
PRIORITY HEALTH CARE, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2021

PRIORITY HEALTH CARE, INC.

FINANCIAL STATEMENTS

DECEMBER 31, 2021

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INDEPENDENT AUDITORS' REPORT

The Board of Directors
Priority Health Care, Inc.
Marrero, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Priority Health Care, Inc. (“the Organization), a nonprofit organization, which comprise the statement of financial position as of December 31, 2021, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

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

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors’ Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Priority Health Care, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

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

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

Auditors’ 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 auditors’ report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a

material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

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

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

Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2022, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.

Postlethwaite & Netterville

Metairie, Louisiana
June 27, 2022

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2021

ASSETS

Assets:

| | |
|-----------------------------|------------------------------------|
| Cash | \$ 5,645,640 |
| Grants receivable | 410,268 |
| Patient receivables | 312,826 |
| Other receivables | 7,761 |
| Pharmacy inventory | 167,868 |
| Other assets | 70,900 |
| Total current assets | <u>6,615,263</u> |
| | |
| Property and equipment, net | <u>4,302,018</u> |
| | |
| Total assets | <u><u>\$ 10,917,281</u></u> |

LIABILITIES AND NET ASSETS

Liabilities:

| | |
|--|------------------------------------|
| Accounts payable and accrued expenses | \$ 219,333 |
| Accrued salaries and related liabilities | 184,387 |
| Notes payable - current portion | 158,371 |
| Line of credit - current portion | 43,363 |
| | <u>605,454</u> |
| Total current liabilities | <u>605,454</u> |
| | |
| Notes payable - long term portion | 2,425,155 |
| Line of credit - long term portion | 169,750 |
| | <u>2,594,905</u> |
| Total long-term liabilities | <u>2,594,905</u> |
| | |
| Total liabilities | <u>3,200,359</u> |
| | |
| Net assets: | |
| Without donor restriction | <u>7,716,922</u> |
| | |
| Total net assets | <u>7,716,922</u> |
| | |
| Total liabilities and net assets | <u><u>\$ 10,917,281</u></u> |

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

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

| | |
|---|----------------------------|
| Changes in Net Assets Without Donor Restrictions | |
| Patient revenue | \$ 9,780,836 |
| Grants and contracts | 2,695,607 |
| 340B pharmacy revenue | 301,768 |
| Rent income | 223,204 |
| Interest | 20,557 |
| Other income | <u>152,229</u> |
| Total operating revenues | <u>13,174,201</u> |
| Operating expenses: | |
| Program services | 9,662,712 |
| Support services | <u>2,198,073</u> |
| Total operating expenses | <u>11,860,785</u> |
| Income from operations | 1,313,416 |
| Non-operating revenues: | |
| Forgiveness of Paycheck Protection Program loan | <u>568,427</u> |
| Change in net assets | 1,881,843 |
| Net assets, beginning of year | <u>5,835,079</u> |
| Net assets, end of year | <u><u>\$ 7,716,922</u></u> |

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

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2021

| | <u>Program Services</u> | <u>Support Services</u> | <u>Total</u> |
|-----------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Client services | \$ 490,649 | \$ 30,657 | \$ 521,306 |
| Contract services | 176,238 | 283,621 | 459,859 |
| Depreciation | 6,535 | 205,082 | 211,617 |
| Facilities & equipment | 27,741 | 76,865 | 104,606 |
| Insurance | 245,355 | 241,485 | 486,840 |
| Interest | - | 132,023 | 132,023 |
| Lab fees & vaccine | 76,089 | 8,930 | 85,019 |
| Marketing | 24,075 | 79,274 | 103,349 |
| Memberships, dues & subscriptions | 14,418 | 35,660 | 50,078 |
| Postage & printing | 3,141 | 39,249 | 42,390 |
| Prescriptions & medication | 5,316,760 | - | 5,316,760 |
| Professional fees | 15,405 | 11,716 | 27,121 |
| Rent | 91,393 | 36,479 | 127,872 |
| Salaries & wages | 3,071,525 | 763,411 | 3,834,936 |
| Supplies | 6,310 | 18,871 | 25,181 |
| Utilities | 93,288 | 84,080 | 177,368 |
| Travel & training | 3,547 | 3,965 | 7,512 |
| Miscellaneous | 243 | 146,705 | 146,948 |
| TOTAL EXPENSES | <u>\$ 9,662,712</u> | <u>\$ 2,198,073</u> | <u>\$ 11,860,785</u> |

