

**NORTHSHORE FAMILIES
HELPING FAMILIES, INC.**

FINANCIAL STATEMENTS

June 30, 2022 and 2021



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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Northshore Families Helping Families, Inc.

Opinion

We have audited the financial statements of Northshore Families Helping Families, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, 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 Northshore Families Helping Families, Inc. as of June 30, 2022 and 2021, 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 audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the 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 *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are required to be independent of Northshore Families Helping Families, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Northshore Families Helping Families, Inc.'s ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditors' 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, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards 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 Northshore Families Helping Families, Inc.'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 Northshore Families Helping Families, Inc.'s ability to continue as a going concern for a reasonable period of time.

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

Other Matters

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying Summary of Compensation, Benefits and Other Payments to Agency Heads is presented 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 a report dated January 18, 2023 on our consideration of Northshore Families Helping Families, Inc.'s, internal control over financial reporting and our tests of its compliance with certain provision of laws, regulations, contracts and grants 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 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 Northshore Families Helping Families, Inc.'s internal control over financial reporting and compliance.

Wegmann Bazet

Metairie, Louisiana
January 18, 2023

NORTHSHORE FAMILIES HELPING FAMILIES, INC.

STATEMENTS OF FINANCIAL POSITION

June 30, 2022 and 2021

ASSETS

	2022	2021
Current assets		
Cash and cash equivalents	\$ 218,475	\$ 222,769
Accounts receivable	35,558	28,521
Other receivables	3,729	-
Prepaid expenses	6,137	-
Total current assets	263,899	251,290
Property and equipment, at cost less accumulated depreciation	221,509	224,651
Total assets	\$ 485,408	\$ 475,941

LIABILITIES

Current liabilities		
Accounts payable	\$ 1,366	\$ 22,850
Accrued expenses	4,141	4,821
Accrued payroll liabilities	10,866	11,053
Current portion of long-term debt	7,600	7,100
Total current liabilities	23,973	45,824
Long-term debt, less current portion	123,704	131,354
Total liabilities	147,677	177,178

NET ASSETS

Without donor restrictions	337,731	298,763
Total net assets	337,731	298,763
Total liabilities and net assets	\$ 485,408	\$ 475,941

See accompanying Notes to Financial Statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
STATEMENTS OF ACTIVITIES

For the Years Ended June 30, 2022 and 2021

	2022	2021
Revenues and other support		
Contract revenue	\$ 4,200	\$ 3,850
Contributions	15,892	16,585
Direct public grants	271,105	255,405
Program income	1,200	-
Interest income	415	700
Other income	-	23,551
	<u>292,812</u>	<u>300,091</u>
 Expenses		
Program services		
Louisiana Department of Education	81,663	31,506
Florida Parishes Human Services Authority	78,779	97,245
Children's Special Health Services	7,562	5,861
Louisiana Development Disabilities Council FHF Center	47,006	59,972
Louisiana Family to Family Health Center	475	1,214
Other program services	1,500	1,500
Supporting services		
Fundraising expenses	6,057	-
Management and general	30,802	51,270
	<u>253,844</u>	<u>248,568</u>
 Change in net assets	 38,968	 51,523
 Net asset without donor restrictions, Beginning of year	 <u>298,763</u>	 <u>247,240</u>
Net asset without donor restrictions, End of year	<u>\$ 337,731</u>	<u>\$ 298,763</u>

See accompanying Notes to Financial Statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2022

