

*Central Louisiana Coalition to Prevent
Homelessness, Inc.*

Alexandria, Louisiana

May 31, 2022

Central Louisiana Coalition to Prevent Homelessness, Inc.

May 31, 2022

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PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Established 1945

Independent Accountant's Review Report

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
Alexandria, Louisiana

We have reviewed the accompanying financial statements of Central Louisiana Coalition to Prevent Homelessness, Inc. (a nonprofit organization), which comprise the statement of financial position as of May 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of the Coalition and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

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Michael A. Juneau, C.P.A.
Cindy L. Humphries, C.P.A.

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PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
Alexandria, Louisiana

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Supplementary Information

The accompany schedule of compensation, benefits, and other payments to agency head or chief executive officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information, and based on our review, we are not aware of any material modification that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do no express an opinion on such information.

Payne, Moore & Herrington, LLP

Certified Public Accountants
Alexandria, Louisiana

September 2, 2022

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Financial Position
May 31, 2022

Exhibit A

Assets

Current Assets

Cash and cash equivalents	\$ 22,625
Grants receivable	119,533
Total Current Assets	142,158

Investments - Central Louisiana Community Foundation	5,207
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Property and Equipment - Net of Depreciation	429,629
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Total Assets	\$ 576,994
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Liabilities and Net Assets

Current Liabilities

Accounts payable	\$ 146
Accrued vacation	10,184
Payroll withholdings	1,713
Deferred revenue	1,098
Line of credit	29,939
Note payable - current portion	143,323
Total Current Liabilities	186,403

Net Assets

Without donor restrictions	390,591
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Total Liabilities and Net Assets	\$ 576,994
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See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Activities
Year Ended May 31, 2022

Exhibit B

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues, Gains (Losses), and Other Support			
Grant income			
HUD	\$ -	\$ 239,447	\$ 239,447
HUD through Louisiana Housing Corporation	-	98,328	98,328
HUD through Louisiana Housing Corporation - CARES	-	130,179	130,179
Other	63,070	-	63,070
Contributions	46,009	48,862	94,871
Fundraising	13,980	-	13,980
Dues and miscellaneous	6,456	-	6,456
Fees	25,621	-	25,621
Investment return, net	266	-	266
Employee Retention Credit	19,259	-	19,259
Unrealized and realized gain (loss) on investments	896	-	896
Other income	2,741	-	2,741
Net assets released from restrictions	516,816	(516,816)	-
Total Revenues, Gains (Losses), and Other Support	<u>695,114</u>	<u>-</u>	<u>695,114</u>
Expenses			
Program Services			
Continuum of Care			
Planning	35,153	-	35,153
Homeless Prevention	44,228	-	44,228
Coordinated Entry	90,621	-	90,621
Homeless Management Information System (HMIS)	77,061	-	77,061
Louisiana Integrated Treatment Services (LITS)	171,760	-	171,760
Outreach	149,485	-	149,485
Coronavirus Aid, Relief, and Economic Security (CARES)	145,621	-	145,621
Total Program Services	<u>713,929</u>	<u>-</u>	<u>713,929</u>
Supporting Services			
Management and general	33,156	-	33,156
Fundraising	4,093	-	4,093
Total Supporting Services	<u>37,249</u>	<u>-</u>	<u>37,249</u>
Total Expenses	<u>751,178</u>	<u>-</u>	<u>751,178</u>
Change in Net Assets	(56,064)	-	(56,064)
Net Assets, Beginning of Year	<u>446,655</u>	<u>-</u>	<u>446,655</u>
Net Assets, End of Year	<u>\$ 390,591</u>	<u>\$ -</u>	<u>\$ 390,591</u>

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Functional Expenses
Year Ended May 31, 2022

