



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

YWCA OF GREATER BATON ROUGE

AUDITED FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITOR'S REPORT

FOR THE FISCAL YEARS ENDED
MARCH 31, 2024 AND 2023

TABLE OF CONTENTS

	PAGE NO.
Independent Auditor's Report	1-3
Financial Statements:	
Statements of Financial Position as of March 31, 2024 and 2023	4
Statement of Activities for the Fiscal Year Ended March 31, 2024 With Summarized Totals for the Fiscal Year Ended March 31, 2023	5
Statement of Functional Expenses for the Fiscal Year Ended March 31, 2024 With Summarized Totals for the Fiscal Year Ended March 31, 2023	6
Statements of Cash Flows for the Fiscal Years Ended March 31, 2024 and 2023	7
Notes to the Financial Statements	8-18
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>	19-20
Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance	21-23
Schedule of Findings and Questioned Costs	24-26
Status of Prior Year Findings and Questioned Costs	27
Supplementary Information:	
Schedule of Expenditures of Federal Awards for the Fiscal Year Ended March 31, 2024	28
Notes to Schedule of Expenditures of Federal Awards for the Fiscal Year Ended March 31, 2024	29
Schedule of Compensation, Benefits, And Other Payments to Agency Head or Chief Executive Officer For the Fiscal Years Ended March 31, 2024 and 2023	30



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of
YWCA of Greater Baton Rouge
Baton Rouge, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of YWCA of Greater Baton Rouge ("YWCA") (a nonprofit organization), which comprise the statement of financial position as of March 31, 2024, and the related statements of activities, functional expenses, and cash flows for the fiscal 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 YWCA as of March 31, 2024, 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 YWCA 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 YWCA's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

New Orleans Office: 1100 Poydras Street, Suite 1225 / New Orleans, LA 70163 / (504)561-8600

Memphis Office: 1661 International Drive, Suite 441 / Memphis, TN 38120 / (901)202-4688

Atlanta Office: 1201 Peachtree St. NE, Suite 200 Unit 363 / Atlanta, GA 30328 / (678)971-3700

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 YWCA'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 YWCA's ability to continue as a going concern for a reasonable period.

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

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of compensation, benefits, and other payments to agency head (the schedule) is presented to comply with Act 706 of the 2014 Louisiana Legislative Session and is presented for purposes of additional analysis and is not a required part of the basic financial statements. 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 Supplementary Information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2024, on our consideration of YWCA'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 YWCA'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 YWCA's internal control over financial reporting and compliance.

Report on Summarized Comparative Information

We have previously audited YWCA's 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 12, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended March 31, 2024, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Luther Speight & Co. CPAs

Luther Speight & Company CPAs
New Orleans, Louisiana
November 25, 2024

YWCA of Greater Baton Rouge
Statements of Financial Position
As of March 31, 2024 and 2023

	2024	2023
ASSETS		
Cash and Cash Equivalents	\$ 322,727	\$ 475,856
Accounts Receivable	8,199	-
Government Grants Receivable	1,967,139	457,616
Other Assets	46,640	26,728
Right-Of-Use Asset - Operating Leases	3,124	8,965
Fixed Assets, Net	4,343,033	2,586,505
TOTAL ASSETS	6,690,862	3,555,670
LIABILITIES		
Accounts Payable	463,203	157,862
Accrued Payroll	57,645	65,786
Compensated Absences	155,780	175,299
Lease Liability - Operating Leases	3,124	8,965
Construction Line of Credit	2,232,510	1,483,302
Note Payable to Bank	713,459	745,010
TOTAL LIABILITIES	3,625,721	2,636,224
NET ASSETS		
Without Donor Restrictions	3,065,141	919,446
TOTAL NET ASSETS	3,065,141	919,446
TOTAL LIABILITIES AND NET ASSETS	\$ 6,690,862	\$ 3,555,670

The accompanying notes are an integral part of these financial statements.

YWCA of Greater Baton Rouge
Statement of Activities
For the Fiscal Year Ended March 31, 2024
With Summarized Totals for the Fiscal Year Ended March 31, 2023

	<u>Without</u> <u>Donor Restrictions</u>	<u>With</u> <u>Donor Restrictions</u>	<u>2024</u> <u>Total</u>	<u>2023</u> <u>Total</u>
SUPPORT AND REVENUE				
SUPPORT				
Government Grants	\$ 8,038,812	\$ -	\$ 8,038,812	\$ 5,303,518
Contributions	83,341	-	83,341	7,981
Contributions-In-Kind	443,430	-	443,430	377,380
Fundraising Income	-	-	-	137,812
Private Grants	207,487	-	207,487	138,285
TOTAL SUPPORT	<u>8,773,070</u>	<u>-</u>	<u>8,773,070</u>	<u>5,964,976</u>
REVENUE				
Membership Dues	200	-	200	50
Other Income	53,027	-	53,027	151,041
TOTAL REVENUE	<u>53,227</u>	<u>-</u>	<u>53,227</u>	<u>151,091</u>
TOTAL SUPPORT AND REVENUE	<u>8,826,297</u>	<u>-</u>	<u>8,826,297</u>	<u>6,116,067</u>
EXPENSES				
Program Services	5,754,494	-	5,754,494	5,906,287
Management and General	876,215	-	876,215	1,002,578
Fundraising	70,544	-	70,544	272,271
TOTAL EXPENSES	<u>6,701,253</u>	<u>-</u>	<u>6,701,253</u>	<u>7,181,136</u>
CHANGE IN NET ASSETS	2,125,044	-	2,125,044	(1,065,069)
NET ASSETS, BEGINNING OF YEAR	919,446	-	919,446	1,887,605
NET ASSETS ADJUSTMENT	<u>20,651</u>	<u>-</u>	<u>20,651</u>	<u>96,910</u>
NET ASSETS, END OF YEAR	<u>\$ 3,065,141</u>	<u>\$ -</u>	<u>\$ 3,065,141</u>	<u>\$ 919,446</u>

The accompanying notes are an integral part of these financial statements.