	Program Services						Supporting Services			
	Louisiana Department of Education	Florida Parishes Human Services Authority	Children's Special Health Services	LA Development Disabilities Council FHF Center	Louisiana Family to Family Health Center	Other program services	Total program services	Fundraising expenses	Management and general	Total
Administrative costs	\$ 123	\$ 123	\$ -	\$ 123	\$ -	\$ -	\$ 369	\$ 6,057	\$ 547	\$ 6,973
Advertising	-	-	-	-	-	-	-	-	1,336	1,336
Bank service charges	-	-	-	-	-	-	-	-	54	54
Contract labor	-	-	-	-	-	-	-	-	85	85
Depreciation	-	-	-	-	-	-	-	-	6,492	6,492
Dues and subscriptions	437	776	582	776	339	-	2,910	-	3,456	6,366
Insurance	861	862	279	1,237	-	-	3,239	-	-	3,239
Interest expense	-	-	-	-	-	-	-	-	7,868	7,868
Postage and delivery	-	13	-	-	-	-	13	-	177	190
Printing and copying	-	-	-	-	-	-	-	-	512	512
Professional services	3,065	3,065	2,737	1,971	110	-	10,948	-	-	10,948
Repairs and maintenance	16	-	-	-	-	-	16	-	5,234	5,250
Salaries and taxes	70,626	69,836	-	40,005	-	-	180,467	-	4,398	184,865
Seminars and education	2,361	-	300	206	-	1,500	4,367	-	643	5,010
Supplies	2,007	1,937	1,730	1,245	-	-	6,919	-	-	6,919
Telephone	1,424	1,424	1,271	965	-	-	5,084	-	-	5,084
Utilities	743	743	663	478	26	-	2,653	-	-	2,653
Total	\$ 81,663	\$ 78,779	\$ 7,562	\$ 47,006	\$ 475	\$ 1,500	\$ 216,985	\$ 6,057	\$ 30,802	\$ 253,844

See accompanying Notes to Financial Statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended June 30, 2021

	Program Services						Supporting Services		Total	
	Louisiana Department of Education	Florida Parishes Human Services Authority	Children's Special Health Services	LA Development Disabilities Council FHF Center	Louisiana Family to Family Health Center	Other program services	Total program services	Fundraising expenses		Management and general
Administrative costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341	\$ 341
Advertising	487	392	-	392	-	-	1,271	-	1,846	3,117
Bank service charges	-	-	-	-	-	-	-	-	290	290
Contributions	117	116	-	117	-	-	350	-	1,500	1,850
Contract labor	220	220	-	220	-	-	660	-	102	762
Depreciation	-	-	-	-	-	-	-	-	6,437	6,437
Dues and subscriptions	1,555	2,196	-	2,196	-	-	5,947	-	1,952	7,899
Equipment rental	674	736	-	736	-	-	2,146	-	-	2,146
Insurance	2,464	2,509	-	2,509	-	-	7,482	-	348	7,830
Interest expenses	-	-	-	-	-	-	-	-	8,275	8,275
Postage and delivery	114	114	-	114	-	-	342	-	113	455
Professional services	1,481	1,481	1,244	1,481	237	-	5,924	-	10	5,934
Repairs and maintenance	322	351	-	375	-	-	1,048	-	23,869	24,917
Salaries and taxes	18,978	84,116	1,266	47,290	-	-	151,650	-	4,448	156,098
Seminars and education	99	19	-	19	-	1,500	1,637	-	1,739	3,376
Supplies	1,588	1,588	1,433	1,022	-	-	5,631	-	-	5,631
Telephone	1,181	1,181	942	1,182	-	-	4,486	-	-	4,486
Utilities	2,226	2,226	976	2,319	977	-	8,724	-	-	8,724
Total	<u>\$ 31,506</u>	<u>\$ 97,245</u>	<u>\$ 5,861</u>	<u>\$ 59,972</u>	<u>\$ 1,214</u>	<u>\$ 1,500</u>	<u>\$ 197,298</u>	<u>\$ -</u>	<u>\$ 51,270</u>	<u>\$ 248,568</u>

See accompanying Notes to Financial Statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
STATEMENTS OF CASH FLOWS

