

Consolidated Financial Report

Clover, Inc. and Affiliates
New Orleans, Louisiana

June 30, 2024 and 2023



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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors,
Clover Inc. and Affiliates,
New Orleans, Louisiana.

Report on the Audit of the Consolidated Financial Statements

Opinion

We have audited the accompanying consolidated financial statements of Clover Inc. and Affiliates (the "Organization") (a non-profit organization) which comprise the consolidated statement of financial position as of June 30, 2024, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of Clover Inc. and Affiliates as of June 30, 2024, and the changes in its net assets, functional expenses, and its cash flows for the year then ended in conformity 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 consolidated 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 Consolidated Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated 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 consolidated financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the consolidated financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidated 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 consolidated 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 consolidated financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidated financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

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

Report on Summarized Comparative Information

We have previously audited the Organization's 2023 consolidated financial statements and expressed an unmodified audit opinion on those audited consolidated financial statements in our report dated March 27, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the consolidated 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 consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated financial statements as a whole.

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements as a whole. The supplemental schedule (page 32) is presented for purposes of additional analysis and is not a required part of the consolidated financial statements. Schedule 1 is required by Louisiana Revised Statute 24:513(a)(3). Such information in the supplemental schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements. The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated 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 consolidated financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 19, 2024, on our consideration of the Organization's internal control over consolidated financial reporting and on our test of its compliance with certain provisions of laws, regulations, contracts and grant agreement, and other matters. The purpose of that report is to describe the scope of our testing of internal control over consolidated financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over consolidated financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Bougeois Bennett, L.L.C." in a cursive script.

Certified Public Accountants.

New Orleans, Louisiana,
December 19, 2024.

CONSOLIDATED STATEMENT OF FINANCIAL POSITION**Clover Inc. and Affiliates**

New Orleans, Louisiana

June 30, 2024

(with comparative totals for 2023)

	<u>2024</u>	<u>2023</u>
ASSETS		
Cash and cash equivalents	\$ 1,788,633	\$ 4,678,348
Accounts receivable:		
Government contracts	262,685	803,664
Other	360,880	302,142
Unconditional promises to give, net	78,462	504,143
Prepaid expenses	669,296	658,465
Investments	6,868,054	3,733,226
Property and equipment, net	<u>10,397,607</u>	<u>10,723,982</u>
Total assets	<u><u>\$20,425,617</u></u>	<u><u>\$21,403,970</u></u>
LIABILITIES		
Accounts payable and accrued liabilities	\$ 1,231,519	\$ 1,130,876
Accrued payroll and related liabilities	354,352	357,032
Refundable advances	212,009	230,009
Note payable	<u>916,804</u>	<u>1,069,968</u>
Total liabilities	<u>2,714,684</u>	<u>2,787,885</u>
NET ASSETS		
Without donor restrictions:		
Undesignated	9,469,441	12,983,216
Designated	6,198,871	3,079,647
With donor restrictions	<u>2,042,621</u>	<u>2,553,222</u>
Total net assets	<u>17,710,933</u>	<u>18,616,085</u>
Total liabilities and net assets	<u><u>\$20,425,617</u></u>	<u><u>\$21,403,970</u></u>

See notes to consolidated financial statements.

CONSOLIDATED STATEMENT OF ACTIVITIES**Clover Inc. and Affiliates**

New Orleans, Louisiana

For the year ended June 30, 2024
(with comparative totals for 2023)

	Without Donor Restrictions	With Donor Restrictions	2024 Totals	2023 Totals Only
Revenues and Other Support				
Governmental support and grants	\$13,388,774	\$ -	\$13,388,774	\$14,818,535
Contributions	772,304	-	772,304	791,357
Foundation and corporate grants	843,503	32,500	876,003	3,937,656
Fundraising	25,654	-	25,654	48,578
Investment income, net	567,453	78,096	645,549	325,292
Program fees	191,672	-	191,672	245,001
United Way funding	42,805	-	42,805	40,712
Other income	303,720	-	303,720	318,702
Net assets released from restrictions:	621,197	(621,197)	-	-
Total revenues and other support	16,757,082	(510,601)	16,246,481	20,525,833
Expenses				
Program services:				
Head Start	4,163,703	-	4,163,703	4,560,294
Youth Program	217,231	-	217,231	193,608
Adult Day Health Care	1,021,755	-	1,021,755	909,870
2 Gen	405,363	-	405,363	676,213
Early Head Start	7,016,906	-	7,016,906	7,479,553
K-Prep	93,167	-	93,167	32,283
Community and Supportive Services	212,855	-	212,855	204,686
Participant Meal Program	594,268	-	594,268	562,451
Total program services	13,725,248	-	13,725,248	14,618,958
Supporting services:				
General and administrative	2,938,674	-	2,938,674	2,790,476
Fundraising	487,711	-	487,711	454,395
Total supporting services	3,426,385	-	3,426,385	3,244,871
Total expenses	17,151,633	-	17,151,633	17,863,829
Increase (decrease) in net assets	(394,551)	(510,601)	(905,152)	2,662,004
Net Assets				
Beginning of year	16,062,863	2,553,222	18,616,085	15,954,081
End of year	\$15,668,312	\$2,042,621	\$17,710,933	\$18,616,085

See notes to consolidated financial statements.

CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES**Clover Inc. and Affiliates**
New Orleans, LouisianaFor the year ended June 30, 2024
(with comparative totals for 2023)

	2024												2023
	Head Start	Youth Program	Adult Day Health Care	2 Gen	Early Head Start	K-Prep	Residential Engagement	Participant Meal Program	Total Program Services	General and Administrative	Fundraising	Total Expenses	Totals Only
Salaries and wages	\$2,271,955	\$ 15,488	\$ 490,715	\$127,126	\$3,837,168	\$81,536	\$100,630	\$ 89,693	\$ 7,014,311	\$1,395,704	\$239,912	\$ 8,649,927	\$ 7,930,748
Employee benefits:													
Health insurance	157,902	183	40,407	5,952	259,970	4,594	3,870	8,555	481,433	63,566	6,310	551,309	683,729
Retirement	55,534	189	10,199	4,073	108,904	1,865	2,544	2,756	186,064	24,536	3,671	214,271	195,113
Other	8,175	28	1,688	574	14,472	202	422	391	25,952	2,857	312	29,121	24,083
Payroll taxes	235,037	5,504	54,589	11,116	388,909	4,765	11,780	11,903	723,603	109,396	18,465	851,464	722,642
Total personnel and related expenses	2,728,603	21,392	597,598	148,841	4,609,423	92,962	119,246	113,298	8,431,363	1,596,059	268,670	10,296,092	9,556,315
Advertising	3,838	63	745	1,650	5,854	-	10	-	12,160	19,123	36,065	67,348	171,501
Bad debt	-	-	20,381	-	-	-	-	-	20,381	-	-	20,381	-
Conference, conventions, and meetings	16,719	452	3,307	79,389	24,267	185	1,225	390	125,934	20,669	14,444	161,047	178,322
Dues and subscriptions	7,994	178	2,894	1,023	12,464	20	59	85	24,717	41,038	5,643	71,398	59,337
Field trips	18,487	1,712	-	-	10,735	-	-	-	30,934	-	-	30,934	30,430
Food service	37,518	4,490	6,731	-	47,765	-	9,696	407,304	513,504	9,516	2,040	525,060	546,008
Insurance	206,582	20,464	58,633	-	243,907	-	12,153	16,972	558,711	78,208	9,879	646,798	453,457
Interest expense	-	-	-	-	-	-	-	-	-	13,165	-	13,165	23,121
Janitorial and housekeeping	35,027	8,965	7,479	-	22,310	-	1,380	16,800	91,961	38,773	1,865	132,599	241,693
Office and printing	32,365	2,591	21,794	4,022	39,033	-	2,666	1,437	103,908	25,179	19,400	148,487	163,094
Miscellaneous expenses	-	-	-	-	-	-	-	-	-	136,312	-	136,312	12,371
Professional services	321,805	69,554	131,359	86,852	275,258	-	23,863	8,165	916,856	80,730	31,065	1,028,651	1,831,781
Programming	249,191	1,231	19,234	2,046	1,271,527	-	6,525	(633)	1,549,121	(1,214)	8,175	1,556,082	1,735,076
Rent	(400)	-	-	-	5,970	-	-	-	5,570	407	-	5,977	4,334
Repairs and maintenance	88,587	17,515	5,058	-	53,185	-	5,295	15,105	184,745	106,199	6,484	297,428	365,610
Software and IT	78,332	13,702	19,683	15,135	106,631	-	10,799	8,032	252,314	75,081	17,029	344,424	669,731
Specific assistance	2,627	1,164	3,363	12,967	7,437	-	10,372	-	37,930	5,035	215	43,180	66,160
Supplies	1,442	36	2,310	-	1,850	-	159	31	5,828	932	2,101	8,861	239,331
Taxes and fees	440	11	6,099	-	363	-	6	259	7,178	2,887	205	10,270	9,216
Training	25,976	-	-	50,000	10,125	-	-	-	86,101	1,493	75	87,669	54,134
Travel and transportation	26,218	(124)	62,260	3,438	72,404	-	226	50	164,472	26,526	4,594	195,592	259,794
Utilities	154,852	29,455	36,310	-	117,857	-	4,557	6,973	350,004	127,355	5,465	482,824	473,115
Depreciation	4,036,203	192,851	1,005,238	405,363	6,938,365	93,167	208,237	594,268	13,473,692	2,403,473	433,414	16,310,579	17,143,931
	127,500	24,380	16,517	-	78,541	-	4,618	-	251,556	535,201	67,565	854,322	811,731
Less special events direct benefit to donors	-	-	-	-	-	-	-	-	-	-	(13,268)	(13,268)	(91,833)
Total expenses	<u>\$4,163,703</u>	<u>\$217,231</u>	<u>\$1,021,755</u>	<u>\$405,363</u>	<u>\$7,016,906</u>	<u>\$93,167</u>	<u>\$212,855</u>	<u>\$594,268</u>	<u>\$13,725,248</u>	<u>\$2,938,674</u>	<u>\$487,711</u>	<u>\$17,151,633</u>	<u>\$17,863,829</u>