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

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021

CASH FLOWS FROM OPERATING ACTIVITIES

| | | |
|--|----|-----------|
| Change in net assets | \$ | 1,881,843 |
| Adjustments to reconcile change in net assets to net cash provided by operating activities: | | |
| Depreciation | | 211,617 |
| Forgiveness of Paycheck Protection Program loan | | (568,427) |
| (Increase) decrease in operating assets: | | |
| Grant receivable | | (33,047) |
| Patient receivables | | 176,851 |
| Other receivables | | 30,648 |
| Pharmacy inventory | | (61,612) |
| Other assets | | (5,127) |
| Increase (decrease) in operating liabilities: | | |
| Accounts payable and accrued expenses | | (25,485) |
| Accrued salaries and related liabilities | | 29,068 |
| Net cash provided by operating activities | | 1,636,329 |

CASH FLOWS FROM INVESTING ACTIVITIES

| | | |
|---------------------------------------|--|-----------|
| Purchase of property and equipment | | (563,886) |
| Net cash used in investing activities | | (563,886) |

CASH FLOWS FROM FINANCING ACTIVITIES

| | | |
|--|--|-----------|
| Proceeds from Paycheck Protection Program loan | | 568,427 |
| Proceeds from issuance of note payable | | 359,250 |
| Payments on line of credit | | (71,973) |
| Payments on note payable | | (206,206) |
| Net cash provided by financing activities | | 649,498 |

| | | |
|-------------------------|----|-----------|
| Net change in cash | | 1,721,941 |
| Cash, beginning of year | | 3,923,699 |
| Cash, end of year | \$ | 5,645,640 |

Supplemental Disclosure

| | | |
|--|--|------------|
| Cash paid for interest during the year | | \$ 120,378 |
|--|--|------------|

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

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies

Organization

Priority Health Care, Inc. (the Organization) is a non-profit, federally qualified health center which provides primary medical, behavioral health, pharmacy, and social support services to residents within the New Orleans metro area. The Organization is classified by the IRS as a 501(c)(3) tax exempt organization, and serves the parishes of Jefferson, Orleans, St. Bernard, St. Tammany, St. Charles, St. John the Baptist, St. James and Plaquemines, with its clinic and administrative offices located in Marrero, LA and a clinical site in Gretna, LA.

The mission of the Organization is to provide holistic health care to underserved communities that empower people to live healthy lives. The purpose is to offer services on a sliding fee scale to ensure everyone has access to needed care which they can afford in order to adopt lifestyle choices that have a positive effect on their health.

Basis of Accounting

The financial statements of the Organization are prepared on an accrual basis in accordance with accounting principles generally accepted in the United States of America (GAAP).

The financial statements of the Organization report information regarding its financial position and activities according to the following net asset classifications:

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

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity. The Organization had no net assets with donor restrictions at or during the year ended December 31, 2021.

Use of Estimates

The preparation of the 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.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Cash

Cash includes amounts on deposit at local financial institutions.

Patient Accounts Receivable

Patients are expected to pay for services rendered at the time of the clinic visits. If a patient is unable to pay at the time of service, a receivable is recorded. Patients are sent a billing statement following the date of visit. Receivables are recorded at estimated net realizable value based on management's assessment of collectability, current economic conditions, and prior experience.