Exhibit C

	Program Services							Total Program Services	Supporting Services		Total Expenses	
	CoC - Planning	CoC - Homeless Prevention	Coordinated Entry	HMIS	LITS	Outreach	CARES		Management and General	Fundraising		Total Supporting Services
Salaries and related employee benefits	\$ 21,039	\$ 24,074	\$ 76,179	\$ 56,965	\$ 70,502	\$ 70,829	\$ 91,825	\$ 411,413	\$ 175	\$ -	\$ 175	\$ 411,588
Automobile	-	40	-	-	5,434	3,625	-	9,099	126	-	126	9,225
Bank charges	-	-	-	-	-	10	-	10	412	-	412	422
Buildings and grounds	2,067	2,067	2,067	1,734	1,704	5,308	1,110	16,057	-	-	-	16,057
Computer software and supplies	50	34	34	5,824	34	34	34	6,044	75	-	75	6,119
Depreciation	-	-	-	-	-	-	-	-	22,772	-	22,772	22,772
Dues and subscriptions	2,168	1,995	1,995	2,168	2,104	2,104	2,104	14,638	1,556	-	1,556	16,194
Fundraising	-	-	-	-	-	-	-	-	-	4,093	4,093	4,093
Insurance	1,688	1,688	1,688	1,688	1,688	1,688	1,688	11,816	-	-	-	11,816
Interest	749	749	749	749	749	749	749	5,243	172	-	172	5,415
Meetings	-	-	-	-	54	-	-	54	-	-	-	54
Miscellaneous	-	-	-	-	-	-	-	-	6,102	-	6,102	6,102
Office expense	494	508	495	480	1,325	2,465	1,551	7,318	657	-	657	7,975
Participants	59	4,885	-	-	77,271	53,946	33,322	169,483	177	-	177	169,660
Professional fees	4,642	4,642	4,642	4,642	4,642	4,642	4,642	32,494	-	-	-	32,494
Telephone	1,407	2,021	1,407	2,021	2,732	1,407	2,021	13,016	932	-	932	13,948
Travel and conference	-	-	575	-	-	1,888	776	3,239	-	-	-	3,239
Utilities	790	1,525	790	790	3,521	790	5,799	14,005	-	-	-	14,005
Total Expenses	\$ 35,153	\$ 44,228	\$ 90,621	\$ 77,061	\$ 171,760	\$ 149,485	\$ 145,621	\$ 713,929	\$ 33,156	\$ 4,093	\$ 37,249	\$ 751,178

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Cash Flows
Year Ended May 31, 2022

Exhibit D

Cash Flows from Operating Activities

Change in net assets	\$ (56,064)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:	
Depreciation	22,772
Realized/unrealized (gain) loss on investments	(1,080)
Changes in operating assets and liabilities:	
Grants receivable	(22,244)
Accounts payable	151
Accrued vacation	256
Payroll withholdings	152
Unexpended funds payable	(50,299)
Net Cash Provided by (Used in) Operating Activities	(106,356)

Cash Flows from Investing Activities

Interest and dividends reinvested	(266)
Net Cash Provided by (Used in) Investing Activities	(266)

Cash Flows from Financing Activities

Proceeds from line of credit	30,000
Principal payments on long-term borrowing	(6,649)
Principal payments on line of credit	(61)
Net Cash Provided by (Used in) Financing Activities	23,290

Net Increase (Decrease) in Cash and Cash Equivalents (83,332)

Cash and Cash Equivalents, Beginning of Year 105,957

Cash and Cash Equivalents, End of Year \$ 22,625

Additional Required Disclosures:

1. Management considers all highly liquid investments with a maturity of three months or less when acquired to be cash equivalents.
2. Interest paid during the year totaled \$5,415.
3. No income taxes were paid during the year.
4. There were no material noncash financing transactions during the year that affected recognized assets or liabilities.

