

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Grand Lake, Louisiana**

**Financial Statements**  
**December 31, 2023**

## TABLE OF CONTENTS

	<u>Page</u>
Independent Auditor's Report	1 -3
Financial Statements:	
Statement of Financial Position	4
Statement of Activities	5
Statement of Cash Flows	6
Statement of Functional Expenses	7
Notes to Financial Statements	8 – 14
Supplemental Information	
Combining Statement of Financial Position	15
Schedule of Government Grant Revenue	16
Schedule of Compensation, Benefits and Other Payments to Agency Head	17
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 <i>Government Auditing Standards</i>	18 – 19
Schedule of Findings and Questioned Costs	20
Independent Auditor’s Report on Compliance for Each Major Program And on Internal Control Over Compliance Required by the Uniform Guidance	21 – 22
Schedule of Findings and Questioned Costs	23
Schedule of Expenditures of Federal Awards	24
Notes to Schedule of Expenditures of Federal Awards	25
Statewide Agreed Upon Procedures	26 - 35



## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Cameron Community Action Agency, Inc.  
Grand Lake, Louisiana

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Cameron Community Action Agency, Inc. (the Agency) (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of Cameron Community Action Agency, Inc. as of December 31, 2023, 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 *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 Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an 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 financial statements.

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

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

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

### ***Supplementary Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary schedules listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In our opinion, the supplementary schedules listed in the table of contents are fairly stated, in all material respects, in relation to the financial statements as a whole.

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 23, 2024, on our consideration of the Agency'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 Agency'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 Agency's internal control over financial reporting and compliance.

***Broussard and Company***

Lake Charles, Louisiana  
May 23, 2024

**Cameron Community Action Agency, Inc.**  
**Statement of Financial Position**  
**As of December 31, 2023**

<b>Assets</b>	
<b>Current Assets</b>	
Cash and cash equivalents	\$ 633,560
Grants receivable	6,990
Inventory	2,686
Prepaid expenses	25,279
Total Current Assets	<u>668,515</u>
<b>Noncurrent Assets</b>	
Buildings and improvements	2,898,328
Vehicles	63,177
Furniture, fixtures and equipment	22,606
	<u>2,984,111</u>
Less accumulated depreciaiton	(282,832)
Total Noncurrent Assets	<u>2,701,279</u>
 Total Assets	 <u><u>\$ 3,369,794</u></u>
 <b>Liabilities and Net Assets</b>	
<b>Current Liabilities</b>	
Accounts payable	\$ 11,602
Due to related party	24,453
Accrued payroll	10,562
	<u>46,617</u>
Total Current Liabilities	<u>46,617</u>
<b>Net Assets</b>	
Without Donor Restrictions	<u>3,323,177</u>
Total Net Assets	<u>3,323,177</u>
Total Liabilities and Net Assets	<u><u>\$ 3,369,794</u></u>

See accompanying notes to financial statements.

**Cameron Community Action Agency, Inc.**  
**Statement of Activities**  
**For the Year Ended December 31, 2023**

**Changes in Net Assets Without Donor Restrictions:**

**Revenue, Gains and Other Support**

Support:

Contributions	\$ 12,251
Grants from governmental agencies and other organizations	933,386
Total support	945,637

Total Revenue, Gains and Other Support

Without Donor Restrictions	945,637
----------------------------	---------

**Expenses**

Program Services:

Head Start	852,391
Community Services Block Grant (CSBG)	48,475
Child and Adult Care Food Program (CACFP)	39,938
Low-Income Home Energy Assistance Program (LIHEAP)	13,114
Local funds and programs	59,127
Head Start parent involvement	11,309
Total program services	1,024,354

Total Expenses

1,024,354

Decrease in Net Assets Without Donor Restrictions

(78,717)

