



Luther Speight & Company
Certified Public Accountants and Consultants

PROPELLER: A FORCE FOR SOCIAL INNOVATION
CONSOLIDATED FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED DECEMBER 31, 2021

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Luther Speight & Company, LLC
Certified Public Accountants and Consultants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Propeller: A Force For Social Innovation

Opinion

We have audited the accompanying consolidated financial statements of Propeller: A Force for Social Innovation and its subsidiary (collectively referred to as "the Organization"), which comprise the consolidated statement of financial position as of December 31, 2021, and the related consolidated statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements.

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Organization as of December 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the 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 opinion.

Responsibilities of Management for the 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 consolidated 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 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.

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 Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Benefits, and Other Payments to Agency Head is presented for purposes of additional analysis. This schedule is required by the Louisiana Legislative Auditor and is not a required part of the consolidated financial statements.

Continued,

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 Schedule of Compensation, Benefits, and Other Payments to Agency Head 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 August 9, 2022 on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



Luther Speight & Company CPAs

New Orleans, LA

August 9, 2022

Propeller: A Force For Social Innovation
Consolidated Statement of Financial Position
December 31, 2021

Assets

Cash and Cash Equivalents	\$ 1,361,729
Grants and Contributions Receivable	226,870
Prepaid Expense	8,626
Other Assets	910
Investments	260,250
Fixed Assets, Net	<u>1,323,509</u>

Total Assets	<u><u>\$ 3,181,894</u></u>
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Liabilities

Liabilities

Accounts Payable	\$ 26,430
Accrued Expenses	6,883
Payroll Liabilities	18,730
PPP Loan Payable	231,250
Notes Payable	<u>1,296,426</u>
Total Liabilities	<u>1,579,719</u>

Net Assets

Without Donor Restrictions	510,596
With Donor Restrictions	<u>1,091,579</u>
Total Net Assets	<u>1,602,175</u>

Total Liabilities and Net Assets	<u><u>\$ 3,181,894</u></u>
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The accompanying notes are an integral part of the consolidated financial statements.

Propeller: A Force For Social Innovation
Consolidated Statement of Activities
For the Year Ended December 31, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Public Support and Revenues			
Grant and Contribution Income	309,977	\$ 982,881	\$ 1,292,858
Investment Income	-	10,797	10,797
Membership Income	27,412	-	27,412
Miscellaneous Income	69,385	-	69,385
Membership Rent Income	58,432	-	58,432
Released From Restrictions	1,321,305	(1,321,305)	-
Total Public Support and Revenues	1,786,511	(327,627)	1,458,884
Expenses			
Program Services	1,181,333	-	1,181,333
Management and General	494,574	-	494,574
Fundraising	190,407	-	190,407
Total Expenses	1,866,314	-	1,866,314
Change in Net Assets	(79,803)	(327,627)	(407,430)
Net Assets, Beginning of Year	590,399	1,419,206	2,009,605
Net Assets, End of Year	\$ 510,596	\$ 1,091,579	\$ 1,602,175

The accompanying notes are an integral part of the consolidated financial statements.

Propeller: A Force For Social Innovation
Consolidated Statement of Functional Expenses
For the Year Ended December 31, 2021