See notes to consolidated financial statements.

CONSOLIDATED STATEMENT OF CASH FLOWS**Clover Inc. and Affiliates**

New Orleans, Louisiana

For the year ended June 30, 2024
(with comparative totals for 2023)

	<u>2024</u>	<u>2023</u>
Cash Flows From Operating Activities		
Increase (decrease) in net assets	\$ (905,152)	\$2,662,004
Adjustments to reconcile increase (decrease) in net assets to cash provided by operating activities:		
Depreciation	854,322	811,731
Realized and unrealized gain on investments	(546,326)	(277,466)
(Increase) decrease in operating assets:		
Accounts receivable	482,241	(295,043)
Promises to give	425,681	844,281
Prepaid expenses	(10,831)	(266,398)
Increase (decrease) in operating liabilities:		
Accounts payable and accrued expenses	(43,571)	(9,492)
Accrued payroll and related liabilities	(2,680)	(109,433)
Refundable advances	(18,000)	2,298
	<u>235,684</u>	<u>3,362,482</u>
Net cash provided by operating activities		
Cash Flows From Investing Activities		
Purchase of property and equipment	(383,733)	(205,387)
Sales and maturities of investments	350,517	52,690
Purchase of investments	(2,939,019)	(672,080)
	<u>(2,972,235)</u>	<u>(824,777)</u>
Net cash used in investing activities		

Exhibit D
(Continued)

	<u>2024</u>	<u>2023</u>
Cash Flows From Financing Activities		
Borrowings under line of credit	250,000	-
Repayments of line of credit	(250,000)	(300,000)
Repayments of long-term debt	<u>(153,164)</u>	<u>(145,954)</u>
Net cash used in financing activities	<u>(153,164)</u>	<u>(445,954)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(2,889,715)	2,091,751
Cash		
Beginning of year	<u>4,678,348</u>	<u>2,586,597</u>
End of year	<u><u>\$1,788,633</u></u>	<u><u>\$4,678,348</u></u>
Supplemental Disclosures of Cash Flows Information		
Cash paid for interest	<u><u>\$ 13,165</u></u>	<u><u>\$ 23,121</u></u>
Supplemental Disclosures of Non-Cash Investing and Operating Activity		
Property and equipment acquired with accounts payable	<u><u>\$ 144,214</u></u>	<u><u>\$ -</u></u>
Non-cash financing of insurance premiums	<u><u>\$ 182,245</u></u>	<u><u>\$ 145,177</u></u>
See notes to consolidated financial statements.		

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

Clover Inc. and Affiliates

New Orleans, Louisiana

June 30, 2024 and 2023

Note 1 - ORGANIZATION AND PROGRAMMING

Clover Inc. and Affiliates (the “Organization”) is a not-for-profit corporation and is a United Way agency serving Southeast Louisiana. The Organization obtains funds from Federal and state governmental grants and private donor contributions. The affiliates of the Organization include Clover Foundation, Inc., 1542 Constance Street, Inc. and Clover Investment Fund, LLC. On September 27, 2022, Kingsley House, Inc. and Kingsley House Foundation, Inc. changed their names to Clover, Inc. and Clover Foundation, Inc., respectively.

Clover Foundation, Inc. (the “Foundation”) is a Louisiana not-for-profit entity which was organized on May 28, 2013 for the purpose of serving as the fundraising arm to Clover, Inc. The Foundation is considered a supporting organization under Internal Revenue Code 509(a)(3). The Foundation is governed by a board of directors with at least 60% of the board being comprised of the Organization board members.

1542 Constance Street, LLC was formed on August 6, 2013 for the purpose of building the Patrick F. Taylor campus (the “Project”) located at municipal address 901 Richard Street, directly across from the Organization’s main campus. The Organization serves as the sole member of the entity and is responsible for its management. The facility was opened in August 2016.

On January 23, 2015, 1542 Constance Street, LLC was changed to a corporation, 1542 Constance Street, Inc., for the purpose of securing New Markets Tax Credits related to construction of a new facility to serve the community.

Programs provided by the Organization are as follows:

Head Start - A state licensed Head Start center is provided for 319 children.

Early Head Start - A state licensed Early Head Start center for 390 children. The Organization is an Early Head Start/Child Care Partnership Start grantee. Through a competitive grant process, in December of 2014 the Organization was selected as one of four grantees in the state of Louisiana. The consolidated grant allows the Organization to operate the most diverse model in the State of Louisiana.

Note 1 - ORGANIZATION AND PROGRAMMING (Continued)

Adult Day Health Care - The Organization operates an adult day health care program licensed for 157 elderly or disabled adults and a senior center for persons over 60 years old.

Participant Meals Program - The Organization operates two full kitchens to prepare and serve breakfast, lunch, and snacks to participants in the Head Start, Early Head Start, Youth Program and Adult Day Health Care programs.

Residential Engagement - The Organization provides intensive case management services for former St. Bernard Housing Development residents as they resettle in a redeveloped mixed income community.

K-Prep - The Organization provides kindergarten preparedness in the form of a before/aftercare program offered to parents who need extended services beyond the Head Start day. Families who qualify for the state's child care assistance program have no out-of-pocket costs. Staff provide stimulating, enriching activities that assist in preparing children with readiness and foundation skills in preparation for kindergarten.

Youth Program - The Organization operates a full day summer camp program.

Whole Family - The Organization provides a whole family approach to mitigate poverty and provide employment opportunities, particularly through Clover Connections, as well as collaborations with partners throughout the community.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies followed by the Organization are summarized as follows:

a. Basis of Accounting

The consolidated financial statements of the Organization have been prepared in conformity with accounting principles generally accepted in the United States of America on the accrual basis of accounting. The Financial Accounting Standards Board (FASB) is the accepted standard setting body for establishing not-for-profit accounting and financial reporting principles.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Financial Statement Presentation

Net assets are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions - Support, revenue, and expenses for general operations.