Net Assets Without Donor Restrictions, Beginning of Period

3,401,894

Net Assets Without Donor Restrictions, End of Period

\$ 3,323,177

**Cameron Community Action Agency, Inc.**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2023**

<b>Cash Flows From Operating Activities</b>	
Cash received from supporters, grants, programs, fees	\$ 944,865
Cash paid to employees, suppliers and for programs	<u>(914,884)</u>
<b>Net Cash Provided by Operating Activities</b>	<u>29,981</u>
<b>Cash Flows From Investing Activities</b>	
Capital asset purchases	<u>(87,908)</u>
<b>Net Cash Used in Investing Activities</b>	<u>(87,908)</u>
<b>Net Decrease in Cash and Cash Equivalents</b>	(57,927)
<b>Cash and Cash Equivalents - Beginning of Period</b>	<u>691,487</u>
<b>Cash and Cash Equivalents - End of Period</b>	<u><u>\$ 633,560</u></u>
 <b>Reconciliation of Increase in Net Assets Without Donor Restrictions to Net Cash Provided by Operating Activities:</b>	
Increase in net assets without donor restrictions	\$ (78,717)
Adjustments to reconcile changes in excess of revenue and support over expenses to net cash provided by operating activities:	
Depreciation	97,846
(Increase) Decrease in grants receivable	(772)
(Increase) Decrease in inventory	(2,686)
(Increase) Decrease in prepaid expenses	80
Increase (Decrease) in accounts payable	6,906
Increase (Decrease) in due to related party	3,275
Increase (Decrease) in accrued payroll	<u>4,049</u>
<b>Net Cash Provided by Operating Activities</b>	<u><u>\$ 29,981</u></u>

See accompanying notes to financial statements.

**Cameron Community Action Agency, Inc.**  
**Statement of Functional Expenses**  
**For the Year Ended December 31, 2023**

	Program Services						
	Head Start	CSBG	CACFP	LIHEAP	Local funds	Parent Involvement	Total
Salaries and payroll taxes	\$ 427,142	\$ 30,134	\$ -	\$ 8,709	\$ -	\$ -	\$ 465,985
Employee benefits	48,950	-	-	435	892	-	50,277
Direct emergency assistance	-	5,497	-	1,325	228	-	7,050
Contracted Services	13,746	8,018	-	322	1,000	-	23,086
Parent Involvement	-	-	-	-	463	11,273	11,736
Supplies amd materials	1,584	-	-	-	730	-	2,314
Classroom supplies	22,987	-	-	-	-	-	22,987
Office supplies	15,892	239	-	176	649	-	16,956
Repairs and maintenance	52,820	500	-	-	2,657	-	55,977
Training and seminars	11,872	140	-	-	226	-	12,238
Travel	3,001	-	-	-	705	-	3,706
Utilities	26,841	1,165	-	-	-	-	28,006
Insurance	44,022	800	-	-	34,034	-	78,856
Dues	1,338	932	-	-	1,839	-	4,109
Food purchases	2,798	-	34,361	-	14,529	-	51,688
Non-food purchases	-	-	5,451	-	-	-	5,451
CARES expenses	56,030	-	-	-	-	-	56,030
Depreciation	97,846	-	-	-	-	-	97,846
Telephone	19,971	750	-	-	-	-	20,721
Miscellaneous	5,551	300	126	2,147	1,175	36	9,335
<b>Total Expenses</b>	<b>\$ 852,391</b>	<b>\$ 48,475</b>	<b>\$ 39,938</b>	<b>\$ 13,114</b>	<b>\$ 59,127</b>	<b>\$ 11,309</b>	<b>\$ 1,024,354</b>

See accompanying notes to financial statements.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements**  
**December 31, 2023**

**NOTE 1 - NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

The Cameron Community Action Agency, Inc. (the Agency) is a private nonprofit corporation and was incorporated in January of 1987. The Agency will continue in existence for ninety-nine years per its charter and is governed by a board of directors consisting of elected officials, clergymen, local business leaders, advocates for the poor and other interested individuals. The Agency receives grants from the federal and state governments to conduct various service programs.