	Program Services									Supporting Services	Total		
	General Programs (Accelerator and									Management	Total Expenses		
	Food	Education	Health	Water	PitchNOLA)	CED	SVF	Facility	Other Programs	Program Total	and General	Fundraising	Total Expenses
Salaries and Benefits	232,488	105,804	118,112	105,808	-	192,090	89,862	70,198	4,840	919,202	174,390	124,580	1,218,172
Board Expense	-	-	-	-	-	-	-	-	-	-	38,161	-	38,161
Contractual/Professional Fees	56,908	15,551	13,257	13,790	-	12,960	1,850	12,966	2,244	129,526	126,722	65,582	321,830
Depreciation Expense	-	-	-	-	-	-	-	-	-	-	34,016	-	34,016
Fees, Taxes and Assessments	-	-	-	-	-	-	-	-	-	-	15,279	-	15,279
Insurance	-	-	-	-	-	-	-	-	-	-	16,018	-	16,018
Interest Expense	-	-	-	-	-	-	-	-	-	-	53,184	-	53,184
Marketing	-	-	-	-	-	-	-	-	12,646	12,646	1,207	-	13,853
Other Expenses	-	-	-	-	-	-	-	6,878	6,793	13,671	3,330	-	17,001
Rent Expense	-	-	-	-	-	-	-	-	-	-	10,000	-	10,000
Repairs & Maintenance	-	-	-	-	-	-	-	12,450	-	12,450	-	-	12,450
Subscription & Dues	-	-	-	-	-	-	-	-	-	-	17,534	-	17,534
Supplies	82	-	-	-	2,121	308	-	9,147	7,349	19,007	4,733	245	23,985
Utilities Expenses	-	-	-	-	25,425	-	-	49,406	-	74,831	-	-	74,831
Sub-Totals	\$ 289,478	\$ 121,355	\$ 131,369	\$ 119,598	\$ 27,546	\$ 205,358	\$ 91,712	\$ 161,045	\$ 33,872	\$ 1,181,333	\$ 494,574	\$ 190,407	\$ 1,866,314

The accompanying notes are an integral part of the consolidated financial statements.

Propeller: A Force For Social Innovation
Consolidated Statement of Cash Flows
For the Year Ended December 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change in Net Assets	\$ (407,430)
Adjustments to reconcile changes in net assets to net cash provided in operating activities:	
Depreciation	34,016
Decrease in Grants Receivable	428,130
Decrease in Prepaids	5,325
Increase in Other Assets	(910)
Decrease in Accounts Payable	(11,086)
Increase in Accrued Liabilities	6,883
Decrease in Payroll Liabilities	(8,422)
Net Cash Provided by Operating Activities	<u>46,506</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchases of Fixed Assets	(12,500)
Purchases of Investments	(260,250)
Net Cash Used In Investing Activities	<u>(272,750)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Payments of Notes Payable	(33,484)
Proceeds from PPP Loan	231,250
Net Cash Provided by Financing Activities	<u>197,766</u>
Net Change in Cash and Cash Equivalents	(28,478)
Beginning Cash and Cash Equivalents	<u>1,390,207</u>
Ending Cash and Cash Equivalents	<u>\$ 1,361,729</u>

The accompanying notes are an integral part of the consolidated financial statements.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 1 – BACKGROUND AND NATURE OF OPERATIONS

Propeller: A Force for Social Innovation (formerly Social Entrepreneurs of New Orleans, Inc.) ("Propeller") is a 501(c)(3) non-profit corporation incorporated on August 26, 2008 under the laws of the State of Louisiana. It is dedicated to supporting social innovation in New Orleans. The Organization's mission is to grow and support entrepreneurs to tackle social and environmental disparities. Propeller envisions an inclusive and thriving entrepreneurial ecosystem that responds to community needs and creates the conditions for an equitable future. At the heart of Propeller's mission lie its Impact Accelerator programs, designed to support social entrepreneurs throughout the business life cycle—from idea, to startup, to growth.

Propeller has a wholly owned for profit subsidiary, HUB NOLA LLC ("HUB NOLA"). HUB NOLA supports Propeller's public benefit goals and is responsible for operating and leasing company working space at the social innovation facility located at 4035 Washington Avenue, New Orleans, Louisiana.

Propeller and HUB NOLA are collectively referred to as the "Organization".

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Accounting

Propeller's financial statements are prepared on the accrual basis of accounting, whereby revenue is recorded when earned and expenses are recorded when incurred in accordance with generally accepted accounting principles.

Basis for Consolidation

All inter-company balances have been eliminated upon consolidation.