YWCA of Greater Baton Rouge
Statement of Functional Expenses
For the Fiscal Year Ended March 31, 2024
With Summarized Totals for the Fiscal Year Ended March 31, 2023

	Program Services	Management and General	Fundraising	2024 Total	2023 Total
Salaries and Wages	\$ 3,242,801	\$ 66,584	\$ -	\$ 3,309,385	\$ 3,471,851
In-Kind Services	443,430	-	-	443,430	377,380
Retirement Contributions	126,617	3,833	-	130,450	105,642
Other Employee Benefits	241,140	127,105	-	368,245	350,173
Other Professional Fees	155,039	245,781	-	400,820	330,589
Payroll Taxes	257,378	8,205	-	265,583	271,545
Regranting Expense	78,240	-	-	78,240	225,000
Advertising and Promotion	17,626	38,491	15,424	71,541	76,268
Legal Expenses	420	-	-	420	2,342
Accounting	36,814	13,829	-	50,643	101,088
Supplies	274,056	183,131	130	457,317	396,992
Occupancy	92,685	29,249	-	121,934	211,177
Bail Bond Fees	89,930	-	-	89,930	115,978
Program Services Expenses	293,387	799	-	294,186	279,609
Repairs & Maintenance	165,045	10,802	-	175,847	147,454
Insurance	47,202	17,306	-	64,508	65,430
Conferences	6,478	6,734	54,811	68,023	317,123
Interest Expense	28,914	-	-	28,914	58,512
Office Expense	138,208	5,317	179	143,704	151,957
Travel Expenses	2,238	10,904	-	13,142	17,890
Other Expenses	16,846	46,272	-	63,118	43,517
Total Expenses Before Depreciation	5,754,494	814,342	70,544	6,639,380	7,117,517
Depreciation	-	61,873	-	61,873	63,619
Total Expenses	<u>\$ 5,754,494</u>	<u>\$ 876,215</u>	<u>\$ 70,544</u>	<u>\$ 6,701,253</u>	<u>\$ 7,181,136</u>

The accompanying notes are an integral part of these financial statements.

YWCA of Greater Baton Rouge
Statements of Cash Flows
For the Fiscal Years Ended March 31, 2024 and 2023

	2024	2023
Cash Flows from Operating Activities		
Change in Net Assets	\$ 2,125,044	\$ (1,065,069)
Adjustments to Reconcile Change in Net Assets to		
Net Cash (Used) Provided by Operating Activities:		
Depreciation	61,873	63,619
Amortization of Right-of-Use Asset - Operating Leases	5,841	5,584
Net Assets Adjustment	20,651	96,910
Net Changes in Assets and Liabilities:		
(Increase)/Decrease in Grant Receivables	(1,517,722)	316,721
(Increase)/Decrease in Other Current Assets	(19,912)	(21,863)
Right-of-Use Asset Obtained in Exchange for New Operating Lease Liabilit	-	(14,549)
Increase/(Decrease) in Accounts Payable	307,932	21,763
Increase/(Decrease) in Accrued Expenses	(2,591)	2,591
Increase/(Decrease) in Payroll Liabilities	(27,660)	12,302
Increase/(Decrease) in Operating Lease Liabilities from Payments	(5,841)	8,965
Total Adjustments	(1,177,429)	492,043
Net Cash Provided/(Used) by Operating Activities	947,615	(573,026)
Cash Flows from Investing Activities		
Purchases of Fixed Assets	(1,818,401)	(1,488,095)
Net Cash Used by Investing Activities	(1,818,401)	(1,488,095)
Cash Flows from Financing Activities		
Borrowings of LOC, Net	749,208	1,483,302
Repayments of Note Payable to Bank, Net	(31,551)	(26,843)
Net Cash Provided by Financing Activities	717,657	1,456,459
Net Change in Cash and Cash Equivalents	(153,129)	(604,662)
Cash and Cash Equivalents - Beginning of Period	475,856	1,080,518
Cash and Cash Equivalents - End of Period	\$ 322,727	\$ 475,856

The accompanying notes are an integral part of these financial statements.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

YWCA of Greater Baton Rouge (“YWCA”) is a Louisiana non-profit corporation organized for the purposes of advancing the spiritual, intellectual, mental, social, cultural and physical condition of women and girls in the Baton Rouge area. YWCA is associated with the Young Women’s Christian Association of the United States of America. YWCA is also a participating agency of and receives a portion of its annual funding needs from the Capital Area United Way. Other principal sources of revenues are grants, annual membership dues, donations, and fees charged for various program activities. YWCA is exempt from Federal Income Taxes under Section 501(c) (3) of the Internal Revenue Code.

Basis of Accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Accordingly, revenues are recognized when earned and expenses are recognized when incurred.

Basis of Presentation

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

- Net assets without donor restrictions include funds not subject to donor-imposed stipulations. The revenues received and expenses incurred in conducting the mission of YWCA are included in this category. YWCA has determined that any donor-imposed restrictions for current or developing programs and activities are generally met within the operating cycle of YWCA and therefore, their policy is to record those net assets as without donor restrictions.
- Net assets with donor restrictions include funds that are subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. When a 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.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition

Contributions, including promises to give, are considered conditional or unconditional, depending on the nature and existence of any donor or grantor conditions.