Service programs include but are not limited to Head Start, Community Service Block grants (CSBG), Child and Adult Food Program (CACFP) and the Low-Income Home Energy Assistance Program (LIHEAP). Head Start provides educational, psychological, nutritional, medical, and social services to the Area's economically challenged pre-school children. CSBG funds are used for administrative and other budgeted purposes as well as direct emergency assistance for qualifying residents. CACFP provides food and food service supplies to the children enrolled in the Head Start program. LIHEAP funds are used for the payment of home energy bills for qualifying residents.

In addition, the Agency handles local funds for energy grants, medical assistance and teen outreach programs as well as dealing with housing issues for qualifying residents.

**Income Taxes**

The Agency is exempt from federal income taxes under Section 501 (c) (3) of the Internal Revenue Code. Accordingly, no provision for federal and state income taxes is included in the financial statements.

The Agency is required to file the applicable Form 990, *Return of Organization Exempt from Income Tax*. The applicable form is based on the Agency's gross receipts. The Agency is in compliance with the filing requirements of the Internal Revenue Service. Returns are subject to examination by the IRS, generally for three years after they are filed.

**Method of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States of America.

**Accounting Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements (Continued)**  
**December 31, 2023**

**NOTE 1 - NATURE OF ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Compensated Absences**

Vacation and sick leave are recorded as expenditures of the period in which paid. Sick leave accumulates at a rate of 1.5 days per month and is not payable upon termination or resignation. Vacation leave accumulates at the same rate after three months of service has been completed. Upon termination or resignation, a maximum of nine days can be paid to an employee. This same amount can be carried over from year to year. Any liability as of December 31, 2023 would be considered immaterial and has not been recorded on the Agency's accounting records.

**Property and Equipment**

The Agency capitalizes property and equipment over \$1,000. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Depreciation of property and equipment is calculated on the straight-line basis over the estimated useful life of the asset. Donations of property and equipment are recorded as contributions at their estimated fair value and considered without restriction unless otherwise specified by the donor.

**Contributed Services**

No amounts have been reflected in the financial statements for donated services. The Agency generally pays for services requiring specific expertise. However, individuals volunteer their time and perform a variety of tasks that assist the Agency, but these services do not meet the criteria for recognition as contributed services.

**Functional Expenses**

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**Donations**

Donations received are recorded as net assets with donor restrictions and net assets without donor restrictions depending on the existence or nature of any donor restrictions.

**Cash and Cash Equivalents**

The Agency consider all highly liquid investments purchased with maturity of three months or less to be cash equivalents.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements (Continued)**  
**December 31, 2023**

**NOTE 2 - PROPERTY AND EQUIPMENT**

Property and equipment at December 31, 2023 consists of the following:

Buildings	\$	2,886,961
Vehicles		63,177
Furniture, fixtures and equipment		33,973
		2,984,111
Less accumulated depreciation		(282,832)
		\$ 2,701,279

Depreciation expense for the year ended December 31, 2023 was \$97,846.

**NOTE 3 - FAIR VALUE MEASUREMENTS**

The Agency determined the fair value of its assets and liabilities through a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels. Level 1 inputs to the valuation methodology are based on unadjusted quoted prices for identical assets in active markets that the Agency has the ability to access. Level 2 inputs are based primarily on quoted prices for similar assets in active or inactive markets and/or based on inputs that are derived principally from or corroborated by observable market data. Level 3 inputs are unobservable and are based on assumptions that market participants would utilize in pricing the asset.

The fair value of financial instruments, including cash, approximate the carrying value, principally because of the short maturity of those items and are considered Level 1 or Level 2.

**NOTE 4 - ECONOMIC DEPENDENCY**

The Agency receives a substantial portion of its total support and revenues from the U.S. Department of Health and Human Services for the Head Start program. A significant reduction in the level of this support or suspension in funding would have an adverse effect on the continuing operations of the Agency.