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

1. Nature of Activities and Significant Accounting Policies

Nature of Activities

The Central Louisiana Coalition to Prevent Homelessness, Inc. (the Coalition) is a nonprofit corporation located in Alexandria, Louisiana, that was formed to end homelessness in the Central Louisiana area by providing sustainable housing to homeless individuals. The mission of the Coalition is to identify, advocate, and mobilize community resources to ensure all people in Central Louisiana have access to stable homes. Program activities conducted in pursuit of this mission are described as follows:

- *CoC* – The *Continuum of Care (CoC)* is a federally-recognized designation for a collective impact collaboration within a community. The Coalition serves as the CoC collaborative applicant for the Central Louisiana region, a designation by the U.S. Department of Housing and Urban Development (HUD). In this role, the Coalition is responsible for submitting the community’s grant applications and homelessness reports to HUD on behalf of its members for CoC and Emergency Solutions Grant Program (ESGP) funds. Direct housing and service programs under CoC include the Planning and Homeless Prevention programs.
- *Coordinated Entry* – *Coordinated Entry* is an effort among CoC providers to assess each homeless individual and family using a uniform and standardized process. The Coalition uses this process to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their severity of needs, rather than first come/first served.
- *HMIS* – The *Homeless Management Information System (HMIS)* is a web-based database used to track and report homelessness services and shelter stays in an effort to reduce service duplications within the community and to understand local trends in homelessness.
- *LITS Housing* – *Louisiana Integrated Treatment Services (LITS)* is a permanent supportive housing program that provides housing and supportive services for individuals who are considered chronically homeless with a co-occurring disability (diagnosis of a mental illness and a history of, or current, substance abuse disorder.) The goal is to assist chronically homeless individuals and families with maintaining permanent housing.
- *Outreach* – The *Outreach* program conducts street outreach activities to locate and identify individuals who regularly sleep unsheltered or in places not meant for human habitation. The program provides case management and support to assist individuals with locating appropriate housing and/or shelter and accessing services. The *Outreach* program also provides a one-stop homelessness resource center organized for the purpose of assisting homeless persons and families with obtaining an income, providing a hygiene center for people experiencing homelessness, and meeting some basic needs of homeless individuals to assist them with securing income and housing.
- *CARES* - *Coronavirus Aid, Relief, and Economic Security (CARES)* is a special allocation program funding amounts to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

Significant Accounting Policies

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

Basis of Accounting

The accompanying financial statements have been prepared on an accrual basis in accordance with accounting principles generally accepted in the United States of America (GAAP). Under this method, revenues are recognized when earned and expenses are recorded at the time liabilities are incurred.

Basis of Presentation

The Coalition reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net Assets without Donor Restrictions

Net assets without donor restrictions generally result from revenues generated by receiving contributions that have no donor-imposed restrictions and from receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions. Net assets without donor restrictions are available for use at the discretion of the Board of the Coalition and management for general operating purposes. The Board may designate a portion of these net assets for specific purposes which makes them unavailable for use at management's discretion.

Net Assets with Donor Restrictions

Net assets with donor restrictions result from restrictions imposed by grant agreements and gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires. The expiration of the restriction occurs when the stipulated time restriction ends or the purpose of the restriction is accomplished. The Coalition reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets.

Some net assets with donor restrictions may include a stipulation that assets provided be maintained permanently (perpetual in nature) while permitting the Coalition to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board-approved spending policy. The Coalition does not have any net assets with donor restrictions that are perpetual in nature.

There were no net assets with donor restrictions at year-end.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

Promises to Give

As required by GAAP, unconditional promises to give are reported as revenue when the promise is made. Conditional promises to give are recognized as revenue when the necessary conditions are fulfilled.

Grants Receivable

The Coalition uses the allowance method to determine uncollectible grants receivable. In the opinion of management, grants receivable are considered entirely collectible; therefore, no allowance for uncollectibles at May 31, 2022, has been included in the statement of financial position. Furthermore, management considers the entire balance to be collectible within one year.

Investments

On December 31, 2001, the Coalition established a non-endowed agency fund at the Central Louisiana Community Foundation (the Foundation), by transferring \$1,000 into this fund. The fund is held by the Foundation for the purpose of administering funds for various charitable, cultural, educational, and scientific purposes and organizations primarily in the Central Louisiana community. These funds are not subjected to restrictions whether by donor or otherwise, nor are they required to be held permanently or for any designated purposes other than charitable purposes within the corporate powers of the Coalition. The principal and earnings may be expended in whole or in part as stated in the agreement.