Patient accounts receivable can be impacted by the effectiveness of the Organization's collection efforts. Additionally, significant changes in payor mix, economic conditions, or trends in federal and state governmental healthcare coverage could affect the net realizable value of accounts receivable. The Organization continually reviews the net realizable value of accounts receivable by monitoring historical cash collections, as well as by analyzing current period revenue and aged accounts receivable by payor. The Organization determines its estimate of implicit price concessions based on its historical collection experience with each financial class of patients using a portfolio approach as a practical expedient to account for patient contracts as collective groups rather than individually. The financial statement effects of using this practical expedient are not materially different from an individual contract approach.

The Organization determines if patient accounts receivable are past-due based on the date of service; however, the Organization does not charge interest on past-due accounts. The Organization charges off patient accounts receivable if management considers the collection of the outstanding balances to be doubtful. Accounts are written off when all reasonable collection efforts have been performed.

The Organization has elected the practical expedient allowed under FASB ASC 606-10-32-18 and does not adjust the promised amount of consideration from patients and third party payors for the effects of a significant financing component due to the Organization's expectation that the period between the time the service is provided to a patient and the time that the patient or a third party payor pays for that service will be one year or less.

Grants Receivable

Management of the Organization determined that year-end balances related to grants receivable were collectible. Accordingly, a valuation allowance was determined to be unnecessary.

Pharmacy Inventory

Pharmacy inventory consists primarily of drugs and medical supplies and are stated at the lower of cost (using the first-in, first-out method) or net realizable value.

Property and Equipment

Property and equipment is recorded at historical cost, if purchased, or at fair market value at the date of the gift, if donated. Additions, improvements and expenditures that significantly extend the useful life or increase the value of an asset (greater than one year) and with a unit cost of greater than \$5,000 are capitalized.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Property and Equipment (continued)

Depreciation is provided using the straight-line method over the estimated useful lives of the related assets which range from 3 to 30 years. When assets are retired or otherwise disposed of, the costs and related accumulated depreciation are removed from the accounts, and any resulting gains and losses are recognized in the Organization's annual operations. Maintenance and repair expenditures are expensed as incurred. The Organization's management periodically evaluates whether events or circumstances have occurred indicating that the carrying amount of long-lived assets may not be recovered.

Paycheck Protection Program Funding

The Organization has elected to record the proceeds received under this program in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 470 resulting in the proceeds being reported as a financial liability upon receipt based on the terms as set forth with the financial institution.

Revenue Recognition

Patient Revenue

Patient revenue represents the estimated net realizable amounts from patients, third party payors, and others for patient care services rendered or prescriptions dispensed. Revenues are recorded during the period the health care services are provided or prescriptions dispensed, based upon the estimated amounts due from payors. Estimates of contractual allowances (explicit price concessions) are based upon the specified payment terms.

Performance obligations are determined based on the nature of the services provided by the Organization. Revenue for performance obligations satisfied over time is recognized based on actual charges incurred in relation to total expected (or actual) charges. The Organization believes that this method provides a faithful depiction of the transfer of services over the term of the performance obligation based on the inputs needed to satisfy the obligation. Performance obligations satisfied over time relate to patients receiving services in the Organization's outpatient clinics. The Organization measures the performance obligation from the commencement of an outpatient service to the point when it is no longer required to provide services to that patient, which is generally at the time of completion of the outpatient services and over a period of less than one day. Revenue for performance obligations satisfied at a point in time is generally recognized when goods are provided to patients in the Organization's pharmacy and the Organization is not required to provide additional goods or services related to that sale. Of the Organization's patient revenue, approximately 14% is revenue whose performance obligations are met over time, and 86% is revenue whose performance obligations are satisfied at a point in time. The Organization does not have any performance obligations that are unsatisfied or partially unsatisfied at December 31, 2021. Thus, the Organization has no contract assets at December 31, 2021.