**NOTE 5 - SUBSEQUENT EVENTS**

The Agency evaluated its December 31, 2023 financial statements for subsequent events through May 23, 2024, the date of which the financial statements were available to be issued. The recent coronavirus pandemic could have a detrimental impact on the Agency's operations and funding. The impact is unknown at this time.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements (Continued)**  
**December 31, 2023**

***NOTE 6 – BOARD COMPENSATION***

Members of the Agency 's Board of Directors receive no compensation and are reimbursed only for any expenses incurred relating to the Agency's business which must have appropriate supporting documentation.

***NOTE 7 – GRANT REVENUE***

The Agency's major source of revenue is federal and state governmental grants. The use of these funds is restricted to the purpose set forth in the individual grant agreement. Such grants are subject to review and audit by the grantor agencies. The result of such reviews or audits could result in requests for reimbursement by the grantor for expenditures disallowed under the terms and conditions of the grant. In the opinion of the Agency's management, such disallowances and requests for reimbursements, if any, will not be significant.

***NOTE 8 - FUNCTIONAL ALLOCATION OF EXPENSES***

Expenses were allocated in the accompanying financial statements to program service functional expense groups. The methods of allocation were based on several factors such as utilization of office space as well as the Agency's estimates of the relative proportion of various staff members' time and effort between program and administrative functions.

***NOTE 9 – LEASES***

The Agency leases land from the Cameron Police Jury. The lease commenced in June 2007 and the lease term is 50 years. Annual payments amount to \$2,200.

Future payments of these leases are \$2,200 for the year ended December 31, 2024, \$2,200 for the year ended December 31, 2025, \$2,200 for the year ended December 31, 2026, \$2,200 for the year ended December 31, 2027, \$2,200 for the year ended December 31, 2028 and \$63,800 thereafter.

Management did consider GASB 87, *Leases*, regarding this lease and determined the impact to be immaterial.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements (Continued)**  
**December 31, 2023**

**NOTE 10 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects the Agency’s financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date. The Agency has \$640,550 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditure consisting of cash of \$633,560 and grants receivable of \$6,990. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date. The grant receivables are subject to implied time restrictions but are expected to be collected within one year. The Agency has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 640,550</u>
--	-------------------

**NOTE 11 – REVENUE RECOGNITION**

In May 2014, the Financial Accounting Standards Board issued Accounting Standards Update (“ASU”) No. 2014-09, Revenue from Contracts with Customers (Topic 606). The ASU and all subsequently issued clarifying ASUs replaced most existing revenue recognition guidance in U.S. GAAP. The ASU also required expanded disclosures relating to the nature, amount, timing, and uncertainty of revenue and cash flows arising from contracts with customers. The Agency adopted the new standard effective January 1, 2020, the first day of the Agency’s fiscal year, using the full retrospective method.

As part of the adoption of the ASU, the Agency elected to use the following transition practical expedients: (i) completed contracts that begin and end in the same annual reporting period have not been restated; (ii) the Agency used the known transaction price for completed contracts; (iii) to exclude disclosures of transaction prices allocated to remaining performance obligations when the Agency expects to recognize such revenue for all periods prior to the date of initial application of the ASU; and (iv) the Agency has reflected the aggregate of all contract modifications that occurred prior to the date of initial application when identifying the satisfied and unsatisfied performance obligations, determining the transaction price, and allocating the transaction price.

The majority of the Agency’s revenue is recognized over time based on the terms of the respective grants or randomly, based on donor contributions. Revenue recognized over time primarily consists of performance obligations that are satisfied within one year or less. In addition, the majority of the Agency’s revenue streams do not contain variable consideration and contract modifications are generally minimal. For these reasons, there is not a significant impact as a result of electing these transition practical expedients.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements (Continued)**  
**December 31, 2023**

**NOTE 11 – REVENUE RECOGNITION (continued)**

The adoption of this ASU did not have a significant impact on the Agency’s financial statements. Based on the Agency’s evaluation process and review of its contracts with customers, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new standard. No changes were required to previously reported revenues as a result of the adoption.