For the Years Ended June 30, 2022 and 2021

	2022	2021
Cash flows from operating activities:		
Change in net assets	\$ 38,968	\$ 51,523
Adjustments to reconcile net assets to net cash provided by operating activities:		
Depreciation	6,492	6,437
Paycheck Protection Program forgiveness	-	(55,214)
(Increase) decrease in operating assets:		
Accounts receivable	(7,037)	(111)
Other receivables	(3,729)	-
Prepaid expenses	(6,137)	-
Other noncurrent assets	-	1,700
Increase (decrease) in operating liabilities:		
Accounts payable	(21,484)	22,817
Accrued expenses	(680)	1,648
Accrued payroll liabilities	(187)	1,832
Net cash provided by operating activities	<u>6,206</u>	<u>30,632</u>
Cash flows from investing activities:		
Purchase of property and equipment	<u>(3,350)</u>	<u>-</u>
Net cash used by investing activities	<u>(3,350)</u>	<u>-</u>
Cash flows from financing activities:		
Paycheck Protection Program grant	-	31,680
Repayments of long-term debt	<u>(7,150)</u>	<u>(6,743)</u>
Net cash used by financing activities	<u>(7,150)</u>	<u>24,937</u>
Net (decrease) increase in cash	(4,294)	55,569
Cash and cash equivalents at beginning of year	<u>222,769</u>	<u>167,200</u>
Cash and cash equivalents at end of year	<u>\$ 218,475</u>	<u>\$ 222,769</u>

See accompanying Notes to Financial Statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended June 30, 2022 and 2021

1) The Organization

Northshore Families Helping Families, Inc. (the Organization) is a not-for-profit organization established in 1992. The mission of the Organization is to provide the individualized services, information, resources and support needed to positively enhance the independence, productivity and inclusion of individuals with disabilities. The primary sources of revenue are from contributions, grants and contracts for services provided.

2) Summary of significant accounting policies

The following are summaries of significant accounting policies of the Organization:

a) Basis of accounting

The Organization's policy is to prepare its financial statements on the accrual basis of accounting, which recognizes all revenues and the related assets when earned and all expenses and the related obligations when incurred.

b) Financial statement presentation

Financial Accounting Standards Board ("FASB"), Accounting Standards Codification ("ASC") 958, *Not-for-Profit Entities*, requires the net assets and changes in net assets be reported for two classifications – net assets with donor restrictions and net assets without donor restrictions based on the existence or absence of donor imposed restrictions. Restricted contributions whose restrictions are met in the same reporting period are reported as unrestricted contributions.

c) Cash and cash equivalents

For purposes of the statements of cash flows the Organization considers all highly liquid debt instruments purchased with maturities of three months or less to be cash equivalents.

d) Accounts receivable

The Organization's receivables at June 30, 2022 and 2021 consist of amounts owed from state and local private and public agencies for grants and fees for service programs. The Organization considers all amounts to be fully collectible. Therefore, an allowance for uncollectible accounts is not provided in these financial statements.

e) Use of estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles ("GAAP") requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

f) Income taxes

The Organization is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code. The Organization has filed for and received income tax exemptions in the various jurisdictions where it is required to do so. The Organization files Form 990 tax returns in the U.S. federal jurisdiction and in Louisiana.

The Organization adopted the provisions of ASC 740, *Income Taxes*, requires management to assess uncertain tax positions. Management of the Organization believes there are no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax positions. With few exceptions, the Organization is not subject to U.S. federal, state and local income tax examination by tax authorities beyond three years from the filing of those returns.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended June 30, 2022 and 2021

2) Summary of significant accounting policies (continued)

g) Functional expenses allocation

The costs of providing the program services and other activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses are allocated on a reasonable basis that is consistently applied.

When possible, expenses are first allocated by direct identification and then by allocation if an expenditure benefits more than one program or function. The expenses that are allocated are allocated on the basis of estimates of time and effort.

h) Property and equipment

Property and equipment are carried at cost. Depreciation of property is provided over the estimated useful lives of the assets using the straight-line method. Repairs and maintenance are expensed as incurred. Expenditures that increase the value or productive capacity of assets are capitalized. When property and equipment are retired, sold, or otherwise disposed of, the assets carrying amount and related accumulated depreciation of the assets are removed from the accounts and any gain or loss is included in operations. Depreciation is provided on the straight-line method over the following useful lives.