The Organization determines the transaction price based on standard charges for goods and services provided, reduced by contractual adjustments provided to third-party payors, and discounts provided to uninsured patients in accordance with the Organization's policy (i.e., explicit and implicit price concessions). The Organization determines its estimates of contractual adjustments and discounts based on contractual agreements, its discount policies, and historical experience. The Organization determines its estimate of implicit price concessions based on its historical collection experience. The Organization has agreements with third-party payors that provide for payments to the Organization at amounts different from its established rates.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

Patient Revenue (continued)

Laws and regulations governing the Medicare and Medicaid programs are complex and subject to interpretation. The estimated reimbursement amounts are made on a payer-specific basis and are recorded based on the best information available regarding management's interpretation of the applicable laws, regulations and contract terms. Management continually reviews the contractual estimation process to consider and incorporate updates to laws and regulations and the frequent changes in managed care contractual terms resulting from contract renegotiations and renewals. Due to the complexities involved in the classification and documentation of health care services authorized and provided, the estimation of revenues earned and the related reimbursement are often subject to interpretations that could result in payments that are different from the Organization's estimates.

The Organization provides discounts from gross charges to uninsured patients who do not qualify for Medicaid. These discounts are similar to those provided to many local managed care plans. After the discounts are applied, if the Organization expects to be unable collect a significant portion of uninsured patients' accounts, it records significant provisions for doubtful accounts (implicit price concessions) related to uninsured patients in the period the services are provided based upon historical collection experience.

Grants and Contributions

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

The Organization receives support in the form of grants from federal, state, and local governmental agencies, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position. No amounts were received in advance under the Organization's grants in 2021 or remaining from prior years.

The Organization has been awarded grants of approximately \$4,200,000 which were conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. As of December 31, 2021, approximately \$2,600,000 has not been recognized as revenue as the Organization has not yet incurred the qualifying expenditures to seek reimbursement.

Grants and contributions are recorded depending on the existence or nature of any donor restrictions. Support that is restricted by a donor is reported as an increase in net assets with donor restriction. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), net assets are reclassified to net assets without donor restriction and reported in the Statement of Activities and Changes in Net Assets as net assets released from restrictions. Donor restricted contributions whose restrictions are met in the same reporting periods are reported as revenue without donor restriction.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

340B Program Revenue

The Organization participates in the 340B Drug Pricing Program (340B Program) administered by the Office of Pharmacy Affairs of the Health Resources and Services Administration (HRSA). The Organization contracts with local retail pharmacies under the program, which results in additional revenues and discounts on outpatient prescriptions for the Organization's patients. Revenue and expenditures related to this program are recorded once the prescription drugs are provided to the patient. Laws and regulations surrounding the 340B drug program are complex and are subject to interpretation and change.

Functional Allocation of Expenses

Expenses presented in the financial statements are allocated between program services and support services based on the function benefited. Allocations are determined by management. Salaries, benefits, and related expenses are allocated based on estimated time and effort. Other expenses are allocated based on actual expenses and level of effort.

Advertising

Advertising costs are expensed as incurred and are reported in the statement of functional expenses as marketing expenses.

Income Taxes

The Organization is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from State income taxes under Section 121(5) of Title 47 of the Louisiana Revised Statutes of 1950. Accordingly, no provision for income taxes has been included in the financial statements.

The Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 740 provides detailed guidance for financial statement recognition, measurement, and disclosure of uncertain tax positions recognized in an entity's financial statement. As of December 31, 2021, the Organization has determined that it does not have any uncertain tax positions that qualify for either recognition or disclosure in the financial statements. Tax returns generally remain subject to examination by the taxing authorities for three years.