**NOTE 12 – DISAGGREGATION OF REVENUE FROM CONTRACTS WITH CUSTOMERS**

The Agency reports revenues based on the following categories: contributions, grants from governmental agencies and other organizations, and program service fees. The Agency has determined that these categories can be used to meet the objective of the disaggregation disclosure requirements, which is to disaggregate revenue from contracts with customers into categories that depict how the nature, amount, timing and uncertainty of revenue and cash flows are affected by economic factors. The following table disaggregates the Agency’s revenue based on type and on the timing of satisfaction of performance obligations for the year ended December 31, 2023:

	<b>Contributions</b>	<b>Grants</b>	<b>Total</b>
Performance obligations satisfied at a point in time	\$ -	\$ -	\$ -
Performance obligations satisfied over time	12,251	933,386	945,637
<b>Total</b>	<b>\$ 12,251</b>	<b>\$ 933,386</b>	<b>\$ 945,637</b>

**NOTE 13 – CONTRACT BALANCES**

Contract assets include unbilled amounts resulting from sales under contracts when the percentage-of-completion cost-to-cost method of revenue recognition is utilized and revenue recognized exceeds the amount billed to the customer. Contract liabilities include billings in excess of revenue recognized. Contract assets and contract liabilities were as follows for the year ended December 31, 2023:

	<b>2023</b>
Contract assets	\$ -
Contract liabilities	-

**NOTE 14 – DUE TO RELATED PARTY**

The Agency shares staff, office space and resources with the Cameron Council on Aging, Inc. (the Council). Allocations are made within both entities for accounting purposes. The Agency owes the Council \$24,453 as of December 31, 2023.

**CAMERON COMMUNITY ACTION AGENCY, INC.**  
**Notes to Financial Statements (Continued)**  
**December 31, 2023**

***NOTE 15 – OFF STATEMENT OF FINANCIAL POSITION RISK***

The Agency has deposits in a financial institution in excess of federally insured limits. Bank deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per entity per bank. The total uninsured amount equaled \$387,392. Management believes the Agency is not exposed to significant credit risk on this amount.

**Cameron Community Action Agency, Inc.**  
**Combining Statement of Financial Position**  
**For the Year Ended December 31, 2023**

	Local Funds	CACFP	CSBG	LIHEAP	Head Start	Total
<b>Assets</b>						
<b>Current Assets</b>						
Cash and cash equivalents	\$ 596,412	\$ 9,536	\$ 45	\$ 7,434	\$ 20,133	\$ 633,560
Grant receivables	-	4,363	2,627	-	-	6,990
Inventory	-	2,686	-	-	-	2,686
Prepaid expenses	-	-	-	-	25,279	25,279
Total Current Assets	<u>596,412</u>	<u>16,585</u>	<u>2,672</u>	<u>7,434</u>	<u>45,412</u>	<u>668,515</u>
<b>Noncurrent Assets</b>						
Buildings and improvements	-	-	-	-	2,898,328	2,898,328
Vehicles	-	-	-	-	63,177	63,177
Furniture, fixtures and equipment	2,313	-	-	-	20,293	22,606
Total	<u>2,313</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,981,798</u>	<u>2,984,111</u>
Less accumulated depreciation	<u>(2,313)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(280,519)</u>	<u>(282,832)</u>
Total Noncurrent Assets	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,701,279</u>	<u>2,701,279</u>
Total Assets	<u>\$ 596,412</u>	<u>\$ 16,585</u>	<u>\$ 2,672</u>	<u>\$ 7,434</u>	<u>\$ 2,746,691</u>	<u>\$ 3,369,794</u>
<b>Liabilities and Net Assets</b>						
<b>Liabilities</b>						
Accounts payable	\$ -	\$ 9,194	\$ -	\$ -	\$ 2,408	\$ 11,602
Due to related party	24,453	-	-	-	-	24,453
Accrued payroll	-	-	573	220	9,769	10,562
Total Current Liabilities	<u>24,453</u>	<u>9,194</u>	<u>573</u>	<u>220</u>	<u>12,177</u>	<u>46,617</u>
<b>Net Assets</b>						
Without Donor Restrictions	<u>571,959</u>	<u>7,391</u>	<u>2,099</u>	<u>7,214</u>	<u>2,734,514</u>	<u>3,323,177</u>
Total Net Assets	<u>571,959</u>	<u>7,391</u>	<u>2,099</u>	<u>7,214</u>	<u>2,734,514</u>	<u>3,323,177</u>
Total Liabilities and Net Assets	<u>\$ 596,412</u>	<u>\$ 16,585</u>	<u>\$ 2,672</u>	<u>\$ 7,434</u>	<u>\$ 2,746,691</u>	<u>\$ 3,369,794</u>

