United Way of Northwest Louisiana
Schedule of Findings and Questioned Costs
For the year ended December 31, 2023**

Current Year Findings

2023-001 CORRECTION OF ERROR TO FY2022 FINANCIAL STATEMENTS

Condition: In testing of contract reimbursement requests and receipts, \$45,772 received during 2023 relating to FEC services in 2022 was not accrued. This amount is considered material to the FY22 financial statements. This caused an adjustment and restatement to the prior year financials statements to properly reflect this revenue.

Criteria: When services are delivered or performed, and the revenue is earned based on the terms of the contract, the organization recognizes the revenue in financial statements. The organization should establish a receivable or a similar account on its balance sheet to track the amounts of revenue that have been recognized but not yet invoiced.

Cause: Reimbursement requests for the CEA with the City of Shreveport cannot be issued until a signed purchase order is received which was not until the FY23. This cause management to send requests during 2023 instead of 2022 when services were performed.

Effect: Understatement of revenue and accounts/unbilled receivables for the period under audit.

Recommendation: It is recommended that management implement policies and procedures to ensure capturing and recording of all unbilled services at year end.

Management Response: United Way acknowledges the audit finding regarding the recognition of revenue for FEC services performed in 2022 but not accrued until 2023. At the time, United Way did not have an in-house Director of Finance and relied on the FEC Program Manager to oversee the financial reporting, including contract reimbursements. To address this issue and prevent recurrence, United Way has taken a significant step by hiring a full-time Director of Finance with expertise in accounting. This professional will be responsible for monitoring all financial matters, ensuring compliance with accounting standards, and implementing procedures to accurately capture and record revenue in the appropriate reporting periods.

Prior Year Findings

2022-001 AGENCY FUND CORRECTION

Condition: In performing the review of Accounts Payable, it was noted that a reimbursement payment for CenterPoint Energy was in the United Way's AP listing. This payment should have come out of the agency funds and should not be reflected as part of United Way's Accounts Payable.

Status: Resolved



United Way of Northwest Louisiana

STATEWIDE AGREED-UPON PROCEDURES REPORT

December 31, 2023

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

To the Board of Directors of United Way of Northwest Louisiana
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. United Way of Northwest Louisiana's management is responsible for those C/C areas identified in the SAUPs.

United Way of Northwest Louisiana has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2023 through December 31, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated results are as follows:

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.

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

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.

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

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

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

- 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).

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

- 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 rates of pay or approval and maintenance of pay rate schedules.

Results: Policy does not include reviewing and approving time and attendance records, including leave and overtime worked 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.

Results: Policy does not include types of services requiring written contracts, standard terms and conditions, legal review, or monitoring process.

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

Results: Policy does not include dollar thresholds by category of expenses.

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

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

- 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.

Results: This procedure is not applicable as United Way of Northwest Louisiana is not a governmental entity.

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

Results: This procedure is not applicable as United Way of Northwest Louisiana is not a governmental entity.

- 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.

Results: United Way has procedures related to periodic testing/verification that backups can be restored and identification of personnel, processes, and tools needed to recover operations after a critical event; however, the procedures are not part of written policies. No other exceptions were identified.

- 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.

Results: This procedure is not applicable as United Way of Northwest Louisiana is not a governmental entity.

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.

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

- 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. *Alternatively, for those entities reporting on the not-for-profit 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.*

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

- 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.

Results: This procedure is not applicable as United Way of Northwest Louisiana is not a governmental entity.

- 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.

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

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);
Results: No exceptions were found as a result of applying the procedure.
 - b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and
Results: No exceptions were found as a result of applying the procedure.
 - 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.
Results: No exceptions were found as a result of applying the procedure.

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).
Results: CRI obtained a listing of deposits sites and management's representation that the listing was complete. United Way has one deposit site.
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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that
 - a) Employees responsible for cash collections do not share cash drawers/registers;
Results: No exceptions were found as a result of applying the procedure.
 - b) Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;
Results: One person responsible for collecting cash is also responsible for making bank deposits.

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

Results: One person responsible for collecting cash is also responsible for posting for general ledger.

- 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, is (are) not also responsible for collecting cash, unless another employee/official verifies the reconciliation.

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

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

Results: Per review of policy for the period, there was bond or insurance coverage for theft in place.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3 (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

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

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

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

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

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

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

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

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

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

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

Non-Payroll Disbursements (excluding card purchases, 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).

Results: CRI obtained a listing of locations that process payments and management's representation that the listing was complete.

9. For each location selected under procedure #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, then 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 or making the purchase;

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

- b) At least two employees are involved in processing and approving payments to vendors;

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

- 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;

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

- 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; and

Results: The employee responsible for processing payments also mails the checks.

- 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.

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

10. For each location selected under procedure #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, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

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

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #9, as applicable.

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

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 disbursements if less than 5) and observe that each electronic disbursement was

a) Approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and

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

b) Approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

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

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

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

Results: CRI obtained a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards for the fiscal period and management's representation that the listing is complete.

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 (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

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

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

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

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

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

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 and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected

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

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

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

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

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1g; and

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

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

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

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. *Alternatively, 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

Results: CRI obtained listing of all agreements/contracts and management's representation it is complete.

- 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;

Results: This procedure is not applicable as United Way of Northwest Louisiana is not a governmental entity.

- 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);

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

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

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

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

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

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.

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

18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #17 above, obtain attendance records and leave documentation for the pay period, and

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

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

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;

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

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

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

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

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

- 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 and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

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

- 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.

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

Ethics

- 21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17 obtain ethics documentation from management, and

- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

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

Results: This procedure is not applicable to United Way of Northwest Louisiana as a nonprofit.

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

Results: This procedure is not applicable to United Way of Northwest Louisiana as a nonprofit.

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 that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Results: This procedure is not applicable to United Way of Northwest Louisiana as a nonprofit.

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).

Results: This procedure is not applicable to United Way of Northwest Louisiana as a nonprofit.

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 as required by R.S. 24:523.

Results: Management represented that no misappropriations of public funds and assets occurred during the fiscal period.

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

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

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 there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

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

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

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

- 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.

Results: 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 procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

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

Prevention of Sexual Harassment

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Results: Per footnote in AUP guidelines, "private non-profit that is subject to audit by virtue of the receipt of public funds does not appear to be subject to the sexual harassment law, R.S. 42:341, et seq. However, the non-profit could be subject to the law as part of its agreement to receive the public funds." Nothing in agreements inspected by CRI indicated that sexual harassment is required for receipt of public funds.

30. Observe that 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).

Results: This procedure is not applicable to United Way of Northwest Louisiana as a nonprofit.

31. 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 that the report 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.

Results: This procedure is not applicable to United Way of Northwest Louisiana as a nonprofit.

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

We are required to be independent of United Way of Northwest Louisiana and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Carr, Riggs & Ingram, L.L.C.

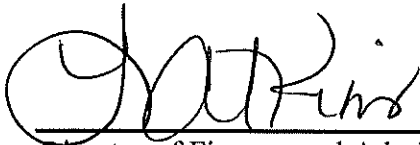
CARR, RIGGS, & INGRAM, LLC

Shreveport, Louisiana

November 25, 2024

Response to Exceptions in the SAUP Results Report:

We have done a preliminary review of the recommendations in the AUP results. We are in agreement with the report as provided by Carr, Riggs & Ingram, CPAs and Advisors. United Way of Northwest Louisiana will adjust policies and procedures and implement changes where necessary to meet the expectations identified in the report.



Director of Finance and Administration