Income from Operations

Income from operations includes, but is not limited to, patient service revenue, pharmacy revenue, grants and contract income related to patient and pharmacy services, and rental income. Forgiveness of the Organization's Paycheck Protection Program loan is reported as non-operating income.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

1. Summary of Significant Accounting Policies (continued)

Accounting Pronouncement Issued But Not Yet Adopted

In February 2016, the FASB issued ASU 2016-02, *Leases*. This accounting standard requires lessees to recognize assets and liabilities related to lease arrangements longer than twelve months on the statement of financial position as well as additional disclosures. In July 2018, the FASB issued ASU 2018-11, *Leases (Topic 842): Targeted Improvements*, to simplify the lease standard's implementation. The amended guidance relieves businesses and other organizations of the requirement to present prior comparative years' results when they adopt the new lease standard. Instead of recasting prior year results using the new accounting when they adopt the guidance, companies can choose to recognize the cumulative effect of applying the new standard to leased assets and liabilities as an adjustment to the opening balance of net assets. This standard will be applicable for the Organization's fiscal year ending December 31, 2022. The Organization is currently assessing the impact of this pronouncement on its financial statements.

2. Liquidity and Availability of Resources

The following table reflects the Organization's financial assets as of December 31, 2021. These amounts are available to meet general expenditures within one year of the statement of financial position date. The Organization also has a line of credit available to meet short-term needs, as described in Note 6. As of December 31, 2021, \$286,887 remained available on the line of credit. There were no net assets with donor restrictions at December 31, 2021. While the Organization does not have a formal liquidity policy, management monitors cash flow monthly.

| | |
|---|---------------------|
| Cash | \$ 5,645,640 |
| Grants receivable | 410,268 |
| Patient receivables | 312,826 |
| Other receivables | <u>7,761</u> |
| Total financial assets available to meet cash needs for general expenditures within one year | <u>\$ 6,376,495</u> |

3. Grants Receivable

As of December 31, 2021, grants receivable consisted of the following:

| <u>Description</u> | <u>Amount</u> |
|---|-------------------|
| City of New Orleans (Ryan White) | \$ 9,689 |
| Louisiana Office of Public Health | 41,346 |
| Health Resources and Service Administration | 95,191 |
| Unity of Greater New Orleans | 191,519 |
| Institute of Women and Ethnic Studies | 39,566 |
| Center for Disease Control and Prevention | 24,011 |
| Other | <u>8,946</u> |
| Total | <u>\$ 410,268</u> |

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

4. Patient Receivables and Revenue

The Organization's patient receivables include those resulting from medical, social, and pharmacy services provided. The Organization grants credit without collateral to its patients, most of whom are local residents that may or may not be insured by a third party payer. The Organization's accounting policy for these revenues and related receivables are included in Note 1. Receivables related to patient services are as follows:

| | <u>Receivables</u> |
|--------------------|--------------------|
| Commercial | 23% |
| Medicaid | 27% |
| Medicare | 7% |
| Private Pay | 15% |
| Ryan White funding | 28% |

The Organization receives payments for patient services from the federal government under the Medicare program, state governments under their respective Medicaid or similar programs, managed care plans, private insurers, and directly from patients.

Patient revenue from third-party payers and the uninsured for the year ended December 31, 2021 are summarized as follows:

| | |
|---|---------------------|
| Medicare | \$ 2,244,876 |
| Medicaid | 4,645,162 |
| Commercial | 2,333,383 |
| Ryan White, federal grant funding | <u>604,653</u> |
| Patient revenues before provision for doubtful accounts (implicit price concessions) | 9,828,074 |
| Less: provision for doubtful accounts | <u>(47,238)</u> |
| Patient revenue, net | <u>\$ 9,780,836</u> |

For the year ended December 31, 2021, the Organization recorded approximately \$2,988,000 of explicit price concessions (contractual adjustments) as a direct reduction of patient revenues noted above.