Central Louisiana Coalition to Prevent Homelessness, Inc. reports all investments in marketable securities with readily determinable values and all investments in debt securities at their fair value in the statement of financial position. Investments in cash management funds are stated at cost, which approximates fair value. Net realized and unrealized gains and losses on investments are reported in the statement of activities as increases or decreases in the respective net asset classes.

The Coalition may request distribution of all or part of the principal it contributes to the fund as well as any income from the fund. The Board of the Foundation will grant such a request if it concludes that such a distribution is consistent with the charitable purposes of the fund. If the Foundation ceases to be a qualified charitable organization or if the Foundation proposes to dissolve, the assets of the fund shall be distributed to the Coalition. At that time, if the Coalition is not then a qualified charitable organization, the Foundation shall distribute the assets of the fund in a manner and to any organization serving the Central Louisiana community that satisfies the requirements of a qualified charitable organization and serves purposes similar to those of the Coalition. The investments are presented in the financial statements at fair value of \$5,207 at May 31, 2022, as reported by the Central Louisiana Community Foundation.

Property and Equipment

Property and equipment are stated at cost or, if donated, at the approximate fair market value, if material and reasonably determinable, at the time of donation. The Coalition capitalizes property and equipment if its value is \$500 or more and its useful life is more than one year. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Those lives range from 3 to 40 years. The cost of maintenance and repairs is charged to expense as incurred; however, significant maintenance and repairs that improve or extend the useful lives of the respective assets are capitalized at cost.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

Accrued Vacation

Vacation is earned at varying rates by qualifying full-time and part-time employees depending on length of service. Employees are allowed to carry forward a maximum of 5 to 20 days of unused vacation from the previous year, depending on their employment status (i.e., full-time or part-time). The liability at year-end is shown as a current liability in the statement of financial position. Qualifying full-time and part-time employees may also accrue up to 30 days of sick leave, but they are not paid for unused sick leave upon termination of employment. Therefore, no liability for accrued sick leave is reflected in the accompanying financial statements.

Deferred Revenue

Payments for membership dues received on or before the financial statement date for subsequent membership periods are reported as deferred revenue in the statement of financial position. Payments received in advance for Homeless Management Information System (HMIS) access fees are also reported as deferred revenue in the statement of financial position. Such membership dues and HMIS access fees are recognized as revenue in the applicable membership or access period.

Revenue Recognition

The Coalition reports contributions and grants as support with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

The Coalition reports gifts of land, buildings, and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Coalition reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Funds with donor restrictions are used to differentiate the resources whose use is restricted by donors or grantors from the resources on which donors or grantors have placed no restriction or the resources that arise as a result of the operations of the Coalition for its stated purpose.

Donated Services

Volunteers are utilized extensively for both program and supporting services. Contributed services are recognized if the services require specialized skills and the Coalition would be required to purchase these services if donated services were not available. Contributed services received and recognized as revenue during the year ended May 31, 2022, in the amount of \$6,456 were related to labor for the Outreach program.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

Donated Materials and Supplies

The Coalition receives various materials and supplies which are distributed to homeless individuals. Most of the items distributed by the Coalition have little or no fair market value; however, large quantities of food and hygiene products are collected, stored, and distributed. The distribution of food and hygiene products is an important component of the Coalition's program activities. Donated materials and supplies are recorded at cost or estimated fair value determined at the date of donation.

Functional Allocation of Expenses

Costs incurred by the Coalition from providing various program and supporting services have been presented on a functional basis in the statement of functional expenses. Accordingly, costs have been allocated on a reasonable and consistent basis among the functional areas benefited. Most expenses are charged directly to program or supporting services based on specific identification. Certain categories of expenses attributable to administrative support include salaries and related employee benefits, buildings and grounds, office expense, professional fees, telephone, and utilities. These expenses are allocated based on estimates of time and effort. Expenses related to more than one function are charged to programs and supporting services using management's estimate of the activities benefited.