A contribution or promise to give contains a donor or grantor condition when both of the following are present:

- An explicit identifying of a barrier, that is more than trivial, that must be overcome before the revenue can be earned and recognized.
- An implicit right of return of assets transferred or a right of release of a donor or grantor's obligation to transfer assets promised, if the condition is not met.

Unconditional contributions, or conditional contributions in which the conditions have been substantially met or explicitly waived by the donor, are recorded as revenue with or without donor restrictions, depending on the existence and nature of any donor restrictions. When a 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. Conditional contributions are recognized when the barriers to entitlement are overcome and the promises become unconditional. Unconditional contributions are recognized as revenue when received. Grants are either recorded as contributions or exchange transactions based on criteria contained in the grant award. Exchange transactions must follow the requirements in Accounting Standards Codification 606, *Revenue From Contracts With Customers*.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents

For the purposes of the statement of cash flows, YWCA considers all unrestricted highly liquid investments with a maturity of three months or less to be cash equivalents.

Uncollectible Accounts, Grants Receivable, and Promises to Give

YWCA uses the direct charge-off method whereby uncollectible accounts are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. The direct charge-off method is used because it does not cause a material departure from GAAP and it approximates the valuation method.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fixed Assets

Expenditures for the acquisition of fixed assets are capitalized at cost. The fair value of donated fixed assets is similarly capitalized. YWCA’s threshold for capitalization is \$5,000. Depreciation is computed using the straight-line method for financial reporting purposes over the following estimated useful lives:

Buildings and Grounds	5 – 15 years
Vehicles	5 – 7 years
Furniture and Equipment	3 – 10 years
Leasehold Improvements	10 years

Donated Assets and Services

Land, buildings and equipment received as donations are recognized in the accompanying financial statements at their estimated fair market value at the date they are received. YWCA recognizes contribution revenue for certain services received at the fair value of those services provided those services created or enhance non-financial assets or require specialized skills which are provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. YWCA also recognizes contribution revenue for use of facilities and use of equipment and supplies at fair value of what those would typically cost if not provided by donation. See Note 11 for details of the donations received during the years ended March 31, 2024 and 2023.

Concentration of Credit

YWCA maintains cash accounts with two financial institutions. Deposits are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per financial institution per depositor. At March 31, 2024 and 2023, YWCA had uninsured deposits totaling \$86,196 and \$225,856 respectively. YWCA’s financial institutions did not hold any pledged collateral against the accounts, so YWCA’s bank balances are subject to increased risk.

Functional Allocation of Expenses

The costs of providing the various programs and 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 benefitted using different methods. Salaries and fringe benefits are allocated between the different programs based on an analysis of the cost/benefit to each fund or function. Allowable program direct costs that can be identified to more than one program will be prorated individually as program direct costs using the ratio of actual program/client enrollment to total enrollment/clients served in all programs. Allowable administrative direct costs that can be identified to more than one program/grant will be prorated individually as administrative direct costs using the ratio of program number of employees to total number of all employees.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Allocation of Expenses (Continued)

Allowable occupancy costs such as rent, utilities, telephone, internet, maintenance and repair, and insurance that can be identified to more than one program/grant will be prorated individually as occupancy direct costs using the ratio of program square footage to total square footage.

Income Taxes

YWCA is a not-for-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Services as other than a private foundation.

YWCA's Form 990, *Return of Organization Exempt from Income Tax* are subject to examination by the IRS, generally for three years after they were filed.

Leases

YWCA determines if a contract contains a lease when the contract conveys the right to control the use of identified assets for a period in exchange for consideration. Upon identification and commencement of a lease, YWCA establishes a right-of-use (ROU) asset and a lease liability. Operating leases, if any, are included in ROU Asset - Operating Lease and Operating Lease Liability on the accompanying Statement of Financial Position. Finance leases, if any, are included in Fixed Assets and Finance Lease Liability.

The total lease term is determined by considering the initial term per the lease agreement, which is adjusted to include any renewal options that YWCA is reasonably certain to exercise as well as any period that YWCA has control over the asset before the stated initial term of the agreement. If YWCA determines a reasonable certainty of exercising termination or early buyout options, then the lease terms are adjusted to account for these facts. YWCA's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

YWCA uses the risk-free rate as the discount rate for all classes of underlying assets when the interest rate is not implicitly or explicitly stated in the lease agreement at commencement date. YWCA does not recognize ROU assets and lease liabilities for leases with a term of 12 months or less. Also, YWCA does not recognize ROU Assets and lease liabilities for leases with total payments below their materiality threshold of \$5,000.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Advertising and Promotion

Advertising and promotion is expensed as incurred. During the years ended March 31, 2024 and 2023, advertising and promotion expense totaled \$71,541 and \$76,268, respectively.

Recent Accounting Pronouncements

In 2016, the Financial Accounting Standards Board (“FASB”) issued Accounting Standards Update (“ASU”) No. 2016-02, *Leases* (Topic 842), which is intended to improve financial reporting on leasing transactions. ASU No. 2016-02 will require lessees to recognize right of use assets and lease obligations for operating and finance leases with terms greater than 12 months. ASU No. 2016-02 is effective for fiscal years beginning after March 15, 2020, with early adoption permitted. ASU No. 2016-02 must be applied modified retrospectively. On June 3, 2020, FASB issued ASU No. 2020-05, *Revenue from Contracts with Customers* (Topic 606) and *Leases* (Topic 842) that extended the effective date for certain entities, including YWCA, to annual periods beginning after December 15, 2021. During the year ended March 31, 2023, YWCA adopted ASU No. 2016-02. See Note 6 for the required disclosures.