Net Assets With Donor Restrictions - Contributions and grants specifically authorized by the donor or grantor to be used for a certain purpose or to benefit a specific accounting period or contributions subject to donor-imposed restrictions and that are to be held in perpetuity by the Organization.

c. Estimates

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

d. Cash and Cash Equivalents

The Organization classifies as cash and cash equivalents all highly liquid debt instruments with an initial maturity of three months or less. As of June 30, 2024 and 2023, there were no cash equivalents.

e. Accounts Receivable

Accounts receivable are reported in the Consolidated Statement of Financial Position at net realizable value. The consolidated financial statements do not include an estimate for allowance for expected credit losses. Management believes that all receivables are fully collectible.

f. Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Conditional promises to give are recognized when the conditions on which they depend are substantially met. There were no conditional promises to give as of June 30, 2024 and 2023.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

f. Promises to Give (Continued)

Unconditional promises are recorded net of an allowance for expected credit losses estimated by the management of the Organization. There is no allowance recorded as of June 30, 2024 and 2023 as management believes all promises to give are collectible.

g. Investments

Investments are generally carried at fair market value. Investments acquired through donations are recorded at fair market value on the date of the donation. During the year ended June 30, 2023, investments of \$2,593 were donated to the Organization. There were no investments donated during the year ended June 30, 2024.

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 are removed from the accounts and any gain or loss is included in operations. The estimated useful lives of depreciable assets are:

	<u>Useful Lives</u>
Building	5 to 25 years
Improvements	10 to 25 years
Transportation equipment	5 years
Furniture, fixtures, and equipment	5 to 25 years

i. Impairment of Long-Lived Assets

The Organization reviews long-lived assets for impairment when events or changes in circumstances indicate that the carrying amounts of such assets may not be recoverable. No impairments have been identified for the years ended June 30, 2024 and 2023.

j. Revenue Recognition

The FASB issued Accounting Standards Update (ASU) No. 2014-09, “*Revenue from Contracts with Customers*” (Topic 606). This ASU implements a single framework for revenue recognition, ensuring that revenue is recognized in a manner which reflects the consideration to which the entity expects to be entitled in exchange for goods and services.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

j. Revenue Recognition (Continued)

The Organization recognizes revenue from contracts with customers when commercial substance exists, approvals have been obtained and commitment to perform exists, rights of both parties and payment terms are identifiable, and collection is probable.

A performance obligation is a promise in a contract with a customer to transfer a good or service to the customer. Management assesses each good or service promised in a contract and identifies each promise as a performance obligation. The transaction price is the amount of consideration (fixed or variable) expected to be received in exchange for transferring promised goods or services to a customer, excluding amounts collected on behalf of third parties. If the considerations promised in a contract include a variable amount, management will estimate the amounts to which it expects to be entitled using the most-likely-amount method. Estimated amounts are only included in the transaction price to the extent it is probable that a significant reversal of cumulative revenue will not occur when the uncertainty associated with the variable consideration is received. A contract's transaction price is allocated to each distinct performance obligation and recognized as revenue when, or as, the performance obligation is satisfied.

The contract asset "contract receivables" represents revenues that have been earned and billed from program services and exchange-type grants. These are included in accounts receivable on the Consolidated Statement of Financial Position. The contract liability "refundable advances" represents amounts received prior to the satisfaction of related performance obligations, and which are deferred to the applicable reporting period.

Contract assets and liabilities for the years ended June 30, 2024 and 2023 are as follows:

	<u>Contract Receivables</u>	<u>Contract Liabilities</u>
July 1, 2022	<u>\$5,570</u>	<u>\$227,711</u>
June 30, 2023	<u>\$25,215</u>	<u>\$230,009</u>
June 30, 2024	<u>\$8,475</u>	<u>\$212,009</u>

Program Service Fees and Exchange-Type Grants

Program service fees and exchange-type grants and contracts revenue are recognized when services are provided. Program fees and 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, respectively.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. Grants

The Organization has contracts with government and third parties for the performance of various services, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Government and other grants revenues are nonexchange transactions in which no commensurate value is exchanged. Accordingly, contribution accounting is applied under Financial Accounting Standards Board Accounting Standards Codification Topic 958, (ASC 958), *Not-for-Profit Entities*. Government and other grants are evaluated for contributions that are conditional. The Organization recognizes revenue as expenses are incurred, to a maximum of the grant award.

l. Contributions

The Organization reports gifts of cash and other assets as with donor restriction if they are received with donor stipulations that limit the use of the donated assets. Donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the Consolidated Statement of Activities as net assets released from restrictions.

m. Functional Allocation of Expenses

As required under the FASB issued ASU No. 2016-14, “*Not-for-Profit Entities*” (Topic 958), the Organization has presented a consolidated statement of functional expense as part of its consolidated audited financial statements. The consolidated financial statements of the Organization report certain categories of expenses that are attributable to more than one program or supporting function. The majority of expenses are allocated based on actual time and effort. However, certain supplies, technology, and utilities expenses require allocation based on the headcount of program participants served. Depreciation and insurance expenses are allocated based on the square footage of the Organization’s campus.

n. Advertising Costs

Advertising costs are expensed as incurred, and totaled \$67,348 and \$171,501 during the years ended June 30, 2024 and 2023, respectively.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o. Tax Matters

The Organization is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code. The Foundation is exempt from income taxes under Section 509(a)(3) of the U.S. Internal Revenue Code. 1542 Constance Street, Inc. is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code. Clover Investment Fund, LLC is exempt from income taxes under Section 501(c)(3) of the U.S. Internal Revenue Code as a disregarded entity of the Organization.

Accounting standards provide detailed guidance for financial statement recognition, measurement, and disclosure of uncertain tax positions recognized in an entity's financial statements. These standards require an entity to recognize the financial statement impact of a tax position when it is more likely than not that the position will not be sustained upon examination. As of June 30, 2024, management of the Organization believes that it has no uncertain tax positions that qualify for either recognition or disclosure in the consolidated financial statements. Tax years ended June 30, 2021 and later remain subject to examination by the taxing authorities.

p. Recently Issued Accounting Standards

Measurement of Credit Losses

In June 2016, the FASB issued ASU No. 2016-13, *“Financial Instruments - Credit Losses”* (Topic 326). The ASU introduces a new credit loss methodology, Current Expected Credit Losses (CECL), which requires earlier recognition of credit losses, while also providing additional transparency about credit risk. Since its original issuance in 2016, the FASB has issued several updates to the original ASU.

The CECL methodology utilizes a lifetime “expected credit loss” measurement objective for the recognition of credit losses for loans, held-to-maturity securities and other receivables at the time the financial asset is originated or acquired. The expected credit losses are adjusted each period for changes in expected lifetime credit losses. The methodology replaces the multiple existing impairment methods in current GAAP, which generally require that a loss be incurred before it is recognized. For available-for-sale securities where fair value is less than cost, credit-related impairment, if any, is recognized through an allowance for credit losses and adjusted each period for changes in credit risk. The ASU was adopted for the year ended June 30, 2024, and its adoption did not have a material impact on the consolidated financial statements.

Note 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

q. Subsequent Events

Management evaluates events occurring subsequent to the date of the consolidated financial statements in determining the accounting for and disclosure of transactions and events that affect the consolidated financial statements. Subsequent events have been evaluated through December 19, 2024, which is the date the consolidated financial statements were available to be issued.

Note 3 - CONCENTRATION OF CREDIT RISK

Financial instruments that potentially subject the Organization to concentrations of credit risk consist primarily of cash and cash equivalents and accounts receivable.

The Organization maintains its cash balances in various financial institutions where the accounts are insured by Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per bank. Amounts held in financial institutions are occasionally in excess of the FDIC limits. As of June 30, 2024, cash deposits in excess of FDIC limits totaled approximately \$987,000.

Note 4 - UNCONDITIONAL PROMISES TO GIVE

Unconditional promises to give as of June 30, 2024 and 2023 are as follows:

	<u>2024</u>	<u>2023</u>
Unconditional promises to give:	\$ 81,433	\$ 512,288
Less unamortized discount	<u>(2,971)</u>	<u>(8,145)</u>
Net unconditional promises to give	<u>\$ 78,462</u>	<u>\$ 504,143</u>
Amounts due in:		
Less than one year	\$ 44,433	\$ 443,000
One to five years	<u>37,000</u>	<u>69,288</u>
	<u>\$ 81,433</u>	<u>\$ 512,288</u>

A discount rate of 8.50% and 9% was used to calculate the present value of estimated future cash flows of unconditional promises to give as of June 30, 2024 and 2023, respectively. Management has determined that no allowance for uncollectible promises to give should be recorded as of June 30, 2024 and 2023.