	<u>Estimated lives</u>
Building	39 years
Equipment	4 - 7 years

i) Revenue recognition

Unconditional promises to give that are expected to be collected within on year are recorded at net realizable value. Unconditional promises to give expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contribution revenue in the statements of activities. The Organization determines the allowance for uncollectable promises to give based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Promises to give are written off when deemed uncollectable. At June 30, 2022, all promises to give were collected during 2022, therefore, no allowance was deemed necessary nor was any discount rate applied.

Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met. Until that point, any amounts received are recorded as refundable advances.

Program service fees, exchange-type grants and contracts revenue are recognized when services are provided. Program fees, payments under exchange-type grants and contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred.

j) Contributed services

The Organization relies on volunteers to assist with many routine services and activities related to the Organization. If these services and activities (a) neither create nor enhance a nonfinancial asset, nor (b) require specialized skills provided by individuals possessing those skills, which would typically need to be purchased if not provided by donation, their value is not recognized in the financial statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended June 30, 2022 and 2021

2) Summary of significant accounting policies (continued)

k) Fundraising

All expenses associated with fundraising events are expensed as incurred.

l) Advertising costs

The Organization uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. Advertising expense for the years ended June 30, 2022 and 2021 was \$1,336 and \$3,117, respectively.

m) New accounting pronouncements

In February 2016, the FASB issued ASU No. 2016-02, *Leases*. This accounting standard requires lessees to recognize assets and liabilities related to lease arrangements longer than 12 months on the statements of financial position as well as additional disclosures. The updated guidance was effective for annual periods beginning after December 15, 2021. Management is currently assessing the impact of this pronouncement on its financial statements.

In September 2020, the FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for Profit Entities for Contributed Nonfinancial Assets*. This accounting standard improves transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind, for not-for-profit organizations through enhancements to presentation and disclosure. The standard is effective for annual periods beginning after December 15, 2021. Management is currently assessing the impact of this pronouncement on its financial statements.

n) Concentrations of credit risk

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of cash deposits. The Organization at times has cash on deposit at financial institutions that is in excess of federally insured limits. Accounts are guaranteed by the Federal Deposit Insurance Corporation up to certain limits. The Organization has not experienced any losses in such accounts. The Organization has no policy requiring collateral or other security to support its deposits or receivables.

3) Liquidity and availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statements of financial position date, comprise the following:

	<u>2022</u>	<u>2021</u>
Cash and cash equivalents	\$ 218,475	\$ 222,769
Accounts receivable	35,558	28,521
Other receivable	3,729	-
	<u>\$ 257,762</u>	<u>\$ 251,290</u>

The Organization receives significant contributions restricted by donors and considers contributions restricted for programs which are ongoing, major and central to its annual operations to be available to meet cash needs for general expenditures.

The Organization manages its liquidity and reserves following three guiding principles: operating within a prudent range of financial soundness and stability, maintaining adequate liquid assets to fund near-term operating needs, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended June 30, 2022 and 2021

4) Property and equipment

Property and equipment consists of the following:

	<u>2022</u>	<u>2021</u>
Building	\$ 234,148	\$ 234,148
Equipment	13,621	10,271
Total cost	247,769	244,419
Less: accumulated depreciation	(26,260)	(19,768)
Property and equipment	\$ 221,509	\$ 224,651

5) Supplemental disclosures of cash flows information

	<u>2022</u>	<u>2021</u>
Cash payments for interest	\$ 7,868	\$ 8,275

6) Program grants

A substantial portion of the Organization's support and revenue is derived from grants for programs conducted. The various grants are approved on a year-to-year basis. Any unauthorized expenditures must be refunded. The Organization received approximately 94% and 86% of its revenue from grants for the years ended June 30, 2022 and 2021, respectively.