5. Property and Equipment

Property and equipment at December 31, 2021 consisted of the following:

| | |
|------------------------------------|---------------------|
| Buildings | \$ 4,023,572 |
| Leasehold improvements | 324,377 |
| Equipment, furniture, and fixtures | 323,924 |
| Mobile equipment | 194,315 |
| Land | <u>54,220</u> |
| | 4,920,408 |
| Less: accumulated depreciation | <u>(618,390)</u> |
| Property and equipment, net | <u>\$ 4,302,018</u> |

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

6. Notes Payable and Line of Credit

Notes payable consists of the following at December 31, 2021:

| | |
|---|----------------------------|
| Note payable to a financial institution, dated October 15, 2018 payable in monthly installments of principal and interest of \$19,551 with a rate of interest of 4.85%. The note matures with a final balloon payment in January 2029, and is secured by property owned by the Organization and certain deposits. | \$ 2,237,149 |
| Note payable to a financial institution, dated July 19, 2021 payable in monthly installments of principal and interest of \$3,475 with a rate of interest of 2.99%. The note matures in July 2031, and is secured by property owned by the Organization and certain deposits. | <u>346,377</u> |
| Total notes payable | 2,583,526 |
| Less: current maturities | <u>(158,371)</u> |
| Long-term portion | <u><u>\$ 2,425,155</u></u> |

Maturities of the Organization's notes payable are as follows for the years ending December 31:

| Year Ending | Amount |
|-------------|----------------------------|
| 2022 | \$ 158,371 |
| 2023 | 166,715 |
| 2024 | 174,169 |
| 2025 | 182,570 |
| 2026 | 191,077 |
| Thereafter | <u>1,710,624</u> |
| | <u><u>\$ 2,583,526</u></u> |

The Organization has a \$500,000 line of credit with a financial institution, secured by all inventory, equipment, receivables, deposit accounts, and other assets. The line of credit expires October 15, 2026. Interest is due monthly at a rate of 4.85%, along with monthly principal payments. At December 31, 2021 the line of credit had an outstanding balance of \$213,113 and an unused amount of \$286,887.

Maturities of the Organization's line of credit, based on the outstanding balance as of December 31, 2021, is as follows for the years ending December 31:

| Year Ending | Amount |
|-------------|--------------------------|
| 2022 | \$ 43,363 |
| 2023 | 45,544 |
| 2024 | 47,818 |
| 2025 | 50,240 |
| 2026 | <u>26,148</u> |
| | <u><u>\$ 213,113</u></u> |

As part of the notes payable and line of credit agreements with the financial institution, the Organization has agreed to comply with certain covenants. These consist of reporting requirements, financial benchmarks, and maintenance of certain insurance policies.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

7. Commitments and Contingencies

The Organization participated in a number of state and federally-assisted programs in 2021. The programs are subject to compliance audits. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. The Organization believes that the amount of disallowances, if any, which may arise from future audits, will not be material to the financial statements.

The provision of healthcare services entails an inherent risk of liability. Participants in the healthcare industry are subject to lawsuits alleging malpractice, violations of false claims acts, product liability, or related legal theories, many of which involve large claims and significant defense costs. Like many other entities engaged in the healthcare industry in the United States, the Organization has the potential for liability claims, disputes and legal actions for professional liability and other related issues. It is expected that the Organization will continue to be subject to such suits as a result of the nature of its business. Further, as with all healthcare providers, the Organization is periodically subject to regulatory actions seeking fines and penalties for alleged violations of healthcare laws and is potentially subject to the increased scrutiny of regulators for issues related to compliance with healthcare fraud and abuse laws and with respect to the quality of care provided to its patients. Like other healthcare providers, in the ordinary course of business, the Organization is also subject to claims made by employees and other disputes and litigation arising from the conduct of its business.

8. Business and Credit Concentrations

The Organization maintains its cash with several financial institutions operating primarily in southern Louisiana. The balances, at times, may exceed federally insured limits. Management believes the credit risk associated with these deposits is minimal.