Advertising Costs

Advertising costs are expensed when incurred.

Tax-Exempt Status and Tax Positions

The Coalition qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and comparable Louisiana law. The Coalition is not classified as a private foundation. Since the Coalition is exempt from federal and state income tax liability, no provision is made for current or deferred income tax expense. For the year ended May 31, 2022, management of the Coalition believes it has adequate support for all material tax positions, and that it is more likely than not, based on the technical merits, that the positions will be sustained upon examination.

All tax-exempt entities are subject to review and audit by federal, state, and other applicable agencies. Such agencies may review the taxability of unrelated business income or the qualification of the tax-exempt entity under the Internal Revenue Code and applicable state statutes. With few exceptions, the Coalition is no longer subject to U.S. federal tax examinations for the years ending before May 31, 2019.

Use of 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 of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

Subsequent Events

Management has evaluated subsequent events through September 2, 2022, the date which the financial statements were available for issue. Management's evaluation revealed no subsequent events that require disclosure.

2. Cash and Cash Equivalents

Cash on hand	\$	100
Non-interest bearing checking accounts		20,893
Interest bearing money market account		<u>1,632</u>
	\$	<u>22,625</u>

3. Grants Receivable

Grants receivable consisted entirely of unconditional promises to give. Details regarding the amount reported on the statement of financial position at May 31, 2022, are provided as follows:

HUD Emergency Solutions Grant (ESG) passed through Louisiana Housing Corporation	\$	52,505
CARES Act – ESG		48,000
HUD Louisiana Integrated Treatment Services (LITS)		15,985
HUD Continuum of Care Program (CoC)		64
HUD Homeless Management Information System (HMIS)		<u>2,979</u>
	\$	<u>119,533</u>

4. Donated Materials and Supplies

Donated materials and supplies received and recognized as revenue for the year ended May 31, 2022, have been included in the statement of activities as contributions in the amount of \$48,862 and fundraising income in the amount of \$13,980. Since the materials and supplies inventory on hand at year-end was not material to the financial statements taken as a whole, no amount has been reflected in the accompanying statement of financial position for the value of materials and supplies inventory at May 31, 2022.

5. Property and Equipment

Building	\$	483,792
Furniture and equipment		67,259
Vehicles		<u>24,358</u>
Total property and equipment		575,409
Less: accumulated depreciation		<u>(145,780)</u>
Property and equipment, net of depreciation	\$	429,629

Depreciation expense for the year ended May 31, 2022, was \$22,772.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

6. Line of Credit

On March 3, 2022, the Coalition entered into an unsecured line of credit in the amount of \$15,000 with First Federal Bank of Louisiana. The Coalition took out an additional \$15,000 line of credit on May 19, 2022. This line of credit requires monthly interest payments and has an interest rate of four and one-half percent (4.5%). Interest costs are expensed as incurred and total paid on the loan during the year amounted to \$170. The line of credit terminates and any outstanding balance plus all accrued unpaid interest is due and payable on September 30, 2022. The principal amount outstanding on the line of credit at May 31, 2022, was \$29,939.

7. Note Payable

On February 21, 2018, the Coalition entered into an installment note in the amount of \$170,131 with First Federal Bank of Louisiana with the following terms: payments of \$991, including interest at three and one-half percent (3.5%), shall be made monthly through January 21, 2023; the loan is secured by the real estate shown in Note 5; the loan matures on February 21, 2023, and a single balloon payment of \$139,149 will be due on that date. The Coalition intends to refinance the loan in the upcoming year.

First Federal Bank of Louisiana	\$ 143,323
Less: Current portion	<u>143,323</u>
Long-term portion	\$ -

Future maturities of the note payable are as follows:

Years ending	
<u>May 31</u>	
2023	\$ 143,323
Total	<u>\$ 143,323</u>

8. Liquidity and Availability of Financial Assets

The following reflects the Coalition's financial assets as of May 31, 2022, reduced by amounts not available for general use within one year from the date of the statement of financial position because of contractual or donor-imposed restrictions or internal designations.