7) Long-term debt

Long-term debt consisted of the following at June 30:

	<u>2022</u>	<u>2021</u>
Note payable to a financial institution dated September 30, 2019 with a variable interest rate as defined in the agreement (5.74% at June 30, 2022). The note is payable in monthly installments of \$1,252 including interest. The note matures in September 2034 and is secured by the real estate.	\$ 131,304	\$ 138,454
Less: current portion	(7,600)	(7,100)
Long-term debt, less current portion	\$ 123,704	\$ 131,354

Aggregate maturities of long-term debt in the years subsequent to June 30, 2022 are as follows:

2022	\$	7,600
2023		8,000
2024		8,500
2025		9,000
2026		9,600
Thereafter		88,604

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended June 30, 2022 and 2021

8) Paycheck Protection Program

In April 2020, Organization received a \$35,700 loan, by a Small Business Administration (SBA) approved partner. The loan was uncollateralized and was fully guaranteed by the Federal government. The Organization was eligible for loan forgiveness of up to 100% of the loan, upon meeting certain requirements. During 2020, the Organization utilized \$12,166 of the PPP funds received on qualifying expenses and the remaining portion of \$23,534 is listed as long-term debt on the statements of financial position. The Organization anticipated utilizing the remaining portion on qualifying expenses and expected the loan to be fully forgiven. During 2021, the \$23,534 was forgiven and included in direct public grants.

During the year ended June 30, 2021, the Organization received a second loan under the Paycheck Protection Program administered by a SBA approved partner in the amount of \$31,680. The loan is uncollateralized and is fully guaranteed by the Federal government. The Organization is eligible for loan forgiveness of up to 100% of the loan, upon meeting certain requirements. During 2021, the Organization utilized \$31,680 of the PPP funds received on qualifying expenses and is included in direct public grants.

9) Coronavirus (COVID-19)

The COVID-19 pandemic has impacted and could further impact the Organization's operations and the operations of the Organization's suppliers and vendors as a result of quarantines, facility closures, and travel and logistics restrictions. The extent to which the COVID-19 pandemic impacts the Organization's business, results of operations and financial condition will depend on future developments, which are highly uncertain and cannot be predicted, including, but not limited to the duration, spread, severity, and impact of the COVID-19 pandemic, the effects of the COVID-19 pandemic on the Organization's customers, suppliers, and vendors and the remedial actions and stimulus measures adopted by local and federal governments, and to what extent normal economic and operating conditions can resume.

Even after the COVID-19 pandemic has subsided, the Organization may continue to experience adverse impacts to its business as a result of any economic recession or depression that has occurred or may occur in the future. Therefore, the Organization cannot reasonably estimate the impact at this time.

10) Subsequent events

Management has evaluated subsequent events through the date of the auditors' report, the date which the financial statements were available to be issued. There were no material subsequent events that required recognition or additional disclosure in these financial statements.

NORTHSHORE FAMILIES HELPING FAMILIES, INC.
SUPPLEMENTARY INFORMATION - SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER
PAYMENTS TO AGENCY HEAD

For the Year Ended June 30, 2022

SUMMARY OF COMPENSATION

Executive Director

Kathy Dillon 07/01/21 – 01/14/22

Purpose	Amount
Salary	\$ 37,917
Benefits-insurance	-
Reimbursements-mileage	139

Angela Durand 3/16/22 - 04/29/22

Purpose	Amount
Salary	\$ 9,167
Benefits-insurance	-
Reimbursements-mileage	67

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

To the Board of Directors
Northshore Families Helping Families, Inc.
Covington, Louisiana

We have audited, 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, the financial statements of Northshore Families Helping Families, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 18, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Northshore Families Helping Families, Inc.'s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Northshore Families Helping Families, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Northshore Families Helping Families, Inc.'s internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Northshore Families Helping Families, Inc.'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*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Metairie, Louisiana
January 18, 2023

Wegmann Bazet

NORTHSHORE FAMILIES HELPING FAMILIES, INC.

AGREED-UPON PROCEDURES

FOR THE YEAR ENDED JUNE 30, 2022

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Northshore Families Helping Families, Inc.
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Northshore Families Helping Families, Inc. (the "Organization") and the Louisiana Legislative Auditor (LLA) (the specified parties), on the Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*.

The Organization 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 Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire for the fiscal period July 1, 2021 through June 30, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purpose. 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 findings are as follows:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Organization's management.