9. Operating Leases

The Organization leases operating facilities under operating leases. Total rental expenses under operating leases totaled \$127,872 during the year ended December 31, 2021. The following is a schedule by year of future minimum lease payments required under operating leases which have an initial or remaining non-cancelable lease term in excess of one year:

| <u>Year ending December 31st</u> | <u>Amount</u> |
|--------------------------------------|-------------------|
| 2022 | \$ 60,000 |
| 2023 | 60,000 |
| 2024 | <u>22,000</u> |
| | <u>\$ 142,000</u> |

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO FINANCIAL STATEMENTS

10. Occupancy

The Organization owns its facility in Marrero, Louisiana and leases space to other entities under leases expiring at various dates through August 2026. Rent income associated with these leases totaled \$223,304 for the year ended December 31, 2021. The cost of the leased facility and improvements is approximately \$3,895,000, and the carrying value at December 31, 2021 is approximately \$3,464,000. Approximately two thirds of the facility is held for leasing to others. The following is a schedule by year of future rent income under the non-cancelable lease agreements:

| <u>Year ending December 31st</u> | <u>Amount</u> |
|--------------------------------------|-------------------|
| 2022 | \$ 128,640 |
| 2023 | 73,500 |
| 2024 | 60,550 |
| 2025 | 18,000 |
| 2026 | 12,000 |
| | <u>\$ 292,690</u> |

11. Retirement Plan

The Organization has a 401(k) retirement plan for its employees. The plan is open to employees who are over the age of twenty-one and who have met eligibility requirements. Contributions by the Organization include matching contributions of up to 4% of the employees' compensation. Total employer contributions to the plan were \$94,666 for the year ended December 31, 2021.

12. Paycheck Protection Program

During the year ended December 31, 2021, the Organization applied for an was approved for a second \$568,427 loan under the Paycheck Protection Program administered by the Small Business Administration as part of the relief efforts related to the coronavirus (COVID-19). In November 2021, the Organization was notified that the loan was forgiven and recognized a gain on the forgiveness of the Paycheck Protection Program loan in the amount of the loan which is presented in the statement of activities and changes in net assets as forgiveness of Paycheck Protection Program loan.

13. Subsequent Events

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 27, 2022, and determined that no additional disclosures are necessary. No events occurring after this date have been evaluated for inclusion in these financial statements.

SUPPLEMENTARY INFORMATION

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
SCHEDULE OF COMPENSATION, BENEFITS, AND
OTHER PAYMENTS TO AGENCY HEAD

FOR THE YEAR ENDED DECEMBER 31, 2021

Agency Head: Tamara Boutte, Chief Executive Officer

| <u>Purpose</u> | <u>Amount</u> |
|-----------------------|-------------------|
| Salary | \$ 221,480 |
| Benefits - insurance | 33,544 |
| Benefits - retirement | 7,946 |
| Benefits - other | 12,230 |
| | <u>\$ 275,200</u> |

See accompanying independent auditors' report.

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

To the Board of Directors
Priority Health Care, Inc.
Marrero, 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 Priority Health Care, Inc. (“the Organization”), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated June 27, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization’s internal control.

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

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

Report on Compliance and Other Matters

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

Purpose of this Report

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

Postlethwaite & Netterville

Metairie, Louisiana
June 27, 2022

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR THE
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Priority Health Care, Inc.
Marrero, Louisiana

Report on Compliance for the Major Federal Program

Opinion on the Major Federal Program

We have audited Priority Health Care, Inc.'s (the Organization's) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on the Organization's major federal program for the year ended December 31, 2021. The Organization's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2021.

Basis for Opinion on the 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 Auditors' Responsibilities for the Audit of Compliance section of our report.

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

Responsibilities of Management for Compliance

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

Auditors' Responsibilities for the Audit of Compliance

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

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

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

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

Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' 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.