Use of Estimates

The preparation of consolidated financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates, and those differences could be material.

Cash and Cash Equivalents

Cash includes amounts on deposit at financial institutions. For the purposes of the statement of cash flows, Propeller considers all highly liquid debt instruments purchased with a maturity of three months or less redeemable without penalty for the early withdrawal, to be cash equivalents. The Organization held no cash equivalents at December 31, 2021.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Grants and Contribution Receivables

Receivables, consisting of grants, contributions, and other receivables, are stated at the amount management expects to collect from outstanding balances. The Organization determines the allowance for uncollectable receivables based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Receivables are written off when deemed uncollectible. At December 31, 2021, the Organization did not deem any receivables to be uncollectible.

Investments

Investments in marketable securities and mutual funds with readily determinable fair values and all investments in debt securities are reported at fair value in the statements of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying statements of activities as increases or decreases in net assets without donor restrictions unless their use is with restrictions by explicit donor stipulations or law. Dividend, interest, and other investment income are recorded as increases in net assets without donor restriction unless the use is restricted by the donor. FASB ASC topic 820, *Fair Value Measurements and Disclosures* emphasizes market-based measurement and, in doing so, stipulates a fair value hierarchy. The hierarchy is based on the type of inputs, or data used, to measure fair value. The fair value hierarchy is summarized below:

Level 1 lies at the top of the hierarchy; inputs are quoted prices in active markets.

Level 2 inputs are in the middle of the hierarchy, where data is adjusted from similar items traded in markets that are active markets or from identical or similar items in markets that are not active. Level 2 inputs do not stem directly from quoted prices.

Level 3 inputs are unobservable and require the entity to develop its own assumptions.

Investments other than mutual funds are valued at the fair value of the trust investments as reported to the Organization by the trustees and include the use of Net Asset Values (NAV) as the primary input to measure fair value.

Fixed Assets

Property and equipment is stated at cost, net of accumulated depreciation. The Organization capitalizes property and equipment additions over \$5,000 at cost, or if donated, at fair value on the date of donation. Depreciation of these assets is provided on the straight-line basis over their estimated useful lives of 5 years for computers, copiers, and furniture, 10 years for equipment, and 27.5 years for the building.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

When assets are sold or otherwise disposed of, the cost and related depreciation are removed from the accounts, and any resulting gain or loss is included in the statements of activities. Costs of maintenance and repairs that do not improve or extend the useful lives of the respective assets are expensed currently.

Management reviews the carrying values of property and equipment for impairment whenever events or circumstances indicate that the carrying value of an asset may not be recoverable from the estimated future cash flows expected to result from its use and eventual disposition. When considered impaired, an impairment loss is recognized to the extent carrying value exceeds the fair value of the asset. There were no indicators of asset impairment during the year ended December 31, 2021

Income Taxes

Propeller is a not-for-profit corporation organized under the laws of the State of Louisiana. It is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, and qualifies as an organization that is not a private foundation as defined in Section 509(a) of the Code. It is also exempt from Louisiana income tax under the authority of I.R.S. 47: 121(5). HUB NOLA is a wholly-owned disregarded entity of Propeller for income tax purposes. As such, there is no separate tax return required.

The Organization has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions.

The Organization has determined that there are no material uncertain tax positions that require recognition or disclosure in the consolidated financial statements.

Financial Statement Presentation

In accordance with the provisions of Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) as set forth in FASB ASC 958, which established standards for external financial reporting by not-for-profit organizations, the Organization classifies resources for accounting and reporting purposes into two net asset categories which are without donor restrictions and with donor restrictions. A description of these two net asset categories is as follows:

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

- Net assets without donor restrictions are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization’s management and board of directors.

- Net assets with donor restrictions are subject to donor (or certain grantor) restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. The majority of expenses have been specifically identified with a program or supporting service.