Result of Procedure - *The Organization provided us with the following list of expenditures made for local grant awards received during the fiscal year ended June 30, 2022:*

Federal, State, or Local Grant Name	Grant Year	AL No. (if applicable)	Amount
Bureau of Family Health	2022	N/A	\$ 45,000
Louisiana Developmental Disabilities	2022	N/A	111,946
Louisiana Family to Family Health	2022	N/A	4,200
Florida Parishes Human Services Authority	2022	N/A	58,500
Louisiana Department of Education	2022	84.027A	49,787
			\$ 269,433

2. For each local grant award, randomly select six disbursements during the fiscal year, provided that no more than 30 disbursements are selected.

Result of Procedure - *The disbursement selections were in accordance with the requirements of the Agreed Upon Procedures.*

3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

***Result of Procedure** - Each of the selected disbursements agreed to the amount and payee in the supporting documentation.*

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

***Result of Procedure** - All of the disbursements were coded to the correct fund and general ledger account.*

5. Report whether the selected disbursements were approved in accordance with the Organization's policies and procedures.

***Result of Procedure** - The Organization's policies and procedures state that the Executive Director (ED) must approve all disbursements. Any expense reports for reimbursement to the ED are sent to the board members for review and approval. Once the ED's expense reports are approved, the checks are signed. Documentation supporting each of the selected disbursements included the signature of the ED and the approval of the board, if applicable.*

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

***Result of Procedure** – All local disbursements were in program compliance and/or in grant agreement compliance relating to activities allowed or unallowed, eligibility and reporting.*

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Organization's financial records; and report whether the amounts in the close-out reports agree with the Organization's financial records.

***Result of Procedure** - The selected disbursements came from five grants. The Organization is required to submit monthly expenditure reports and support to the grantors. The expenditure reports submitted agree with the Organization's financial records. There was no close out report required for these grants.*

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions. Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website at <http://app1.la.state.la.us/llala.nsf>, to determine whether a non-profit agency is subject to the open meetings law.

***Result of Procedures** - Management represented that the Organization is not required to follow open meeting laws.*

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the Organization provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for state grants also included specific goals, objectives, and measures of performance.

Result of Procedure - *Obtained Cooperative Endeavor Agreement between grantors and the Organization in which the funding is defined, and purpose is outlined. The Organization submits expense reimbursements monthly to use towards the operations of the Organization as well as general and administrative expenses.*

State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

Result of Procedure - The Organization's report was submitted to the Legislative Auditor before the statutory due date of December 31, 2022.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Result of Procedure - The Organization's management represented that the Organization did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior-Year Comments

12. Obtain and report management's representation as to whether any prior year suggestions, exceptions, recommendations, and/or comments have been resolved.

Result of Procedure - Not applicable.

We were engaged by the Organization 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 the Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2022. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Organization 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 of the Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2022, 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.

Wegmann Bazet

Metairie, Louisiana
January 18, 2023

ATTACHMENTS:

SIGNED LOUISIANA ATTESTATION QUESTIONNAIRE


BOARD RESOLUTION

The Northshore Families Helping Families Board of Directors held a circular resolution on January 29, 2023. By unanimous consent, it was approved that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation do hereby adopt the Louisiana Compliance Questionnaire as completed as part of the financial audit. The responses in the said document have been made to the best of our belief and knowledge.

The above resolution was unanimously voting in accordance with the bylaws and articles of incorporation.

Board Signatures:


Heather Leigh St Amant (Jan 29, 2023 14:05 CST)
Heather St. Amant


Jan 29, 2023
Date


Sean Morrison (Jan 29, 2023 16:38 CST)
Sean Morrison


Jan 29, 2023
Date


Amanda Mitchell (Jan 29, 2023 20:08 CST)
Amanda Mitchell

Jan 29, 2023
Date


Marcy Donham (Jan 30, 2023 11:29 CST)
Marcy Donham

Jan 30, 2023
Date


Troy Broussard (Jan 30, 2023 13:50 CST)
Troy Broussard

Jan 30, 2023
Date

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana quasi-public agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J. Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

January 3, 2023 (Date Transmitted)

Wegmann Dazet, APC (CPA Firm Name)
111 Veterans Boulevard, Suite 800 (CPA Firm Address)
Metairie, Louisiana 70005 (City, State Zip)

In connection with your audit of our financial statements as of June 30, 2022 and for year ended June 30, 2022 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of January 3, 2023 (date completed/date of the representations).