Financial assets:	
Cash and cash equivalents	\$ 22,625
Grants receivable, net, collected in less than one year	119,533
Investments – Central Louisiana Community Foundation	<u>5,207</u>
Financial assets at year-end	147,365
Less: those unavailable for general expenditure within one year	<u>-</u>
Total financial assets available to meet cash needs for general expenditures within one year	\$ 147,365

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

The Coalition must maintain sufficient resources to meet responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of the Coalition's liquidity management, it structures its financial assets to be available as general expenditures, liabilities, and other obligations come due. The Coalition also invests cash in excess of daily requirements in short term investments such as money market accounts. In addition, the Coalition operates with a balanced budget and anticipates covering its general expenditures by collecting sufficient revenues, and by utilizing donor-restricted resources from current year contributions and grant funds.

9. Employee Retention Credit

On April 12, 2022, the Coalition received a payment through the Internal Revenue Service in the amount of \$19,259 as part of the Employee Retention Credit established by section 2301 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Employee Retention Credit is a fully refundable tax credit for employers equal to fifty percent of qualified wages that eligible employers pay their employees.

10. Conditional Promises to Give

The Coalition is the recipient of U.S. Department of Housing and Urban Development (HUD) and Louisiana Housing Corporation (LHC) funds, both of which are available on a cost reimbursement basis. Based on the terms of the grant agreements, the HUD and LHC awards are not considered revenue until expenses qualifying for reimbursement are incurred. Accordingly, the unexpended portions of HUD and ESG awards are considered to be conditional promises to give. At May 31, 2022, conditional promises to give from HUD and ESG awards were \$50,473 and \$50,167, respectively.

11. Related Party Transactions

One of the Coalition's board members is the vice president of business development at First Federal Bank of Louisiana, which is the bank that the Coalition has borrowed their note payable and line of credit through. The total owed to First Federal Bank of Louisiana at May 31, 2021 is \$173,262, and the total paid during the year was \$12,125.

12. Contingent Liabilities

Under the terms of federal and state grants, periodic audits are required, and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Any disallowed claims, including amounts already collected, could become a liability of the Coalition. The Coalition's management believes disallowances, if any, will not be material.

13. Significant Concentrations

Credit Risk

The Coalition maintains its cash balances with financial institutions in the Central Louisiana area. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC). As provided under the FDIC, interest-bearing and non-interest-bearing deposit accounts and money market accounts are insured up to \$250,000. There were no uninsured cash balances at May 31, 2022.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2022
Notes to Financial Statements

The Coalition's investment in the Central Louisiana Community Foundation of \$5,207 is uninsured.

Funding Sources

The U.S. Department of Housing and Urban Development (HUD) provided \$239,447 in grants during the year ended May 31, 2022, which is approximately thirty-four percent (34%) of total revenue and support. Without these grants, programs would be significantly affected.

Supplementary Information

**Central Louisiana Coalition to Prevent Homelessness, Inc.
Schedule of Compensation, Benefits, and Other Payments
to Agency Head or Chief Executive Officer
Year Ended May 31, 2022**

Schedule 1

Joseph Buzzetta, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary and related payroll taxes	\$ 68,459
Benefits - Insurance	<u>5,910</u>
Total	<u>\$ 74,369</u>

See independent accountant's review report.

*Central Louisiana Coalition to Prevent
Homelessness, Inc.*

*Agreed-Upon Procedures Report on
Federal, State, and Local Awards*

Alexandria, Louisiana

May 31, 2022



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Established 1945

**Independent Accountant's Report
on Applying Agreed-Upon Procedures
on Federal, State, and Local Awards**

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, 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 Attestation Questionnaire. Central Louisiana Coalition to Prevent Homelessness, Inc.'s (the Coalition) management is responsible for its financial records and compliance with applicable laws and regulations.

The Coalition has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the Coalition's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended May 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for their 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 are appropriate for their purposes.