Revenue Recognition

Contributions, including promises to give, are considered conditional or unconditional, depending on the nature and existence of any donor or grantor conditions. A contribution or promise to give contains a donor or grantor condition when both of the following are present:

- An explicit identifying of a barrier, that is more than trivial, that must be overcome before the revenue can be earned and recognized.

- An implicit right of return of assets transferred or a right of release of a donor or grantor’s obligation to transfer assets promised if the condition is not met.

Unconditional contributions or conditional contributions in which the conditions have been substantially met or explicitly waived by the donor are recorded as revenue with or without donor restrictions, depending on the existence and nature of any donor restrictions.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

When a restriction expires, 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. Conditional contributions are recognized when the barriers to entitlement are overcome, and the promises become unconditional. Unconditional contributions are recognized as revenue when received. Grants are either recorded as contributions or exchange transactions based on criteria contained in the grant award. Exchange transactions are reimbursed based on a predetermined rate for services performed. The revenue is recognized in the period the service is performed.

Rental income is recognized as the rent becomes due, which is when the relevant performance obligations are fulfilled. Rental payments received in advance are deferred until earned. The Organization has applied the revenue recognition standard, ASU Topic 606, to rental income. All leases between the Organization and the tenants of the property are operating leases.

Donated Services

Members of the Organization's board of directors and other volunteers have made significant contributions of their time to assist in the Organization's operations and related charitable programs. The value of this contributed time is not recorded in these consolidated financial statements because it does not meet the requirements to be recorded in accordance with U.S. Generally Accepted Accounting Principles.

Accounting Pronouncements Issued but Not Yet in Effect

On September 17, 2020, the FASB issued ASU 2020-07, Not-for-Profit Entities (Topic 958), Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The ASU requires nonprofits to change their financial statement presentation and disclosure of contributed nonfinancial assets, or gifts-in-kind. The FASB issued the update in an effort to improve transparency in reporting nonprofit gifts-in-kind. The ASU requires the new standard to be applied retrospectively, with amendments taking effect for the Organization's fiscal year ending December 31, 2022.

In February 2016, the FASB issued ASU 2016-02, Leases. This accounting standard requires lessees to recognize assets and liabilities related to lease arrangements longer than 12 months on the balance sheet as well as additional disclosures. In July 2018, the FASB issued ASU 2018-11, Leases (Topic 842): Targeted Improvements, to simplify the lease standard's implementation. On June 3, 2020, the FASB deferred the effective date of this standard for certain entities. This standard will be effective for the Organization's fiscal year ending December 31, 2022. The Organization is currently assessing the impact of these pronouncements on their consolidated financial statements.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 3 – Investments

The Organization maintains a permanent endowment fund at the Greater New Orleans Foundation (GNOF). The endowment fund generates annual investment income for the Organization to initiate, finance, and sustain its programs. The balance of the fund as of December 31, 2021 was \$260,250.

The following table sets forth by level, within the fair value hierarchy, the Organization's assets at fair value as of December 31, 2021:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Fair Value</u>
GNOF Investment Pool	\$ -	\$ 260,250	\$ -	\$ 260,250
Total Investments	<u>\$ -</u>	<u>\$ 260,250</u>	<u>\$ -</u>	<u>\$ 260,250</u>

NOTE 4 – Property and Equipment

Property and equipment is summarized as follows at December 31, 2021:

<u>Asset Description</u>	<u>Value</u>
Land	\$ 485,000
Furniture and Fixtures	23,147
Buildings and Improvements	901,921
	<u>1,410,068</u>
Accumulated Depreciation	(86,559)
Property and Equipment, net	<u>\$ 1,323,509</u>

The Organization recorded \$34,016 in depreciation expense for the year ended December 31, 2021.