On September 17, 2020, the FASB issued ASU No. 2020-07, *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*. The Update is expected to increase transparency around contributed nonfinancial assets (also known as “gifts-in-kind”) received by not-for-profit organizations, including transparency on how those assets are used and how they are valued. The Update requires that contributed nonfinancial assets be presented as a separate line item in the statement of activities, apart from contributions of cash or other financial assets. It also requires additional disclosures. The ASU is applicable for periods beginning after June 15, 2021. During the year ended March 31, 2023, YWCA applied ASU No. 2020-07 to its contributed nonfinancial assets. See Note 11 for the required disclosures.

NOTE 2 – FIXED ASSETS

During the fiscal year ended March 31, 2023, YWCA commenced a development of 12 units of single family residential homes, funded by a series of sources including the City of Baton Rouge HOME Investment Partnerships Program, Landlord Recovery Program (LHC) and a Line of Credit established by Home Bank, NA. As of March 31, 2024, YWCA incurred costs for the project totaling \$3,281,341, which was recorded in Construction in Progress. Construction in progress is included with fixed assets on the Statement of Financial Position. See Note 4 for additional information on the financing of this project. Additionally, see Note 7 for additional information on capitalized interest for the project.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 2 – FIXED ASSETS (CONTINUED)

Details of fixed assets as of March 31, 2024 and 2023 are as follows:

	<u>2024</u>	<u>2023</u>
Buildings and Grounds	\$ 1,341,157	\$ 1,341,157
Vehicles	27,690	27,690
Furniture and Equipment	146,707	146,707
Leasehold Improvements	305,173	305,173
Construction in Progress	3,281,341	1,462,941
	<u>5,102,068</u>	<u>3,283,668</u>
Accumulated Depreciation	<u>(759,035)</u>	<u>(697,163)</u>
Net Book Value	<u>\$ 4,343,033</u>	<u>\$ 2,586,505</u>

Depreciation expense for the fiscal year ended March 31, 2024 and 2023 was \$61,873 and \$63,619 respectively.

NOTE 3 – NOTE PAYABLE TO BANK

Note payable to bank consists of a loan with a bank with an original principal amount of \$792,000. Monthly payments of \$5,039, including principal and interest, are due until the maturity date of June 10, 2026, when an irregular one-time payment of approximately \$660,797 will be made. The interest rate is fixed at 4.5%. The outstanding balance of the note payable to bank was \$713,459 and \$745,010 as of March 31 2024 and 2023, respectively. Future maturities of notes payable are as follows:

2025	\$ 28,675
2026	29,993
2027	654,791
2028	-
Thereafter	<u>-</u>
Total	<u>\$ 713,459</u>

NOTE 4 – CONSTRUCTION LINE OF CREDIT

During the year ended March 31, 2023, as part of the HOME Investment Partnerships Program, Home Bank made \$3,008,303 available for YWCA to borrow to finance the construction of the twelve (12) units in the Providence Place Housing Development (see Note 2). Monthly interest payments are due at a rate of 9.0%.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 4 – CONSTRUCTION LINE OF CREDIT (CONTINUED)

Once the project is completed, federal grant funds will be pulled down to pay off the outstanding balance of the line of credit. As of March 31, 2024 and 2023, YWCA had an outstanding balance of \$2,232,510 and \$1,483,302, respectively.

NOTE 5 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

Financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following as of March 31, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Cash and Cash Equivalents	\$ 322,727	\$ 475,856
Accounts Receivable	8,199	-
Government Grants Receivable	1,967,139	457,616
Total Financial Assets	<u>2,298,065</u>	<u>933,472</u>
Net Assets With Donor Restrictions	<u>-</u>	<u>-</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 2,298,065</u>	<u>\$ 933,472</u>

NOTE 6 – LEASES

During the fiscal year ended March 31, 2023, YWCA adopted ASC 842, *Leases*, which requires an organization to record a lease asset and liability based upon its lease agreements. YWCA has two operating leases; one lease is for a parcel of land referred to as the Wyandotte School Site, located at 2525 Wyandotte Street in Baton Rouge, Louisiana. The other lease is for .66 acres of land located in East Baton Rouge Parish, to be developed by YWCA. As a result, YWCA recorded a lease asset and lease liability at the origination date of the leases. The Wyandotte Street lease ended on July 1, 2024 with an unexecuted extension clause to June 30, 2029, while the ground lease ends December 1, 2051. Per inquiries made, negotiations were ongoing to secure the extension of the Wyandotte Street lease as of the date of this report, and accordingly the ROU assets and lease liabilities were not remeasured.

To calculate the lease asset and lease liability at the origination of the lease, YWCA used a discount rate of 1.16%, which is the weighted average of the stated U.S. Treasury Rate, and then calculated the present value of future lease payments. Each year, the asset and liability are reduced based upon the actual payments and a calculated amortization schedule. Total rent expense for the year was \$1,600 and is included in occupancy expense on the statement of functional expenses.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 6 – LEASES (CONTINUED)

Total rent expense for the years ended March 31, 2024 and 2023 for all leases totaled \$62,988 and \$81,600, which is included in Occupancy Expense, as reported on the Statement of Functional Expenses.