Note 5 - INVESTMENTS

Investments as of June 30, 2024 and 2023 are comprised of the following:

	2024		
	Cost	Fair Market Value	Excess of Market Over Cost (Cost Over Market)
Equity securities	\$1,200,941	\$1,983,557	\$ 782,616
Corporate bonds	1,255,145	1,241,041	(14,104)
Exchange traded funds	101,685	506,010	404,325
Mutual funds	430,990	430,990	-
Real Estate Investment Trust	37,807	36,974	(833)
Individual investment securities managed by financial institutions	3,026,568	4,198,572	1,172,004
Greater New Orleans Foundation Pooled Investment Fund	2,075,277	2,669,482	594,205
Totals	<u>\$5,101,845</u>	<u>\$6,868,054</u>	<u>\$1,766,209</u>
	2023		
	Cost	Fair Market Value	Excess of Market Over Cost (Cost Over Market)
Equity securities	\$ 446,374	\$1,009,459	\$ 563,085
Corporate bonds	495,570	459,559	(36,011)
Exchange traded funds	106,305	361,060	254,755
Mutual funds	7,782	7,782	-
Individual investment securities managed by financial institutions	1,056,031	1,837,860	781,829
Greater New Orleans Foundation Pooled Investment Fund	1,575,277	1,895,366	320,089
Totals	<u>\$2,631,308</u>	<u>\$3,733,226</u>	<u>\$1,101,918</u>

Note 5 - INVESTMENTS (Continued)

	2024		
	Cost	Market	Excess of Market Over Cost
Balances, June 30, 2024	<u>\$ 5,101,845</u>	<u>\$ 6,868,054</u>	\$ 1,766,209
Balances, June 30, 2023	<u>\$ 2,631,308</u>	<u>\$ 3,733,226</u>	1,101,918
Increase in unrealized appreciation			664,291
Net realized loss			(117,965)
Interest and dividend income			128,758
Investment expense			<u>(29,535)</u>
Total investment gain, net			<u>\$ 645,549</u>
	2023		
	Cost	Market	Excess of Market Over Cost
Balances, June 30, 2023	<u>\$ 2,631,308</u>	<u>\$ 3,733,226</u>	\$ 1,101,918
Balances, June 30, 2022	<u>\$ 2,002,180</u>	<u>\$ 2,836,370</u>	834,190
Increase in unrealized appreciation			267,728
Net realized gain			9,738
Interest and dividend income			72,080
Investment expense			<u>(24,254)</u>
Total investment gain, net			<u>\$ 325,292</u>

Note 6 - FAIR VALUE MEASUREMENTS

The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1 - Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Organization has the ability to access.

Note 6 - FAIR VALUE MEASUREMENTS (Continued)

Level 2 - Inputs to the valuation methodology include:

- 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 for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

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.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used as of June 30, 2024 and 2023.

- *Equity Securities, Corporate Bonds:* Valued at the closing price reported on the active market on which the individual securities are traded. The investments held by the Organization are deemed to be actively traded and included in Level 1 of the fair value hierarchy.
- *Exchange Traded Funds and Mutual Funds:* Valued at the daily closing price as reported by the fund. Funds held by the Organization are open-ended funds that are registered with the Securities and Exchange Commission. These funds are required to publish their daily net asset value (NAV) and to transact at that price. The funds held by the Organization are deemed to be actively traded and included in Level 1 of the fair value hierarchy.
- *Investment Pools:* These investments are held in pooled assets managed by the Greater New Orleans Foundation (GNOF). The values of the Organization's investments in these pools are based on information provided by GNOF. These investments are reported at NAV which approximates fair value.

Note 6 - FAIR VALUE MEASUREMENTS (Continued)

- *Real Estate Investment Trust*: Valued at the closing price reported on the active market on which the individual securities are traded. The funds held by the Organization are deemed to be actively traded. These are included in Level 1 of the fair value hierarchy.

Investments measured at fair value using NAV as a practical expedient have not been categorized in the fair value hierarchy, and have no fixed redemption frequency or notice periods, and no unfunded commitments as of June 30, 2024 and 2023.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while plan management believes its valuation methods are appropriate and consistent with those of other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Assets measured at fair value on a recurring basis as of June 30, 2024 and 2023, are comprised of and determined as follows:

Description	2024			
	Based on			
	Total Assets Measured At Fair Value	Quoted Prices In Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
Equity securities	\$1,983,557	\$1,983,557	\$ -	\$ -
Corporate bonds	1,241,041	1,241,041	-	-
Exchange traded funds	506,010	506,010	-	-
Mutual funds	430,990	430,990	-	-
Real Estate Investment Trusts	36,974	36,974	-	-
Total assets at fair value	<u>\$4,198,572</u>	<u>\$4,198,572</u>	<u>\$ -</u>	<u>\$ -</u>
Investments recorded at NAV as practical expedient (a)	\$2,669,482			
	<u>\$6,868,054</u>			

Note 6 - FAIR VALUE MEASUREMENTS (Continued)

Description	2023			
	Based on			
	Total Assets Measured At Fair Value	Quoted Prices In Active Markets (Level 1)	Other Observable Inputs (Level 2)	Unobservable Inputs (Level 3)
Equity securities	\$1,009,459	\$1,009,459	\$ -	\$ -
Corporate bonds	459,559	459,559	-	-
Exchange traded funds	361,060	361,060	-	-
Mutual funds	7,782	7,782	-	-
Total assets at fair value	<u>\$1,837,860</u>	<u>\$1,837,860</u>	<u>\$ -</u>	<u>\$ -</u>
Investments recorded at NAV as practical expedient ^(a)	<u>\$1,895,366</u>			
	<u>\$3,733,226</u>			

^(a) In accordance with Subtopic 820-10, certain investments that were measured at NAV per share have not been classified in the fair value hierarchy.

Investments Measured Using the Net Asset Value per Share Practical Expedient

The following table summarized investments measured at fair value based on NAV per share as of June 30, 2024 and 2023.

Description	Fair Value		Unfunded Commitments	Redemption Frequency	Redemption Notice Period
	2024	2023			
Pooled investment funds	<u>\$2,669,482</u>	<u>\$1,895,366</u>	N/A	Daily	N/A

As of June 30, 2024 and 2023, there were no assets measured at fair value on a non-recurring basis.

Note 7 - PROPERTY AND EQUIPMENT

Property and equipment as of June 30, 2024 of the following:

	<u>2024</u>	<u>2023</u>
Land	\$ 1,095,967	\$ 1,095,967
Building	20,494,642	20,494,642
Improvements	662,123	257,311
Furniture, fixtures, and equipment	2,052,370	1,929,239
Transportation equipment	<u>407,238</u>	<u>407,238</u>
	24,712,340	24,184,397
Less: accumulated depreciation	<u>(14,314,733)</u>	<u>(13,460,415)</u>
Totals	<u><u>\$10,397,607</u></u>	<u><u>\$10,723,982</u></u>

Depreciation expense for the years ended June 30, 2024 and 2023 totaled \$854,322 and \$811,731, respectively.

Note 8 - COMPENSATED ABSENCES AND ACCRUED EMPLOYEE BENEFITS

Certain full time employees are entitled to paid time off depending on length of service and other factors. Accrued paid time off included in accrued payroll and related liabilities on the Consolidated Statement of Financial Position was \$341,289 and \$349,939 as of June 30, 2024 and 2023, respectively.

Note 9 - LINE OF CREDIT

The Organization had an unsecured \$500,000 line of credit with a bank that bore interest at the bank's prime rate adjusting daily minus 2%, with a floor rate of 3.75%. The line matured May 8, 2024, and was not renewed. As of June 30, 2023, interest on the line was 6.25%. There was no amount outstanding under the line of credit as of June 30, 2023.

The Organization signed a new \$1,000,000 line of credit agreement with a bank dated June 17, 2024 which matures on June 17, 2027. The line of credit bears interest at the bank's prime rate adjusting daily, with a floor of 8.50%. As of June 30, 2024, interest on the line was 8.50%. There was no amount outstanding under the line of credit as of June 30, 2024. The line is secured by investments.