NOTE 5 – Concentrations of Credit Risk

The Organization has concentrated its credit risk for cash by maintaining deposits in financial institutions in New Orleans, Louisiana, which may at times exceed amounts covered by insurance provided by the U.S. Federal Deposit Insurance Corporation ("FDIC"). The Organization has not experienced any losses and does not believe that significant credit risk exists as a result of this practice.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 6 – Liquidity and Availability of Resources

The following presents the Organization’s financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year at December 31, 2021:

Financial assets at year-end:	
Cash	\$ 1,361,729
Grants and contributions receivables	226,870
Total financial assets at year-end	<u>1,588,599</u>
Less amounts not available to be used within one year for general expenditures:	
Net assets with donor restrictions	1,091,579
Less: net assets with donor restrictions to be met in less than one year	<u>(321,021)</u>
	<u>770,558</u>
Financial assets available for general expenditures within one year	<u>\$ 818,041</u>

The Organization’s goal is to maintain a target cash reserve of two months of operating expenses, which approximately \$250,000 to \$500,000. The Organization also maintains a \$100,000 line of credit available to meet cash flow needs.

NOTE 7 – Line of Credit

In 2014, the Organization established a line of credit with a maximum borrowing amount of \$100,000. The line of credit was renewed in 2020. The interest rate is based on 4.00 percentage points over the Wall Street Journal prime rate which resulted in an interest rate of 7.25% at December 31, 2021. At December 31, 2021, the balance of the line of credit was \$0. The line of credit was not used during fiscal 2021.

ROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 8 – Notes Payable

During 2019, a building acquisition was debt financed by a loan with Liberty Bank for \$1,088,000 and an unsecured note with a related party in the amount of \$136,000. The loan with Liberty Bank is a 25-year maturity/25-year amortization note, with an interest rate of 5.15% fixed for the first five years. The rate will automatically reset at Wall Street Journal Prime index plus 0.75 every five years. Principal payments commenced in July 2019. In November 2020, the Organization refinanced the loan, reducing the interest rate to 4.75% for 42 months starting in December 2020. In June 2024 the rate will reset at Wall Street Journal Prime index plus .75 for the rest of the loan term. The loan is collateralized with deposit accounts, pledges of leases and rents, and real (immovable) property and all of the Organization’s personal (movable) property rights with the exception of restricted grant revenues. At December 31, 2021, the balance outstanding was \$1,029,197. The related party note is repayable over 15 years and bears interest at 3%. Principal payments commenced in June 2019. As of December 31, 2021, the balance outstanding on the related party note was \$117,329.

During the year ended December 31, 2020, the Organization applied for and was approved for a \$150,000 economic injury disaster loan administered by the U.S. Small Business Association as part of the relief efforts related to COVID-19 global pandemic. As part of the loan agreement, the Organization must use all of the proceeds solely as working capital to alleviate economic injury caused by the COVID-19 global pandemic. The loan has an annual interest rate of 2.75% and matures in July 2050. The loan requires monthly principal and interest payments of \$641 beginning in July 2022 and is secured by substantially all assets of the Organization. At December 31, 2021, the balance on the loan was \$150,000.

The notes payable at December 31, 2021 mature as follows:

<u>December 31,</u>	<u>Amount</u>
2022	\$ 34,395
2023	36,948
2024	41,977
2025	45,270
2026	48,895
Thereafter	1,088,941
Total	<u>\$ 1,296,426</u>

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 9 – Economic Dependency

The primary sources of revenues for the Organization are grants and contributions provided through various funding agencies. Continued operations are dependent upon the renewal of grants and contributions from current funding sources as well as obtaining new funding. In 2021, the Organization had two major grantors that accounted for approximately 42% of total revenue.

NOTE 10 – Net Assets With Donor Restrictions

The Organization has the following net assets with donor restrictions as of December 31, 2021:

Propeller Impact Accelerator - Time and Purpose	\$ 292,275
Donor Restricted Endowment - Perpetual in Nature	260,250
Green Infrastructure - Time and Purpose	200,000
Building Renovation Project - Purpose	123,525
COVID-Related Programs - Time and Purpose	100,000
The Water Challenge Program - Time and Purpose	90,529
New Orleans Healthy Corner Store Collaborative - Purpose	<u>25,000</u>
Total	<u><u>\$ 1,091,579</u></u>

NOTE 11 – Contingencies

From time to time, the Organization is involved in certain claims and legal actions arising in the normal course of activities. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the Organization’s financial position.