PART I. Agency Profile

1. Name and address of the organization.

Northshore Families Helping Families, Inc.
108 Highland Park Plaza
Covington, Louisiana 70433

2. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Executive Directors:

Kathy Dillon, 985-690-0956, 197 Del Sol West, Covington LA 70433
Angela Durand, 985-974-7482, 1116 Tuttle Rd, Hammond LA 70403

Board Members:

Heather St. Amant, 504-915-6753, 44027 Easy Street, Hammond La 70403
Sean Morrison, 504-931-4999, 2942 Palm Circle, Slidell, LA 70458
Amanda Mitchell, 225-718-4761, 43527 McCain Lane, Hammond La 70403
Bambi Guilbeau, 225-726-0290, 716 Patricia Dr. Denham Springs, LA 70726
Kathleen Martinell, 985-646-6539, 19 Piper Lane Mandeville, LA 70448
Troy Broussard, 504-388-8895, 324 River Landing Drive, Slidell LA 70461
Marcy Donham, 985-373-6299, 2677 Bluff Court, Mandeville LA 70448

3. Period of time covered by this questionnaire. Audited period July 2021 – June 2022

4. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances. N/A

5. Briefly describe the public services provided.

NFHF Provides individualized services, information, resources, and support needed to positively enhance the independence, productivity, and inclusion of individuals with disabilities, children with special health needs, and their families.

6. Expiration date of current elected/appointed officials' terms. Board officer terms are 1 year in duration.

Chairperson	Heather St. Amant	Expiration 2024
Vice-Chairperson	Sean Morrison	Expiration 2024
Secretary	Amanda Mitchell	Expiration 2024
Treasure	Troy Broussard	Expiration 2024

Part II. Federal, State, and Local Awards

7. We have detailed for you the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes No N/A

8. All transactions relating to federal grants have been properly recorded within our accounting records and reported to the appropriate federal grantor officials.

Yes No N/A

9. All transactions relating to state grants have been properly recorded within our accounting records and reported to the state grantor officials.

Yes No N/A

10. All transactions relating to local grants have been properly recorded within our accounting records and reported to the appropriate local grantor officials.

Yes No N/A

11. The reports filed with federal agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

12. The reports filed with state agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

13. The reports filed with local agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

14. We have complied with all applicable compliance requirements of all federal programs we administer,

Yes No N/A

15. We have complied with all applicable specific requirements of all state programs we administer, to include matters contained in the grant awards.

Yes No N/A

16. We have complied with all applicable specific requirements of all local programs we administer, to include matters contained in the grant awards.

Yes No N/A

17. We have provided you with all communications from grantors concerning noncompliance with or deficiencies in administering grant programs.

Yes No N/A

Part III. Public Records

18. We are familiar with the Public Records Act and have made available to the public those records as required by R.S. 44:33.

Yes No N/A

Part IV. Open Meetings

19. Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "[Open Meeting FAQs](#)," available on the**

Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.

Yes No N/A

Part V. Budget

20. For each federal grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes No N/A

21. For each grant received from the state, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose, duration, specific goals and objectives, and measures of performance.

For all required... Yes No N/A

22. For each local grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes No N/A

Part VI. Reporting

23. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes No N/A

24. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No N/A

25. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.




Yes No N/A

26. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes No N/A

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

 Amanda Mitchell (Jan 29, 2023 20:08 CST)	Secretary	Jan 29, 2023	Date
 Troy Broussard (Jan 30, 2023 13:50 CST)	Treasurer	Jan 30, 2023	Date
 Heather Leigh St Amant (Jan 29, 2023 14:05 CST)	President	Jan 29, 2023	Date