See accompanying notes to financial statements.

**Cameron Community Action Agency, Inc.**  
**Schedule of Government Grant Revenue**  
**For the Year Ended December 31, 2023**

Head Start	\$ 828,358
CACFP	\$ 44,405
CSBG	47,902
LIHEAP	<u>12,721</u>
Total	<u><u>\$ 933,386</u></u>

See accompanying notes to financial statements.

Cameron Community Action Agency, Inc.  
Schedule of Compensation, Benefits, and Other Payments to Agency Head  
For the Year Ended December 31, 2023

Agency Head Name: Dinah Landry, Executive Director

Purpose	Amount
Salary	\$ 22,169
Benefits - insurance	\$ -
Benefits - retirement	\$ -
Deferred compensation (contributions made by the agency)	\$ -
Benefits - other (pair of shoes)	\$ -
Benefits - other (fuel district vehicle)	\$ -
Car allowance	\$ -
Vehicle provided by government	\$ -
Cell phone	\$ -
Dues	\$ -
Vehicle rental	\$ -
Per diem	\$ -
Reimbursements	\$ -
Travel	\$ -
Registration fees	\$ -
Conference travel	\$ -
Housing	\$ -
Unvouchered expenses	\$ -
Special meals	\$ -
Other	\$ -

See accompanying notes to the financial statements.



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*

Board of Directors  
Cameron Community Action Agency, Inc.  
Grand Lake, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Cameron Community Action Agency, Inc. (a nonprofit organization) (the Agency), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated May 23, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency'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 Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency'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 whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the 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.

*Broussard and Company*

Lake Charles, Louisiana  
May 23, 2024

**CAMERON COMMUNITY ACTION AGENCY, INC.**

**Schedule of Findings and Questioned Cost  
Year Ended December 31, 2023**

**SECTION I – SUMMARY OF AUDITORS’ RESULTS**

Financial Statements

Type of auditor’s report issued					Unmodified
Internal control over financial reporting:					
Material weaknesses identified?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	
Significant deficiencies identified not considered to be material weaknesses?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	None reported	
Noncompliance material to financial statements noted?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	



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 and Management  
Cameron Community Action Agency, Inc.

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited Cameron Community Action Agency, Inc.'s (the Agency) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of Cameron Community Action Agency, Inc.'s major federal programs for the year ended December 31, 2023. Cameron Community Action Agency, Inc.'s major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Cameron Community Action Agency, Inc. 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 program for the year ended December 31, 2023.

***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 Agency 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 Agency'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 Agency'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 Agency'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 Agency'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 Agency'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 Agency'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 Agency'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.

*Broussard and Company*

Lake Charles, Louisiana  
May 23, 2024

**Cameron Community Action Agency, Inc.**  
**Schedule of Findings and Questioned Costs**  
**For the Year Ended December 31, 2023**

**Summary of Auditor's Results**

1. The auditor's report expresses an unmodified opinion on whether the financial statements of the Cameron Community Action Agency, Inc. were prepared in accordance with GAAP.
2. No material weaknesses or significant deficiencies are reported during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of the Cameron Community Action Agency, Inc. are reported.
4. No material weaknesses or significant deficiencies in internal control over the major federal award program is reported.
5. The auditor's report on compliance for the major federal award program for the Cameron Community Action Agency, Inc. expresses an unmodified opinion on the major federal award program.
6. There were no audit findings required to be reported in accordance with 2 CFR Section 200.516(a).
7. The program tested as a major program was Head Start, CFDA #93.600.
8. The threshold for distinguishing Types A and B programs was \$750,000.
9. Cameron Community Action Agency, Inc. was determined to be a high-risk auditee.