NOTE 12 – Paycheck Protection Program

During the year ended December 31, 2021, the Organization applied for and was approved for a \$231,250 loan under the Paycheck Protection Program (“PPP”) administered by the Small Business Administration as part of the relief efforts related to COVID-19. The Organization has elected to record PPP loans in accordance with FASB ASC Topic 470: *Debt* (ASC 470). The full amount of PPP loan proceeds is recognized as long-term liabilities on the consolidated statement of financial position until the loans are partly or wholly forgiven by the SBA.

PROPELLER: A FORCE FOR SOCIAL INNOVATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2021

NOTE 12 – Paycheck Protection Program (Continued)

PPP loan forgiveness income is recognized when the Organization's applications for forgiveness are approved. The Organization was granted full forgiveness of the loan on March 22, 2022. At December 31, 2021, the PPP loan is presented as a Loan Payable on the Consolidated Statement of Financial Position. The loan will be recorded as an unconditional contribution in fiscal 2022, having met the conditions for forgiveness by incurring eligible expenditures.

NOTE 13 – Related Parties

During the year ended December 31, 2021, the Organization was awarded by W.K. Kellogg Foundation two grants in the amount of \$460,381 and \$50,000. The Organization recognized \$510,381 as grants and contributions revenue on the consolidated financial statements for the year ended December 31, 2021. A member of the Organization's board is also employed by the W.K. Kellogg Foundation.

NOTE 14 – Subsequent Events

Management has evaluated subsequent events through the date that the consolidated financial statements were available to be issued on August 9, 2022, and determined that no events occurred that required disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

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 of
Propeller: A Force for Social Innovation

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Propeller: A Force for Social Innovation (the Organization), which comprise the consolidated statement of financial position as of December 31, 2021, and the related consolidated statement of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements, and have issued our report thereon dated August 9, 2022.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the 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 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 entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Report on Compliance and Other Matters

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

Compliance and Other Matters

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Management's Response to Findings

The Organization's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. The Organization's response was not subjected to the auditing procedures applied in the audit of the financial statements, and, accordingly, we express no opinion on it.

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.



Luther Speight & Company CPAs

New Orleans, Louisiana

August 9, 2022

**PROPELLER: A FORCE FOR SOCIAL INNOVATION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021**

SECTION I - SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Organization.
2. No significant deficiencies or material weaknesses disclosed during the audit of the financial statements are reported in the 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.
3. An instance of noncompliance material to the financial statements were reported in the Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
4. A management letter was not issued for the year ended December 31, 2021.

SECTION II FINANCIAL STATEMENT FINDINGS

No financial statement findings were noted.

**PROPELLER: A FORCE FOR SOCIAL INNOVATION
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2021**

FINDING #2021-01 – TIMELY SUBMISSION OF ANNUAL AUDIT REPORT

CRITERIA:

Louisiana state statute 2:511 – 2:559, Louisiana Audit Law, states that quasi-public entities with more than \$500,000 in revenue must submit their audited annual financial reports to the Louisiana Legislative Auditor within six (6) months of the close of the auditee’s fiscal year. The Organization was granted emergency extensions through August 31, 2022.

CONDITION:

The Organization did not remit the annual audited financial statements to the Louisiana Legislative Auditor within the extended deadline.

CAUSE:

The Organization experienced delays in providing financial information to the auditors due to administrative matters that continued in connection with the initial emergency extension circumstances.

EFFECT:

Late submission causes the auditee to be placed on the non-compliance list and can result in withholding of funding to the auditee.