Supplemental information related to the operating lease is as follows:

Operating Lease

Operating Lease ROU Asset	<u>\$ 3,124</u>
Operating Lease Liability	<u>\$ 3,124</u>

Other Information

Weighted-Average Remaining Lease Term in Years for Operating Lease	14.59
Weighted-Average Discount Rate for Operating Lease	1.16%

Future undiscounted cash flows for each of the next five years and thereafter and a reconciliation to the lease liability recognized on the balance sheet are as follows as of March 31, 2024:

Year Ending December 31,	Lease Payments
2025	\$ 1,600
2026	100
2027	100
2028	100
2029	100
Thereafter	<u>2,300</u>
Total Future Minimum Lease Payments	\$ 4,300
Less imputed interest	<u>(1,176)</u>
Total Present Value of Lease Liabilities	<u>\$ 3,124</u>

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 6 – LEASES (CONTINUED)

Other Operating Leases:

In addition to the operating leases, YWCA had two additional leases. YWCA leased an office space at 11404 Lake Sherwood Avenue in Baton Rouge, Louisiana until July 2023, effectively ending the month-to-month lease. YWCA also leases commercial space located at 5262 Prescott Road in Baton Rouge, Louisiana. This is also a month-to-month lease as of March 31, 2024, with monthly payments totaling \$3,600. Per YWCA’s lease policy, month-to-month leases are considered short-term; right-of-use assets and lease liabilities are not recognized for short-term leases.

NOTE 7 – INTEREST COSTS

YWCA capitalizes interest cost as a component of the cost of construction in progress (See Notes 2 and 4). Additionally, YWCA records interest expense related to the Note Payable described in Note 3. The following is a summary of interest cost incurred during fiscal 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Interest Cost Capitalized	\$ 189,766	\$ 22,952
Interest Cost Expensed	28,914	35,560
	\$ 218,680	\$ 58,512

NOTE 8 – ECONOMIC DEPENDENCY

YWCA receives the majority of its revenues from funds provided through various state and federal government grants. During the fiscal years ended March 31, 2024 and 2023, approximately 91% and 87% of total support and revenue was received from the government grants. The grant amounts are appropriated each year by federal and state governments. If significant budget cuts are made at the federal, state and/or local level, the amount of funds YWCA receives could be reduced significantly and could have an adverse impact on its operations.

NOTE 9 – RETIREMENT PLAN

Employees of YWCA who meet minimum service requirements are eligible to participate in the National YWCA Retirement Fund (The Plan). The Plan is a cash balance defined benefit plan. Employee contributions are optional. Employees are allowed to make voluntary contributions based on their compensation up to certain maximum limits.

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 9 – RETIREMENT PLAN (CONTINUED)

An employer's risks of participating in a multiemployer plan are different from a single employer plan in that the assets contributed to a multiemployer plan may be used to provide benefits to employees of other participating employers; and if a participating employer stops contributing to the Plan, unfunded obligations of the Plan, if any, may be borne by the remaining participating employers. During the fiscal year ended March 31, 2024 and 2023, YWCA contributed \$130,450 and \$105,642 respectively to the retirement plan. The actuarial present value of the benefit obligation and fair value of plan assets are not available separately for each employer that participates in the plan.

NOTE 10 – FEDERAL COMPLIANCE CONTINGENCIES

YWCA receives a portion of its revenues from government grants and contracts, all of which are subject to audit by the governments. The ultimate determination of amounts received under these programs generally is based upon allowable costs reported to and are subject to audit by the government. Until such audits, if any, there exists a contingency to refund any amount received in excess of allowable cost. Management is of the opinion that no material liability will result from such audits.

NOTE 11 – IN-KIND CONTRIBUTIONS

During the fiscal year ended March 31, 2024 and 2023, YWCA received the following non-cash donations of material, services and free use of facilities that has been reflected in the accompanying financial statements in Support and Revenues as Contributions-In-Kind and Functional Expenses as Donations-in-kind:

	<u>2024</u>	<u>2023</u>
Volunteers, Interns, and Professional Services	\$ 43,552	\$ 37,065
Free or Discounted Use of Facilities	150,660	128,219
Equipment Usage and Maintenance Services	77,751	66,170
Supplies	4,331	3,686
Other Items	167,136	142,240
Total In-Kind Contributions	<u>\$ 443,430</u>	<u>\$ 377,380</u>

YWCA OF GREATER BATON ROUGE
Notes to the Financial Statements
March 31, 2024 and 2023

NOTE 12 – NET ASSETS ADJUSTMENTS

Management determined that a net assets adjustment was necessary to properly state beginning net assets. A net assets adjustment totaling \$20,651 was made for the fiscal year ending March 31, 2024, which pertains to prior year audit entries. Additionally, a \$96,910 net assets adjustment was recorded for the fiscal year ending March 31, 2023.

NOTE 13 – SUBSEQUENT EVENTS

Management evaluated subsequent events as of November 25, 2024, which is the date these financial statements were available to be issued. Management noted that there are no additional disclosures or adjustments required to these financial statements.



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

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

To the Board of Directors of
YWCA of Greater Baton Rouge
Baton Rouge, 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 YWCA of Greater Baton Rouge (a nonprofit organization) ("YWCA"), which comprise the statement of financial position as of March 31, 2024, and the related statements of activities, functional expenses, and cash flows for the fiscal year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 25, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered YWCA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purposes of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of YWCA's internal control. Accordingly, we do not express an opinion on the effectiveness of YWCA of Greater Baton Rouge'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

New Orleans Office: 1100 Poydras Street, Suite 1225 / New Orleans, LA 70163 / (504)561-8600

Memphis Office: 1661 International Drive, Suite 441 / Memphis, TN 38120 / (901)202-4688

Atlanta Office: 1201 Peachtree St. NE, Suite 200 Unit 363 / Atlanta, GA 30328 / (678)971-3700

Continued,

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether YWCA's financial statements are free from material misstatements, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as Finding #2024-001.