Note 10 - NOTES PAYABLE

As of June 30, 2024 and 2023 notes payable consist of the following:

	<u>2024</u>	<u>2023</u>
Note payable with the State of Louisiana, Division of Administration, Office of Community Development (OCD) in the amount of \$2,000,000, bearing interest at 1.00%, and maturing March 10, 2030. Principal and interest payments are due monthly in the amount of \$13,585 with all remaining principal and interest due March 10, 2030. The note is secured with a mortgage and security agreement on property owned by 1542 Constance Street, Inc.	<u>\$ 916,804</u>	<u>\$ 1,069,968</u>

Scheduled maturities of notes payable as of June 30, 2024 are as follows:

<u>Year Ending June 30,</u>	
2025	\$ 154,627
2026	156,180
2027	157,749
2028	159,334
2029	160,935
Thereafter	<u>127,979</u>
Total	<u>\$ 916,804</u>

Note 11 - RELATED PARTY TRANSACTIONS

The Organization paid entities owned by board members \$1,670 and \$41,179 for services provided during the years ended June 30, 2024 and 2023, respectively.

Note 12 - BOARD DESIGNATIONS

It is the policy of the Board of Directors of the Organization to review its plans for future property improvements, acquisitions, and program services and to designate appropriate unrestricted net assets to ensure adequate financing. As of June 30, 2024 and 2023, the Organization had board-designated funds totaling \$6,198,871 and \$3,079,647, respectively.

Note 13 - NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions as of June 30, 2024 and 2023 are as follows:

	<u>2024</u>	<u>2023</u>
Subject to expenditure for specific purpose:		
W.K. Kellogg Foundation Grant	\$ 507,742	\$ 589,860
Tom & Gayle Benson Foundation	403,070	381,457
Humana	103,448	174,734
JPMC Career Pathways	97,444	150,000
Baptist Community Ministries	32,500	-
GNOF Specific Assistance	26,530	32,700
GNOF Financial Literacy	25,501	25,501
Philant	21,250	21,250
Prat Stanton	15,001	20,000
Perpetually restricted endowment contributions	731,673	653,577
Subject to passage of time:		
125 th Birthday Campaign Pledges	78,462	304,143
Tom & Gayle Benson Foundation Pledge	<u>-</u>	<u>200,000</u>
 Total net assets with donor restrictions	 <u><u>\$2,042,621</u></u>	 <u><u>\$2,553,222</u></u>

Net assets released from restrictions for the years ended June 30, 2024 and 2023 are as follows:

	<u>2024</u>	<u>2023</u>
Purpose restrictions satisfied:		
Tom & Gayle Benson Foundation	\$ 178,387	\$ -
W.K. Kellogg Foundation Grant	82,118	136,214
Humana	71,286	-
JPMC Career Pathways	52,556	-
GNOF Specific Assistance	6,170	-
Prat Stanton	4,999	-
United Way	-	85,000
Miscellaneous	-	8,655
Time restrictions satisfied:		
125 th Birthday Campaign Pledges	<u>225,681</u>	<u>466,939</u>
 Total net assets with donor restrictions	 <u><u>\$ 621,197</u></u>	 <u><u>\$696,808</u></u>

Note 14 - ENDOWMENT

The Endowments. The endowment consists of two individual funds, established for the purpose of fulfilling the Organization's mission and accomplishing its goals. As required by accounting principles generally accepted in the United States of America, net assets associated with endowment funds are classified and reported on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law. The Organization has interpreted the State Prudent Management of Institutional Funds Act (SPMIFA) as expressly requiring the preservation of the historical dollar value for donor restricted endowment funds absent explicit donor stipulations to the contrary.

The following are classified as net assets with donor restrictions in the accompanying financial statements:

- The original value of gifts donated to the endowment;
- The original value of subsequent gifts to the endowment; and
- Accumulations to the endowment that are required to be held in perpetuity.

The remaining portion of the donor-restricted endowment fund that is not classified as net assets with donor restrictions is classified as net assets without donor restrictions until those amounts are appropriated for expenditure by the Organization in a manner consistent with the language of SPMIFA. In accordance with SPMIFA, the Organization considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund;
- The purpose of the Organization and the donor-restricted endowment fund;
- General economic conditions;
- The possible effect of inflation and deflation;
- The expected total return from income and the appreciation of investments;
- Other resources of the Organization; and
- The investment policies of the Organization.

Note 14 - ENDOWMENT (Continued)

Net endowment assets as of June 30, 2024 and 2023 consist of the following:

		June 30, 2024		
		Without Donor Restrictions	With Donor Restrictions	Total
Donor-restricted endowment funds				
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor		<u>\$ -</u>	<u>\$ 731,673</u>	<u>\$ 731,673</u>
		June 30, 2023		
		Without Donor Restrictions	With Donor Restrictions	Total
Donor-restricted endowment funds				
Original donor-restricted gift amount and amounts required to be maintained in perpetuity by donor		<u>\$ -</u>	<u>\$ 653,577</u>	<u>\$ 653,577</u>

Note 14 - ENDOWMENT (Continued)

Changes in Endowment funds net assets for the years ended June 30, 2024 and 2023 are as follows:

	June 30, 2024		
	Without Donor Restrictions	With Donor Restrictions	Totals
Endowment net assets, beginning of the year	\$ -	\$ 653,577	\$ 653,577
Investment income	-	86,533	86,533
Distributions	-	(8,437)	(8,437)
Donor-restricted endowment funds	<u>\$ -</u>	<u>\$ 731,673</u>	<u>\$ 731,673</u>
	June 30, 2023		
	Without Donor Restrictions	With Donor Restrictions	Totals
Endowment net assets, beginning of the year	\$ -	\$ 599,012	\$ 599,012
Investment loss	-	63,220	63,220
Distributions	-	(8,655)	(8,655)
Donor-restricted endowment funds	<u>\$ -</u>	<u>\$ 653,577</u>	<u>\$ 653,577</u>

Funds with Deficiencies. From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that either donor or SPMIFA requires the Organization to retain as a fund of perpetual duration. These deficiencies can result from unfavorable market fluctuations that occur after the investment of contributions held in perpetuity. There were no such deficiencies as of June 30, 2024 and 2023.

Return Objectives, Risk Parameters and Strategies. The primary financial objective of the Endowments is to increase the real (inflation-adjusted) purchasing power of endowment net assets and income after accounting for endowment spending, inflation, and costs of investment management. Endowment assets are invested in a well-diversified asset mix, which includes equity securities, fixed income securities and alternative investments that is intended to meet this objective. The Endowment has established a 5% real rate of return objective for the portfolio. Actual returns in any given year may vary from this amount. Investment assets and allocation between asset classes and strategies are managed to not expose the endowment assets to unacceptable levels of risk.

Note 14 - ENDOWMENT (Continued)

Spending Policy. The Endowment follows a Total Return Spending Policy. Endowment funds are invested for maximum total return (within acceptable risk parameters), without distinction between income and capital gains. The market value of the fund is measured over the past 12 quarters, and a percentage of the average of those values is made available for distributions. This method appropriately puts the focus on the long-term growth of the fund. This, in turn, encourages the appropriate use of equities in the fund, helping the fund to grow at a rate greater than inflation. The annual percentage for 2024 and 2023 distributions were approximately 4%. This percentage is evaluated each year and adjusted, as necessary.

Note 15 - SPECIAL EVENT REVENUE

Gross receipts from special fundraising events recorded by the Organization consist of exchange transaction revenue and contribution revenue. Those amounts for the years ended June 30, 2024 and 2023 are summarized as follows:

	<u>2024</u>	<u>2023</u>
Special event ticket sales	\$17,898	\$56,877
Contributions	<u>20,225</u>	<u>55,936</u>
Special events - gross	38,123	112,813
Less: cost of direct donor benefit	<u>(13,268)</u>	<u>(91,833)</u>
Special events - net	<u><u>\$24,855</u></u>	<u><u>\$20,980</u></u>

The special events net revenue is included in fundraising on the Consolidated Statement of Activities.