RECOMMENDATION:

The Organization should implement policies and procedures to ensure timely filing of any and all required reports.

MANAGEMENT RESPONSE:

The Organization will engage an independent auditor prior to the close of the current fiscal year. Management will implement administrative procedures to assure the audit is completed and submitted to the Legislative Auditor within the required deadline.

**PROPELLER: A FORCE FOR SOCIAL INNOVATION
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2021**

SECTION I - FINDINGS RELATED TO THE FINANCIAL STATEMENTS

We noted no prior year findings.

PROPELLER: A FORCE FOR SOCIAL INNOVATION

**SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD
FOR THE YEAR ENDED DECEMBER 31, 2021**

**Total compensation, benefits,
and other payments**

\$ 0

There were no compensation, benefits or payments to the agency head that were derived from public funds, including state, local and federal pass-through.



Luther Speight & Company
Certified Public Accountants and Consultants

PROPELLER: A FORCE FOR SOCIAL INNOVATION

AGREED UPON PROCEDURES REPORT

FOR THE YEAR ENDED DECEMBER 31, 2021



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of Arts Council of New Orleans
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below, which were agreed to by Propeller: A Force For Social Innovation (entity) and the Louisiana Legislative Auditor (LLA) on the control and compliance (C/C) areas identified in the LLA's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The Entity's management is responsible for those C/C areas identified in the SAUPs.

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

The procedures and associated findings are as follows:

Written Policies and Procedures

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget

Results: *The policies and procedures appear to appropriately address the required elements above.*

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

Results: Per review of the Entity's Financial Policies document, we noted information included adequately addressed the required procedures related to 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. The documented procedures include adequate information related to controls to ensure compliance with the public bid law and documentation required.

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

Results: The policies and procedures appear to appropriately address the required elements above.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

Results: The policies and procedures appear to appropriately address the required elements above.

- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

Results: The policies and procedures appear to appropriately address the required elements above.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

Results: The policies and procedures appear to appropriately address the required elements above.

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

Results: There are two company credit cards. One is issued to the Chief of Staff and one to the Controller to use for expenses such as food and beverages for meetings, parking, office supplies, etc.

Management Response: Please Provide the last four numbers of the cards that the Chief of Staff and Controller possess. Controller-0149; Chief of Staff-1732

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

Results: Information regarding allowable expenses, dollar thresholds by category of expense, and documentation requirements were included in the Financial Policies document.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees, including elected officials, annually attest through signature verification that they have read the entity's ethics policy.

Results: Not applicable, as the entity is a nonprofit.

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

Results: Not applicable, as the entity is a nonprofit.

- k) **Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Results: Information regarding disaster recovery and business continuity was not mentioned in Financial Policies document.

Management's Response: Besides HR files, we do not store any physical files. Everything is housed virtually. And we have backup files for all HR physical files. We will add this to our financial policies and procedures document.

- l) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Management's Response: Policies around sexual harassment is included in our Employee Handbook. We will implement training for 2023.

Board or Finance Committee

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Results: The board met on February, April, June, and October of 2021.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. *Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

Results: We noted that the financial information was reviewed during the Board and Finance Committee meetings. We also noted that the minutes referenced the prior years budget-to-actual comparison and quarterly budget-to-actual comparisons.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Results: Not applicable, as the entity is a nonprofit.

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete.
4. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5).
5. Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for selected each account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

Results: Per review of the 5 bank reconciliations and bank statements, we noted that all 5 had evidence (date and time) as being reconciled. In addition, those 5 accounts were reconciled within 2 months of year-end.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged); and

Results: We noted that a board member approves the bank reconciliation through their online portal once completed.

- c) 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.

Results: We noted no reconciling items that have been outstanding for more than 12 months from year-end.

Collections

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

Results: The Controller receives the checks and creates the deposit slips and makes the deposit when necessary. Propeller does not receive checks often.

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

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

Results: Cash is not collected on premises.