YWCA of Greater Baton Rouge's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on YWCA's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. YWCA's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 YWCA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering YWCA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Luther Speight & Co. CPAs

Luther Speight & Company CPAs
New Orleans, Louisiana
November 25, 2024



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

**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 of
YWCA of Greater Baton Rouge
Baton Rouge, Louisiana

Report on Compliance for Major Federal Program

Opinion on Major Federal Program

We have audited YWCA of Greater Baton Rouge's ("YWCA") compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on YWCA's major federal programs for the year ended March 31, 2024. YWCA's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, YWCA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2024.

Basis for Opinion on 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 YWCA 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 YWCA's compliance with the compliance requirements referred to above.

New Orleans Office: 1100 Poydras Street, Suite 1225 / New Orleans, LA 70163 / (504)561-8600

Memphis Office: 1661 International Drive, Suite 441 / Memphis, TN 38120 / (901)202-4688

Atlanta Office: 1201 Peachtree St. NE, Suite 200 Unit 363 / Atlanta, GA 30328 / (678)971-3700

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 YWCA'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 YWCA'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 YWCA'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 YWCA'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 YWCA'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 YWCA'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.

Luther Speight & Co. CPAs

Luther Speight & Company CPAs
New Orleans, LA
November 25, 2024

YWCA OF GREATER BATON ROUGE
Schedule of Findings and Questioned Costs
March 31, 2024

PART I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

An unmodified opinion was issued on the financial statements of the auditee.

Internal Control Over Financial Reporting:

Material weaknesses identified? ___yes X no

Significant deficiencies identified
not considered to be material weaknesses? ___yes X no

Noncompliance material to financial statements noted? X yes ___no

Federal Awards

Internal control over major programs:

Material weakness (es) identified? ___yes X no

Significant deficiency(s) identified
not considered to be material weaknesses? ___yes X no

An unmodified opinion was issued on compliance.

Any audit findings disclosed that are required to be
reported in accordance with the Uniform
Guidance?

___yes X no

The major programs for the year ended March 31, 2024 were as follows:

1. Early Head Start – Assistance Listing # 93.600
2. Home Investment Partnership Program – Assistance Listing # 14.239

Dollar threshold used to distinguish between Type A and
Type B programs:

\$750,000

Auditee did not qualify as a low-risk auditee.

YWCA OF GREATER BATON ROUGE
Schedule of Findings and Questioned Costs
March 31, 2024

PART II – FINANCIAL STATEMENT FINDINGS

2024-001 – Timely Submission of Annual Audit Report (Non-Compliance) – Originated in 2022

CRITERIA: Louisiana Revised Statute 24:513 requires that Agencies receiving federal, state, or local government funding from the State of Louisiana submit an independent financial statement engagement to the Louisiana Legislative Auditor’s (LLA) office within six months from their fiscal year end.

CONDITION: YWCA did not complete and submit its independent audit report within the required deadline. The LLA granted YWCA a non-emergency extension; however, this finding is still a requirement for the audit report.

CAUSE: YWCA did not provide audit-ready financial statements on a timely basis.

EFFECT: Late submission causes the auditee to be put on the non-compliance list (if they are not granted a non-emergency extension) and can result in withholding of state and/or federal pass-through funding to the auditee.

RECOMMENDATION: YWCA should implement policies and procedures to ensure timely filing of any and all required reports.

MANAGEMENT

RESPONSE: The Organization’s major construction project was in final stages of completion and preparing for tenant occupancy at year-end. These processes delayed the financial statement closing and preparation for the auditor. Management has implemented enhanced procedures to assure timely financial statement preparation in the future.

YWCA OF GREATER BATON ROUGE
Schedule of Findings and Questioned Costs
March 31, 2024

PART III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

We noted no federal award findings or questioned costs for the fiscal year ended March 31, 2024.

YWCA OF GREATER BATON ROUGE
Status of Prior Year Findings and Questioned Costs
March 31, 2024

<u>Finding #</u>	<u>Description</u>	<u>Resolved/Unresolved</u>
2023-001	Timely Submission of Annual Audit Report	Unresolved
2023-002	C.I.P Accounting Not Fully Implemented	Resolved
2023-003	Timely Submission of Federal Audit Clearinghouse	Resolved

YWCA of Greater Baton Rouge
Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended March 31, 2024

<u>Grantor/State Pass-through/ Program name Location of Project</u>	<u>AL Number</u>	<u>Federal Award Identification Number/ Pass-Through Number</u>	<u>Federal Expenditures</u>
U.S. Department of Health and Human Services			
Administration of Children and Families Early Head Start	93.600	06HE01133 06CH01155503-02	\$ 3,964,784
Total U.S. Department of Health and Human Services			<u>3,964,784</u>
U.S. Department of Agriculture			
Child and Adult Care Food Program	10.558	N/A	<u>172,618</u>
Total U.S. Department of Agriculture			<u>172,618</u>
US Department of Housing & Urban Development			
Home Investment Partnership Program	14.239	N/A	1,681,868
LHC Rapid Rehousing Grant	14.231	E20MW220002	<u>303,871</u>
Total U.S. Department of Housing & Urban Development			<u>1,985,739</u>
US Department of the Treasury			
Coronavirus State & Local Fiscal Recovery Funds	21.027	N/A	173,616
Emergency Rental Assistance Program	21.023	FBRARP3	<u>605,693</u>
Total U.S. Department of the Treasury			<u>779,309</u>
Total Federal Expenditures			<u>\$ 6,902,450</u>

See accompanying notes to the schedule of expenditures of federal awards.