Note 16 - EMPLOYEE BENEFIT PLAN

The Organization maintains a 403(b) retirement plan for the benefit of all eligible employees, whereby the employees may elect to defer compensation pursuant to a salary reduction agreement. The Organization contributes a match as described in the plan documents. Contributions for the period July 1, 2020 through June 30, 2024 are based on a percentage that is set by management each year. For both of the years ended June 30, 2024 and 2023, that rate was 3.5% of plan participants' salaries. Total retirement plan expense was \$214,271 and \$195,113 for the years ended June 30, 2024 and 2023, respectively.

Note 17 - AVAILABILITY OF FINANCIAL ASSETS

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Organization receives grants and contributions with donor restrictions. In addition, the Organization generates revenue and receives support without donor restrictions. To help manage unanticipated liquidity needs, the Organization has available a line of credit in the amount of \$1,000,000.

The following reflects the Organization's financial assets as of June 30, 2024 and 2023, reduced by amounts not available for general use because of grantor or donor-imposed restrictions.

	<u>2024</u>	<u>2023</u>
Financial assets:		
Cash and cash equivalents	\$1,788,633	\$4,678,348
Accounts receivable	623,565	1,105,806
Unconditional promises to give, net	78,462	504,143
Investments	<u>6,868,054</u>	<u>3,733,226</u>
Total financial assets	9,358,714	10,021,523
Less amounts unavailable for general expenditures within one year, due to:		
Grantor and donor imposed restrictions:		
Restricted by grantors and donors with purpose restriction	(1,964,159)	(2,049,079)
Restricted by donors with time restriction	<u>(34,029)</u>	<u>(61,143)</u>
Financial assets available to meet cash needs for general expenditures before governing board designations	7,360,526	7,911,301
Less governing board designations	<u>(6,198,871)</u>	<u>(3,079,647)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u><u>\$1,161,655</u></u>	<u><u>\$4,831,654</u></u>

Note 18 - COMMITMENTS AND CONTINGENCIES

Clover Foundation, Inc. is a guarantor in a credit agreement between Clover and a lender. The note payable balance as of June 30, 2024 and 2023 was \$916,804 and \$1,069,968, respectively.

The Organization received a portion of its revenue from government grants, which are subject to audit by the respective funding source. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and audited by such governmental units. Until such audits have been completed and final settlement is reached, there exists a contingency to refund any amount received in excess of allowance costs. Management is of the opinion that no material liability will result from any such audits.

The Organization is partnered with Bayou District Foundation (a local nonprofit organization) and Educare New Orleans (a national nonprofit organization) to operate an early childhood program. The Organization has an agreement to manage and operate the program through June 2024. The Organization receives fees on a reimbursement basis plus a management fee to operate the program.

Note 19 - ECONOMIC DEPENDENCE

For the years ended June 30, 2024 and 2023, approximately 82% and 72% of the Organization's revenues came from governmental support and grants, respectively.

Note 20 - RISKS AND UNCERTAINTIES

In general, investment securities are exposed to various risks, such as interest rate, currency, credit, and market volatility. Due to the level of risk associated with certain investments, it is at least reasonably possible that changes in risk in the near term would materially affect the fair market value of investments held by the Organization.

Note 21 - SUBSEQUENT EVENT

Management of the Organization has approved a plan to take over the operations of Educare New Orleans as a new program beginning July 1, 2024. As part of that plan, the Organization has entered into a lease agreement for facilities used by Educare New Orleans with Bayou District Foundation. The lease and its terms have not yet been finalized.

SUPPLEMENTARY INFORMATION

**SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER
PAYMENTS TO AGENCY HEAD OR CHIEF EXECUTIVE OFFICER**

Clover Inc. and Affiliates
New Orleans, Louisiana

For the year ended June 30, 2024

Agency Head Name: Keith Liederman, Chief Executive Officer

Purpose

Salary	\$	-
Benefits - insurance		-
Benefits - retirement		-
Benefits - other		-
Car allowance		-
Vehicle provided by government		-
Per diem		-
Reimbursements		-
Travel		-
Registration fees		-
Conference travel		-
Housing		-
Unvouchered expenses		-
Special meals		-
Other		-
		<hr/>
	\$	- *
		<hr/>

* None of the Chief Executive Officer's salary, benefits, and other compensation is paid through public funding.

SPECIAL REPORTS OF CERTIFIED PUBLIC ACCOUNTANTS

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

To the Board of Directors,
Clover Inc. and Affiliates,
Louisiana, 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 of America, the consolidated financial statements of Clover Inc. and Affiliates (a non-profit organization) (the “Organization”) which comprise the consolidated statement of financial position as of June 30, 2024, and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements, which collectively comprise the Organization’s consolidated financial statements, and have issued our report thereon dated December 19, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the consolidated financial statements, we considered the Organization’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 consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization’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 Organization’s consolidated 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 a material weakness or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Bourgeois Bennett, L.L.C." in a cursive script.

Certified Public Accountants.

New Orleans, Louisiana,
December 19, 2024.

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

To the Board of Directors,
Clover Inc. and Affiliates,
New Orleans, Louisiana.

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the compliance of Clover, Inc. and Affiliates (the “Organization”) with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Organization’s major federal programs for the year ended June 30, 2024. The Organization’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Organization’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Organization's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Organization's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Organization's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Organization's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Organization's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over compliance. Accordingly, no such opinion is expressed.

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

Report on Internal Control over Compliance

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

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

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

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



Certified Public Accountants.

New Orleans, Louisiana.
December 19, 2024.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Clover Inc. and Affiliates

New Orleans, Louisiana

For the year ended June 30, 2024

Federal Grantor/Program Title	Assistance Listing Number	Grant or Pass-Through Number	Federal Expenditures
U.S. Department of Health and Human Services			
Head Start/Early Head Start	93.600	06CH011848-03	\$ 3,466,337
Head Start/Early Head Start	93.600	06CH011848-04	8,143,914
Early Head Start Child Care Partnership	93.600	06HP000365/04	<u>468,239</u>
Total			<u>12,078,490</u>
U.S. Department of Agriculture			
Pass-through Programs From:			
Louisiana Department of Education:			
Child and Adult Care Food Program:			
Preschool / Early Head Start / School Age / Adult	10.558	CC93-432	<u>380,883</u>
U.S. Department of Homeland Security			
Pass-through Programs From:			
State of Louisiana Governor's Office of Homeland Security and Emergency Preparedness			
Non-Profit Security Program	97.008	EMW-2021-UA-00018-S01	<u>117,000</u>
Total expenditures of federal awards			<u><u>\$12,576,373</u></u>

See accompanying note to Schedule of Expenditures of Federal Awards.

NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Clover Inc. and Affiliates New Orleans, Louisiana

For the year ended June 30, 2024

Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. General

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal awards of Clover Inc. and Affiliates (the “Organization”). The Organization’s reporting entity is defined in Note 1 to the financial statements for the year ended June 30, 2024. All federal awards received directly from federal agencies are included on the schedule, as well as federal awards passed-through other government agencies.

b. Basis of Accounting

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting, which is described in Note 2 to the Organization’s financial statements for the year ended June 30, 2024. The Organization has elected not to use the 10% *de minimus* indirect cost rate as allowed under Uniform Guidance.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

Clover Inc. and Affiliates

New Orleans, Louisiana

For the year ended June 30, 2024

Section I - Summary of Auditor's Results

a) Financial Statements

Type of report issued on the consolidated financial statements: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that are not considered to be a material weakness? ☐ Yes ☒ None reported

Noncompliance material to the consolidated financial statements noted?

☐ Yes ☒ No

b) Federal Awards

Internal controls over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified that are not considered to be a material weakness? ☐ Yes ☒ No

Type of auditor's report issued on compliance for major programs: unmodified

- Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? ☐ Yes ☒ No

Section I - Summary of Auditor's Results (Continued)

c) Identification of Major Programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program</u>
93.600	U.S. Department of Health and Human Services Head Start/Early Head Start Cluster

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

Auditee qualified as a low-risk auditee? _____ Yes X No

**Section II - Internal Control Over Financial Reporting and Compliance and Other Matters
Material to the Basic Consolidated Financial Statements****Internal Control Over Financial Reporting**

No internal control over consolidated financial reporting findings were reported during the audit for the year ended June 30, 2024.

Compliance and Other Matters

No compliance findings material to the consolidated financial statements were reported during the audit for the year ended June 30, 2024.