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

Results: Cash is not collected on premises.

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

Results: Testing shows deposits are handled correctly.

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

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

Results: Propeller processes all disbursements from one location through Bill.com.

11. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

Results: The policies and procedures appear to appropriately address the required elements above.

At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

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

[Note: Exceptions to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

12. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and:

Results: Our examination of disbursements showed no exceptions.

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.

Results: Our examination of disbursements showed no exceptions.

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

Results: Our examination of disbursements showed no exceptions.

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

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

Results: LSC received a listing of active credit cards. Propeller: A Force For Social Innovation employees do not have bank debit, fuel, or P-cards.

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

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

Results: There is evidence showing that the statements were reviewed and approved. Propeller's Controller has all employee transactions posted to the general ledger where they segregate charges.

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

Results: Finance charges and late fees were not assessed on any of the cards.

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

Results: Client supplied receipts and documentation for transactions on selected transactions December 2021 statements. We noted no exceptions.

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

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

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

Results: There were no travel or travel-related reimbursements during 2021.

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

Results: N/A

- c) Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

Results: N/A

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

Results: N/A

Contracts

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

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

Results: We noted that none of the vendors selected were subject to Louisiana Public Bid Law.

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

Results: We noted that all contracts have supporting documentation that the Board has approved them.

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

Results: We noted that of the selected contracts, there were no amendments or change orders. All contracts mention amendments must be agreed by all parties.

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

Results: We obtained supporting invoice for each of the contracts and agreed the payment to the contract terms without exception.

Payroll and Personnel

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

Results: We tested the employees, and no exceptions were noted.

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

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)

Results: The Controller created the PTO Calculation report that shows all time accrued.

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

Results: The Controller provided her spreadsheet but no evidence that it was approved by the supervisor.

Management's Response: Accrued PTO is approved during the year-end financial close process, which is completed by the CEO.

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

Results: There were not any leave accrued or taken during the pay period.

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

Results: Rates agree to the employees salary from offer letter.

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

Results: No employees were terminated.

21. 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.

Response: Payroll is processed through a third-party payroll company.

Management Response: PayrollRx has paid and filed all required payroll related items by required deadlines.

Ethics

Results: Section is not applicable, as the Organization is a non-profit.

Debt Service

Results: Section is not applicable, as the Organization is a non-profit.

Fraud Notice

22. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

Results: No misappropriations of public funds and assets were noted.

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

Results: Website does not mention any reporting of misappropriation, fraud, waste, or abuse of public funds.

Management's Response: The notice is pinned in the organization's slack channel which all staff members have access to.

Information Technology Disaster Recovery/Business Continuity

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

Results: We were informed that Propeller uses cloud based storage.

Management's Response: All files are stored electronically either in google drive or dropbox. We don't have off-site storage.

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

Results: Client was not able to provide documentation that google drive was backed up.

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

Results: Client was not able to provide documentation that google drive was backed up.

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

Results: Client does have current antivirus software on all computers.

Sexual Harassment

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

Results: Propeller did not require annual sexual harassment training.

Management's Response: We did not require sexual harassment training during 2021. It will be added during 2023.

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

Results: Website does not mention sexual harassment policy or complaint procedure.

Management's Response: The sexual harassment policy and complaint procedure is located in the Employee Handbook which all employees have access. Propeller will add the handbook to our slack channel for better access.

26. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe it includes the applicable requirements of R.S. 42:344:

Results: *Propeller did not have an annual sexual harassment report, and there was no sexual harassment reported.*

Management's Response: *We do not require sexual harassment training. It will be added during 2023.*

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

Management's Response: *0*

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

Management's Response: *0*

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

Management's Response: *0*

4. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

Management's Response: *0*

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

Management's Response: *N/A*

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

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

A handwritten signature in blue ink, appearing to read "Luther Speight & Company CPAs". The signature is stylized and cursive.

Luther Speight & Company CPAs
New Orleans, Louisiana