The procedures and associated results are as follows:

Federal, State, and Local Awards

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

Results:

- a) The Coalition provided us with the following list of expenditures made for federal grant awards received during the fiscal year ended May 31, 2022. No exceptions were noted as a result of performing this procedure.





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To the Board of Directors of
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<u>Grant Name</u>	<u>Grant Year</u>	<u>Assistance Listing/CFDA No.</u>	<u>Amount</u>
U.S. Department of Housing and Urban Development Continuum of Care – LITS	2021-2022	14.267	\$ 137,762
U.S. Department of Housing and Urban Development Continuum of Care – HMIS	2021-2022	14.267	41,815
U.S. Department of Housing and Urban Development Continuum of Care – Planning Activities	2021-2022	14.267	24,870
U.S. Department of Housing and Urban Development Continuum of Care – Coordinated Entry	2021-2022	14.267	35,000
U.S. Department of Housing and Urban Development – Emergency Solutions Grant Program (ESGP) – Outreach, passed through Louisiana Housing Corporation	2021-2022	14.231	79,940
U.S. Department of Housing and Urban Development – Emergency Solutions Grant Program (ESGP) – Prevention, passed through Louisiana Housing Corporation	2021-2022	14.231	18,388
U.S. Department of Housing and Urban Development – Emergency Solutions Grant Program (ESGP) – Cares Act, passed through Louisiana Housing Corporation	2021-2022	14.231	<u>130,179</u>
Total Expenditures			\$ 467,954

- b) The Coalition represented that they received no state government grant awards during the fiscal year ended May 31, 2022.
- c) The Coalition represented that they received no local government grant awards during the fiscal year ended May 31, 2022.



PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

2. **Procedure:** For each federal, state, and local government grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than thirty disbursements are selected.

Results: No exceptions were noted as a result of performing this procedure.

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

Results: No exceptions were noted as a result of performing this procedure.

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

Results: No exceptions were noted as a result of performing this procedure.

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

Results: No exceptions were noted as a result of performing this procedure.

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

Results: No exceptions were noted as a result of performing this procedure.

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

Results: No exceptions were noted as a result of performing this procedure.



PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

Open Meetings

8. **Procedure:** Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions.

Results: This procedure is not applicable for nonprofit organizations.

Budget

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

Results: No exceptions were noted as a result of performing this procedure.

State Audit Law

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

Results: No exceptions were noted as a result of performing this procedure.

11. **Procedure:** Inquire of management and report whether the Organization entered into any contracts that utilized state funds as defined in R.S. 37:72.1 A. (2); and that were subject to the public bid law (R.S.38:2211, et seq.), while the Organization was not in compliance with R.S. 24:513 (the audit law).

Results: Not applicable. No state funds were received.

Prior Year Comments

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

Results: Not applicable. There were no prior year suggestions, recommendations, or comments.



PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

We were engaged by the Coalition 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. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Coalition's compliance with the foregoing matters. Accordingly, we do not express such 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 Coalition and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of this report is solely to describe the scope of testing performed on the Coalition's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the results 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 Louisiana Legislative Auditor as a public document.

Payne, Moore & Herrington, LLP

Certified Public Accountants
Alexandria, Louisiana

September 2, 2022



CENTRAL LOUISIANA HOMELESS COALITION

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**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-Public Agencies)**

Payne, Moore & Herrington, LLP
P.O. Box 13200
Alexandria, LA 71315-3200

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of May 31, 2022, for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you.

Federal, State, and Local Awards

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements

Yes No N/A

Open Meetings

Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meeting FAQs," available on the Legislative Auditor's website to determine whether a non-profit agency is subject to the open meetings law.

Yes No N/A

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

Yes No N/A

Reporting

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No N/A

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No N/A

We acknowledge that we are responsible for determining that that the procedures performed are appropriate for the purposes of this engagement.

Yes No N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes No N/A

We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes No N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No N/A

The previous responses have been made to the best of our belief and knowledge.

Linda Carpenter Secretary 8/24/22 Date

[Signature] Treasurer 8/9/22 Date

[Signature] President 8/25/22 Date

Kimberly Benge