Section III - Federal Award Findings and Questioned Costs**Internal Control/Compliance**

There were no findings or questioned costs reported during the audit of the consolidated financial statements for the year ended June 30, 2024 related to internal control and compliance material to federal awards.

REPORTS BY MANAGEMENT

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

Clover Inc. and Affiliates New Orleans, Louisiana

For the year ended June 30, 2024

Section I - Internal Control Over Financial Reporting and Compliance and Other Matters Material to the Basic Consolidated Financial Statements

Internal Control Over Financial Reporting

There were no findings noted during the audit for the year ended June 30, 2023 related to internal control over financial reporting material to the consolidated financial statements.

Compliance and Other Matters

There were no findings material to the consolidated financial statements noted during the audit for the year ended June 30, 2023 related to compliance and other matters.

Section II - Internal Control and Compliance Material to Federal Awards

Internal Control Over Financial Reporting

No internal control over financial reporting findings were reported during the audit for the year ended June 30, 2023.

Compliance and Other Matters

No compliance findings material to the consolidated financial statements were reported during the audit for the year ended June 30, 2023.

Section III - Management Letter

A management letter was not issued in connection with the audit of the consolidated financial statements for the year ended June 30, 2023.

STATEWIDE AGREED-UPON PROCEDURES

INDEPENDENT ACCOUNTANT’S REPORT ON
APPLYING AGREED-UPON PROCEDURES

To the Board of Directors,
Clover Inc. and Affiliates,
New Orleans, Louisiana.

We have performed the procedures described in Schedule 2 on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor’s (LLA) Statewide Agreed-Upon Procedures (SAUP) for the fiscal period July 1, 2023 through June 30, 2024. Clover Inc. and Affiliates (the “Organization”) management is responsible for those C/C areas identified in the SAUPs.

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 C/C areas identified in the LLA’s SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its 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 responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described in Schedule 2.

We were engaged by the Organization to perform this agreed-upon procedures engagement and conducted our engagement in accordance with the 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 these C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the 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 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.

Bourgeois Bennett, L.L.C.

Certified Public Accountants

New Orleans, Louisiana,
December 19, 2024.

SCHEDULE OF PROCEDURES AND ASSOCIATED FINDINGS
OF THE STATEWIDE AGREED-UPON PROCEDURES

Clover, Inc. and Affiliates
New Orleans, Louisiana

For the year ended June 30, 2024

1) Procedures Performed on the Organization's Written Policies and Procedures:

A. Obtain and inspect the Organization's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the Organization's operations:

i. **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

Performance: Obtained and read the written policy for budgeting and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

ii. **Purchasing**, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.

Performance: Obtained and read the written policy for purchasing and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

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

Performance: Obtained and read the written policy for disbursements and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of each type of revenue or the Organization's 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).

Performance: Obtained and read the written policy for receipts and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

1) Procedures Performed on the Organization's Written Policies and Procedures:
(Continued)

- v. **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
Performance: Obtained and read the written policy for payroll and personnel and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- vi. **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
Performance: Obtained and read the written policy for contracting and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
Performance: Obtained and read the written policy for travel and expense reimbursement and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- viii. **Credit Cards** (and debit cards, fuel cards, purchase cards, if applicable), including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
Performance: Obtained and read the written policy for credit cards and found it to address all the functions listed above.
Exceptions: There were no exceptions noted.
- ix. **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 Organization's ethics policy.
Not applicable for not-for-profit entities.
- x. **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
Not applicable for not-for-profits.

1) Procedures Performed on the Organization's Written Policies and Procedures:
(Continued)

- xi. **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.

Performance: Obtained and read the written policy for information technology disaster recovery/business continuity and found it to address all the functions listed above.

Exceptions: There were no exceptions noted.

- xii. **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.

Not applicable for not-for-profits.

2) Procedures Performed on the Organization's Board or Finance Committee:

- A. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period and:

- i. Observe that the board met with a quorum at least monthly, or on a frequency in accordance with the board/finance committee's enabling legislation, charter, bylaws, or other equivalent document.

Performance: The Organization's bylaws require that the board meets no less than six times per year. We obtained and read the minutes from eight board meetings during the year ended June 30, 2024. The frequency of and quorum representation of those meetings was appropriate.

Exceptions: There were no exceptions noted.

- ii. 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 funds comprised more than 10% of the entity's collections during the fiscal year.

Performance: Inspected meeting minutes and confirmed that the minutes references or included budget-to-actual comparisons relating to public funds.

Exceptions: There were no exceptions noted.

2) Procedures Performed on the Organization's Board or Finance Committee: (Continued)

- iii. 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 unrestricted fund balance in the general fund.

Not applicable for not-for-profits.

- iv. 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.

There were no audit findings in the prior year, therefore, this step is not applicable.

3) Procedures Performed on the Organization's Bank Reconciliations:

- A. Obtain a listing of the Organization's bank accounts from management and management's representation that the listing is complete. Ask management to identify the Organization's main operating account. Select the Organization'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:

Performance: Obtained the listing of bank accounts from management and received management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

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

Performance: Obtained monthly bank reconciliations for the month of March 2024, for the main operating bank account and 4 additional accounts. Inspected management's documentation for timely preparation of the bank reconciliations.

Exceptions: There were no exceptions noted.

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

Performance: Examined the Organization's documentation for the March 2024 bank reconciliations for the 5 bank accounts and verified that a member of management who does not handle cash, post ledgers, or issue checks has reviewed the bank reconciliation within one month of the date the reconciliation was prepared.

Exceptions: There were no exceptions noted.

3) Procedures Performed on the Organization's Bank Reconciliations: (Continued)

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

Performance: Inspected documents for items outstanding for more than 12 months.

The Organization was able to produce documentation showing research of the outstanding items.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Organization's Collections (Excluding Electronic Funds Transfers):

- A. Obtain a listing of deposit sites for the fiscal period where deposits for cash/check/money order (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).

Performance: Obtained the listing of deposit sites from management and received management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

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

Performance: Obtained the listing of collection locations from management and received management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Organization's Collections (Excluding Electronic Funds Transfers): (Continued)

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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

Performance: Inspected policy manuals, inquired of client as to all of the requirements.

Exceptions: There were no exceptions noted.

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

Performance: Obtained a copy of the insurance policy for theft and a listing of all employees covered by the policy. The policy was in force during the fiscal period.

Exceptions: There were no exceptions noted.

- D. Randomly select 2 deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly select 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

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

Performance: Obtained supporting documentation for the selected deposits and observed that receipts were sequentially pre-numbered.

Exceptions: There were no exceptions noted.

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

Performance: Traced supporting documentation to the deposit slip.

Exceptions: There were no exceptions noted.

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

Performance: Traced the deposit slip to the actual deposit per the bank statement.

Exceptions: There were no exceptions noted.

4) Procedures Performed on the Organization's Collections (Excluding Electronic Funds Transfers): (Continued)

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

Performance: Observed that deposits tested were made within one business day of receipt.

Exceptions: There were no exception noted.

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

Performance: Traced the actual deposit per the bank statement to the general ledger.

Exceptions: There were no exceptions noted.

5) Procedures Performed on the Organization's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases):

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

Performance: Obtained a listing of locations that process payments for the fiscal period from management and received management's representation that the listing is complete. Selected the sole location for testing.

Exceptions: There were no exceptions noted.

- B. For each location selected under procedure #5A, 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 Organization has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:

Performance: Obtained a listing of employees involved in non-payroll purchasing and payment functions and reviewed written policies and procedures related to employee job duties. Observed if the job duties were properly segregated.

Exceptions: There were no exceptions noted.

- i. At least 2 employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

Performance: Obtained and read the written policy for purchasing. Observed at least 2 employees are involved.

Exceptions: There were no exceptions noted.

- ii. At least 2 employees are involved in processing and approving payments to vendors.

Performance: Obtained and read the written policy for purchasing. Observed at least 2 employees are involved.

Exceptions: There were no exceptions noted.

5) Procedures Performed on the Organization's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

- iii. The employee responsible for processing payments is prohibited from adding/modifying vendor files unless another employee is responsible for periodically reviewing changes to vendor files.

Performance: Obtained and read the written policy for purchasing. Observed employee responsible for payments cannot add/modify vendor files.

Exceptions: There were no exceptions noted.