Cameron Community Action Agency, Inc.  
 Schedule of Expenditures of Federal Awards  
 For the Year Ended December 31, 2023

<b>Federal Grantor</b>	<b>Program</b>	<b>Federal CFDA Number</b>	<b>Total Federal Expenditures</b>
U.S. Department of Health and Human Services:	Head Start	93.600	\$ 842,452
	Community Services Block Grant	93.569	48,475
	Low Income Home Energy Assistance Program	93.568	13,114
U.S. Department of Agriculture:	Child and Adult Care Food Program	10.558	<u>39,938</u>
	Total Expenditures of Federal Awards		<u><u>\$ 943,979</u></u>

See accompanying notes to Schedule of Expenditures of Federal Awards.

**Cameron Community Action Agency, Inc.**  
**Notes to Schedule of Expenditures of Federal Awards**  
**For the Year Ended December 31, 2023**

**Note A – Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Cameron Community Action Agency, Inc. under programs of the federal government for the year ended December 31, 2023. The information in this Schedule is presented in accordance with the 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). Because the Schedule presents only a selected portion of the operations of the Cameron Community Action Agency, Inc., it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Cameron Community Action Agency, Inc.

**Note B – Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**Note C – Indirect Cost Rate**

Cameron Community Action Agency, Inc. has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.



INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Governing Board of Cameron Community Action Agency, Inc. and the Louisiana Legislative Auditor:

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

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

The procedures and associated findings are as follows:

***Written Policies and Procedures***

---

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

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) **Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- k) **Information Technology Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) **Prevention of Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Results:** No exceptions noted.

### ***Board or Finance Committee***

---

- 2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds.

- c) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**Results:** No exceptions noted.

### ***Bank Reconciliations***

---

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
  - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);
  - b) Bank reconciliations include 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 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and
  - c) Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

**Results:** No exceptions noted.

### ***Collections (excluding electronic funds transfers)***

---

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

employee/official is responsible for reconciling ledger postings to each other and to the deposit; and

- d) 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.
6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
  7. Randomly select two 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 selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and
    - a) Observe that receipts are sequentially pre-numbered.
    - 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 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).
    - e) Trace the actual deposit per the bank statement to the general ledger.

**Results:** No exceptions noted.

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

---

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
9. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;
  - b) At least two employees are involved in processing and approving payments to vendors;

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
10. For each location selected under procedure #5A 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
- f) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and
  - g) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.
11. Using the entity'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 entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

**Results:** No exceptions noted.

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

---

12. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
13. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

- b) Observe that finance charges and late fees were not assessed on the selected statements.
14. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

**Results:** No exceptions noted.

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

---

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected.
- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov));
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Results:** No exceptions noted.

## **Contracts**

---

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and
- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
  - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and
  - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

**Results:** No exceptions noted.

## **Payroll and Personnel**

---

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
18. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials;
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
  - d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
19. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the

employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

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

**Results:** No exceptions noted.

### ***Ethics***

---

21. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and
  - b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Results:** Not Applicable

### ***Debt Service***

---

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

**Results:** Not Applicable

### ***Fraud Notice***

---

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.
26. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

**Results:** No exceptions noted.

### ***Information Technology Disaster Recovery/Business Continuity***

---

27. Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**
  - a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.
  - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

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

### ***Prevention of Sexual Harassment***

---

28. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
29. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).
30. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;
- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

**Results:** Not Applicable

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

We are required to be independent of the Agency 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.

*Broussard and Company*

Lake Charles, Louisiana  
May 23, 2024