YWCA OF GREATER BATON ROUGE
Notes to Schedule of Expenditures of Federal Awards
For the Fiscal Year Ended March 31, 2024

NOTE 1 – BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of YWCA and is presented on the accrual basis of accounting. The information in this schedule is presented as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NOTE 2 – INDIRECT COST RATE

YWCA has not elected to use the ten percent (10%) indirect cost rate allowed under the Uniform Guidance.

NOTE 3 – LOAN AND LOAN GUARANTEES

YWCA did not expend federal awards related to loans or loan guarantees during the year ended March 31, 2024. YWCA had no loans outstanding at the year ended March 31, 2024.

NOTE 4 – FEDERALLY FUNDED INSURANCE

YWCA has no federally funded insurance.

NOTE 5 – NONCASH ASSISTANCE

YWCA did not receive federal noncash assistance for the year ended March 31, 2024.

YWCA of Greater Baton Rouge
Schedule of Compensation, Benefits, and Other Payments
to Agency Head or Chief Executive Officer
For the Fiscal Years Ended March 31, 2024 and 2023

Agency Head Name and Title: Dianna Payton, CEO

Purpose	2024	2023
<u>Purpose</u>	<u>Amount</u>	<u>Amount</u>
Salary	\$ 154,146	\$ 134,113
Benefits-FICA	11,567	8,178
Benefits-insurance	9,327	1,912
Benefits-retirement	10,790	6,706
Benefits-executive parking	-	-
Car allowance	-	-
Vehicle provided by government	-	-
Per diem	-	-
Reimbursements	-	-
Travel	-	-
Registration fees	-	-
Conference travel	7,643	7,830
Continuing professional education fees	-	-
Housing	-	-
Unvouchered expenses	-	-
Special meals	-	-
	<u>\$ 193,474</u>	<u>\$ 158,739</u>



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

YWCA OF GREATER BATON ROUGE
AGREED UPON PROCEDURES REPORT
FOR THE FISCAL YEAR ENDED MARCH 31, 2024



Luther Speight & Company, LLC
Certified Public Accountants and Consultants

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
YWCA of Greater Baton Rouge
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 April 1, 2023 through March 31, 2024. YWCA of Greater Baton Rouge's management is responsible for those C/C areas identified in the SAUPs.

YWCA of Greater Baton Rouge 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 April 1, 2023 through March 31, 2024. 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 that they address each of the following categories and subcategories (if applicable to public funds and the entity's operations):
 - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

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

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

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

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

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

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

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

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

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

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

Results: The written policies and procedures appropriately address the above elements except for legal review of contracts.

Management's Response: As part of our team here at YWCA GBR, we have a licensed attorney. Also, one of our board members is a licensed attorney. Any contracts beyond the day-to-day routine contract renewals are reviewed by one of the attorneys before obtaining the CEO's signature

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

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

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

Results: The written policies and procedures appropriately address the above items except for dollar thresholds by category of expense. The Entity follows the State of Louisiana's travel per diem policy for travel per diems and the IRS guidelines for mileage reimbursement. We reviewed those policies, and it appropriately addresses the dollar thresholds.

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

Results: Not applicable to the Entity.

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

Results: Not applicable to the Entity.

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

Results: The Entity provided documentation that appropriately addresses the required elements above.

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

Results: Not applicable to the Entity.

Board or Finance Committee

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

Results: LSC noted that the board met in April, August, and December of 2023 as well as January of 2024. No exceptions noted.

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

Results: The Entity is a private non-profit and is not on the governmental accounting model as it relates to the general fund. However, financial statements are presented at the board meetings which include budget-to-actual comparisons.

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

Results: Not applicable, as the Entity is a non-profit.

- d) 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: LSC did not observe any evidence that the board/finance committee received written updates of the progress of resolving audit findings.

Management’s Response: The audit findings were included in the CEO’s report for the August 25th board meeting. However, it was not included in the board minutes. Going forward, an official agenda item will be included annually on the board agenda and minutes to address the progress of resolving audit findings

Bank Reconciliations

3. Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. 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 selected each account, and observe that:

Results: *List of bank accounts and management's representation were obtained. We selected the month of March 2024 for the testing below.*

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

Results: *We noted that YWCA has four bank accounts. There was no evidence on the four bank reconciliations that they were prepared within two months of the related statement closing date; the excel reconciliations did not contain initials, dates, or evidence of electronic logging.*

Management's Response:

- *Due to attempted fraud, YWCA's Operating account is now on Positive Pay. Until Positive Pay is fully functional, the CFO must log into the bank account daily before 11am to manually approve all checks coming through the bank account. While logged into the bank account, the CFO also reviews all activity for the account on that day.*
 - *The bank accounts (along with ALL the balance sheet accounts) are reconciled monthly, this is the only way we can accurately reconcile the accounts. A review of the monthly recon workbooks will confirm detailed monthly recons are performed. The Operating recon is also performed in the Abila MIP accounting software, but it also does not have a time stamp function that we are aware of. We will continue to search for ways to time stamp the recons on a monthly basis.*
 - *Also, if a change is made to GL account in a prior period, it can affect the balance of recons for previous months that have already been reviewed and the CFO will have to update all the previous workbooks.*
- 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

Results: We noted that the bank reconciliations showed no evidence of review by individuals who do not handle cash, post ledgers, or issue checks within 1 month of the date the reconciliation was prepared.