- iv. Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Performance: Obtained a listing of employees involved with signing and mailing checks and verified they are not involved in the processing of payments.

Exceptions: There were no exceptions noted.

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

Performance: Obtained a listing of employees authorized to sign checks and verified that they are the only employees authorized to approve electronic disbursements.

Exceptions: There were no exceptions noted.

- C. For each location selected under procedure #5A, obtain the Organization'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:

Performance: Obtained the Organization's non-payroll disbursement transaction population and management's representation that the population is complete. Randomly selected 5 disbursements from the sole location that processes payments for testing.

Exceptions: There were no exceptions noted.

- i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the Organization.

Performance: Observed that the 5 disbursements matched the related original invoice/billing statements and verified deliverables were received.

Exceptions: There were no exceptions noted.

5) Procedures Performed on the Organization's Non-Payroll Disbursements (Excluding Card Purchases/Payments, Travel Reimbursements, and Petty Cash Purchases): (Continued)

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

Performance: Observed the 5 disbursements included evidence of segregation of duties.

Exceptions: There were no exceptions noted.

- D. Using the Organization's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the Organization's policy, and (b) approved by the required number of authorized signers per the Organization's policy.

Performance: Selected 5 non-payroll-related electronic disbursements. Observed the 5 disbursements included evidence of approval by an authorized person and approval by the required number of authorized signers.

Exceptions: There were no exceptions noted.

6) Procedures Performed on the Organization's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards):

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

Performance: Obtained 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 maintain possession of the cards and received management's representation that the listing is complete.

Exceptions: There were no exceptions noted.

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

6) Procedures Performed on the Organization's Credit Cards, Debit Cards, Fuel Cards, Purchase Cards (Cards): (Continued)

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

Performance: Observed evidence that the statement selected and supporting documentation was reviewed and approved, in writing, by someone other than the authorized card holder.

Exceptions: There were no exceptions noted.

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

Performance: Observed that there were no finance charges and/or late fees assessed on the selected statements.

Exceptions: There were no exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #6B, 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, report whether the transaction is supported by:

- i. An original itemized receipt that identifies precisely what was purchased.

Performance: Observed that the transactions from the monthly statements were supported by original itemized receipts that identify precisely what was purchased.

Exceptions: There were no exceptions noted.

- ii. Written documentation of the business/public purpose.

Performance: Observed that the transactions from the monthly statements were supported with written documentation of the business/public purpose.

Exceptions: There were no exceptions noted.

- iii. 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.

Performance: Observed that selected transactions for meal charges were supported by documentation of the individuals participating in meals.

Exceptions: There were no exceptions noted.

7) Procedures Performed on the Organization's Travel and Travel-Related Expense Reimbursements (Excluding Card Transactions):

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

Performance: Obtained a listing of all travel and travel-related expense reimbursements during the fiscal period from management and received management's representation that the listing is complete. Obtained the related expense reimbursement form and supporting documentation for the 5 reimbursements selected.

Exceptions: There were no exceptions noted.

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

Performance: Agreed the reimbursement rate for the one reimbursement selected using a per diem rate to those rates established by State of Louisiana or the U.S. General Services Administration.

Exceptions: There were no exceptions noted.

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

Performance: Observed that reimbursements using actual costs were supported by an original itemized receipt.

Exceptions: There were no exceptions noted.

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

Performance: Observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, observed that the documentation included the names of those individuals participating) and other documentation required by written policy (procedure #1A(vii))

Exceptions: There were no exceptions noted.

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

Performance: Observed that each reimbursement was reviewed and approved, in writing, by someone other than the person that received the reimbursement.

Exceptions: There were no exceptions noted.

8) Procedures Performed on the Organization's Contracts:

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

Performance: Obtained 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 and received management's representation that the listing is complete. Selected 5 contracts for testing.

Exceptions: There were no exceptions noted.

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

Performance: Observed that the contracts selected did not require the bids to be in accordance with Louisiana Public Bid law.

Exceptions: There were no exceptions noted.

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

Performance: Observed that the contracts selected did not require board approval.

Exceptions: There were no exceptions noted.

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

Performance: Noted that one of the contracts selected was amended. Observed that the original contract terms provided for such an amendment and that the amendment was made in compliance with the contract terms.

Exceptions: There were no exceptions noted.

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

Performance: Randomly selected one payment for each of the 5 contracts and obtained supporting invoices, agreed invoices to the contract terms, and observed invoices related to the payment agreed to terms and conditions of the contract.

Exceptions: There were no exceptions noted.

9) Procedures Performed on the Organization's Payroll and Personnel:

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

Performance: Obtained a listing of all employees employed during the fiscal period from management and received management's representation that the listing is complete. Randomly selected 5 employees, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.

Exceptions: There were no exceptions noted.

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

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

Performance: Selected one pay period to test leave taken during the fiscal period. Inspected daily attendance and leave record for proper documentation.

Exceptions: There were no exceptions noted.

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

Performance: Observed the approval of attendance and leave by the supervisors for the selected employee/officials.

Exceptions: There were no exceptions noted.

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

Performance: Observed any leave accrued or taken during the pay period was reflected in the cumulative leave records.

Exceptions: There were no exceptions noted.

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

Performance: Observed and agreed the rate paid to employees to the authorized pay rate in the personnel files.

Exceptions: There were no exceptions noted.

9) Procedures Performed on the Organization's Payroll and Personnel: (Continued)

- C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select 2 employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the Organization's policy on termination payments. Agree the hours to the employees' or officials' cumulative leave records, agree the pay rates to the employees'/officials' authorized pay rates in the employees'/officials' personnel files, and agree the termination payment to the Organization's policy.

Performance: Obtained a listing of those employees that received termination payments during the fiscal period from management and received management's representation that the listing is complete. The hours used in management's termination payment calculations were agreed to cumulative leave records, pay rates were agreed to authorized pay rates in the personnel files, and we agreed the termination payment to the Organization's policy.

Exceptions: There were no exceptions noted.

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

Performance: Obtained management's representation that employer and employee portions of third-party payroll accounts have been paid, and any associated forms been filed by the required deadlines.

Exceptions: There were no exceptions noted.

10) Procedures Performed on the Organization's Ethics:

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and:

- i. 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.

Not applicable for not-for-profit entities.

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

Not applicable for not-for-profit entities.

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

Not applicable for not-for-profit entities.

11) Procedures Performed on the Organization's Debt Service:

- A. 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.

Not applicable for not-for-profits.

- B. 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).

Not applicable for not-for-profits.

12) Procedures Performed on the Organization's Fraud Notice:

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

Performance: Inquired of management of any misappropriations of public funds and assets during the fiscal period. Obtained management's representation that there were no misappropriations for the fiscal year ended June 30, 2024.

Exceptions: There were no exceptions noted.

- B. Observe that the Organization 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.

Performance: Observed fraud notice posted on the premises and website concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

Exceptions: There were no exceptions noted.

13) Procedures Performed on the Organization's Information Technology Disaster Recovery/ Business Continuity:

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

- i. Obtain and inspect the Organization'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 Organization's local server or network, and (c) was encrypted.

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

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

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

- iii. Obtain a listing of the Organization'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.

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

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

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

13) Procedures Performed on the Organization's Information Technology Disaster Recovery/ Business Continuity: (Continued)

C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

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

Not applicable for not-for-profits.

14) Procedures Performed on the Organization's Prevention of Sexual Harassment:

A. Using the 5 randomly selected employees/officials from "Procedures Performed on the Organization's Payroll and Personnel procedure" #9A, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Not applicable for not-for-profits.

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

Not applicable for not-for-profits.

C. Obtain the Organization'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:

Not applicable for not-for-profits.

i. Number and percentage of public servants in the agency who have completed the training requirements.

Not applicable for not-for-profits.

ii. Number of sexual harassment complaints received by the agency.

Not applicable for not-for-profits.

iii. Number of complaints which resulted in a finding that sexual harassment occurred.

Not applicable for not-for-profits.

**14) Procedures Performed on the Organization's Prevention of Sexual Harassment:
(Continued)**

iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action.

Not applicable for not-for-profits.

v. Amount of time it took to resolve each complaint.

Not applicable for not-for-profits.

Management's Overall Response to Exceptions:

No exceptions were noted.