Management's Response: The CEO opens, reviews and initials ALL bank and credit card statements. Although the CEO and CFO review financials on a monthly basis, because the recons are in an excel workbook, the meetings are not documented. The CFO will have to print the statements and have the CEO sign the bank recs at minimum going forward until we can find a way to time stamp the reviews

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

Results: We noted that one account had one reconciling item that has been outstanding for more than 12 months from the fiscal year-end. We have not obtained documentation from management reflecting research on these reconciling items.

Management Response: CFO will follow up on the outstanding \$300 check immediately.

Collections

- 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).

Results: LSC noted that any funds received in person or via postal service are received at the administration office located at 11404 Lake Sherwood Avenue N., Ste B., Baton Rouge, LA 70816. No cash or money orders are received at the business location. The funds are obtained through direct deposit or physical checks.

- 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 (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit.

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or agency fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Results: *LSC noted that any funds received in person or via postal service are received at the administration office located at 11404 Lake Sherwood Avenue N., Ste B., Baton Rouge, LA 70816. We have obtained and inspected written policies and procedures relating to employee job duties at the collection location and observed that the job duties are properly segregated. Funds are deposited by Fiscal Assistant and bank reconciliations are performed by the CFO to verify the deposit.*

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

Results: *Entity provided a copy of a crime insurance policy that was enforced during the fiscal period.*

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and:

- a) Observe that receipts are sequentially pre-numbered.
- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- c) Trace the deposit slip total to the actual deposit per the bank statement.
- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
- e) Trace the actual deposit per the bank statement to the general ledger.

Results: *We noted that the Entity's collections were supported by proper documentation. We noted that each deposit was made by ACH/EFT. We also noted no exceptions found when tracing the deposit to the bank statement.*

Non-Payroll Disbursements (excluding card purchases/payments, 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).

Results: Any funds received in person or via postal service are received at the admin office located at 11404 Lake Sherwood Avenue N., Ste B. Baton Rouge, LA 70816.

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

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

Results: We have obtained a listing of the employees involved and the written policies and procedures relating to employee job duties at the location mentioned above and observed that the job duties are properly segregated. Departments managers request for purchases are put on a purchase order request form and sent to the CEO for approval prior to purchasing. Normal repairs and maintenance items are then billed and paid for by the finance department.

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

- a) Observe whether the disbursement matched the related original itemized invoice and supporting documentation indicates deliverables included on the invoice were received by the entity.
- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Results: We noted the original invoice/billing and all the supportive information matched up, including evidence of segregation of duties with no exceptions.

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. Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

Results: We observed 5 randomly selected non-payroll disbursements and noted no exceptions.

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

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

Results: We obtained a listing of all active cards, which consisted of 5 credit cards, and 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. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.]

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

Results: We observed evidence showing that the statements were reviewed and approved by someone other than the cardholder. Finance charges and late fees were not assessed on any of the five cards. No exceptions noted.

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

Results: We selected the required number of transactions from each card and obtained supporting documentation. Each transaction was supported by itemized receipts and documentation supporting the business purpose of the transactions. We noted no exceptions.

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, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

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

Results: The reimbursements we selected were not per diem.

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

Results: Reimbursements using actual costs were supported by the original itemized receipts. No exceptions noted.

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

Results: Each reimbursement was supported by documentation detailing the business/public purchase for the charge. No exceptions noted.

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

Results: Each reimbursement was reviewed and approved by someone other than the person receiving the reimbursement. 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. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

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

Results: We noted that all contracts selected were not subject to Louisiana Public Bid Law.

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

Results: Not applicable. Contracts do not require approval by the governing board according to Entity's policy.

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

Results: We noted no contract amendments.

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

Results: We haphazardly selected one payment from each of the 2 contracts. We noted no exceptions.

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.

Results: *We requested and obtained paid salaries and personnel files for a selection of five (5) employees. The paid salaries agreed to the authorized salaries in each employee's personnel file. We noted no exception.*

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

Results: *We requested attendance records and leave documentation for the selected employees. We noted no exceptions.*

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

Results: *The salaried employees do not ordinarily submit attendance records, but they do accumulate leave.*

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

Results: *We noted no exception. All selected employees' attendance and leave, if applicable, is approved by a supervisor.*

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

Results: *We noted no exception. Client provided documents showing each employee's leave accrued or taken.*

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

Results: *We noted no exception. The rate paid to the selected employees agree to the authorized salary found within the personnel files.*

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, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

Results: We haphazardly selected two officials that received termination payments during the fiscal year. We agreed the hours worked and accumulated leave to the employee's pay rate. We noted no exceptions.

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 were noted regarding this requirement.

Ethics

Results: Not applicable as the Entity is a non-profit.

Debt Service

Results: Not applicable as the Entity is a nonprofit.

Fraud Notice

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

Results: Management confirmed there were no misappropriations of public funds and assets during the fiscal year ended March 31, 2024.

22. 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. The required notice above is present on Entity's website.

Information Technology Disaster Recovery/Business Continuity

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

Results: We 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 no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

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

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

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

- 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.

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

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

Sexual Harassment

Results: Not applicable as the Entity is a nonprofit.

We were engaged by YWCA of Greater Baton Rouge 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 YWCA of Greater Baton Rouge 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.

Luther Speight & Co. CPAs

Luther Speight & Company CPAs
New Orleans, Louisiana
November 25, 2024