Postlethwaite & Netterville

Metairie, Louisiana
June 27, 2022

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2021

| <u>GRANTOR</u> | <u>ASSISTANCE LISTING NUMBER</u> | <u>ENTITY NUMBER</u> | <u>ACTIVITY</u> |
|---|--|--|----------------------------|
| <u>U.S. Department of Health & Human Services</u> | | | |
| <u>Direct:</u> | | | |
| <u>Health Resources and Service Administration</u> | | | |
| <u>Health Center Program Cluster</u> | | | |
| Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) | 93.527 | H80CS28963 | \$ 834,896 |
| Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) | 93.224 | H80CS28963 | 235,037 |
| COVID-19: Health Center Program (Community Health Centers, Migrant Health Centers, Health Care for the Homeless, and Public Housing Primary Care) | 93.224 | H8ECS38109; H8DCS35756; H8CCS34945 | 255,273 |
| American Rescue Plan Act (P.L. 117-2) COVID-19: American Rescue Plan Act Funding for Health Center | 93.224 | H8FCS41379 | <u>105,617</u> |
| Total Health Center Program Cluster | | | <u>1,430,823</u> |
| COVID-19: Provider Relief Fund | 93.498 | N/A | 22,632 |
| Health Center Infrastructure Support | 93.526 | C8ECS44664 | 1,000 |
| <u>Centers for Disease Control and Prevention</u> | | | |
| <u>National Center For HIV, Viral Hepatitis, STDs And TB Prevention</u> | | | |
| HIV Prevention Activities Non-Governmental Organization Based | 93.939 | NU62PS924707 | 142,102 |
| <u>Pass-through program from:</u> | | | |
| <u>City of New Orleans</u> | | | |
| HIV Emergency Relief Project Grants | 93.914 | N/A | 60,359 |
| <u>Louisiana Department of Health and Hospitals</u> | | | |
| HIV Prevention Activities Health Department Based | 93.940 | N/A | 237,706 |
| <u>Institute of Women and Ethnic Studies</u> | | | |
| National Organizations of State and Local Officials | 93.011 | N/A | 189,566 |
| <u>U.S. Department of Housing & Urban Development</u> | | | |
| <u>Pass-through program from:</u> | | | |
| <u>Unity of Greater New Orleans</u> | | | |
| Emergency Solutions Grant Program | 14.231 | LA-H2001W079; LA-H190014 | <u>562,469</u> |
| Total Expenditures of Federal Awards | | | <u>\$ 2,646,657</u> |

Priority Health Care did not pass through any amounts to sub-recipients.

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

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2021

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards (the Schedule) includes the federal grant activity of Priority Health Care, Inc. (the Organization) under programs of the federal government for the year ended December 31, 2021. The information in this Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Organization, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Organization. The Organization is defined in Note 1 to the financial statements for the year ended December 31, 2021. All federal awards received directly from federal agencies are included on the schedule, as well as federal awards passed-through other government agencies, as applicable.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting, which is described in Note 1 to the Organization's financial statements for the year ended December 31, 2021. Such expenditures are recognized following the cost principles contained in accordance with the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement. Therefore, some amounts presented in this schedule may differ from amounts presented, or used in the preparation of, the basic financial statements.

2. Relationship to Financial Statements

Federal revenues of \$2,624,025 are included in the Statement of Activities and Changes in Net Assets in the category "Grants and Contracts." Provider Relief Funds of \$22,632 were received during the period of April 10, 2020 through December 31, 2020 and were recognized as revenue in fiscal year 2020. These "Period 1" and "Period 2" Provider Relief Funds are required to be reported on the Organization's December 31, 2021 Schedule, based on guidance in the 2021 Compliance Supplement.

4. Relationship to Federal Financial Reports

Amounts reported in the Schedule agree with the amounts reported in the related federal financial reports, except for the amounts in reports submitted as of a date subsequent to December 31, 2021.

5. De Minimis Cost Rate

During the year ended December 31, 2021, the Organization did not elect to use the 10% de minimis cost rate as covered in §200.414 of the Uniform Guidance.

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2021

(1) Summary of Independent Auditors' Results

Financial Statements

The type of report issued on the financial statements: Unmodified opinion

Internal control over financial reporting:

- a. Material weakness(es) identified? No
- b. Significant deficiency(ies) identified that are not considered to be material weaknesses? None noted

Noncompliance material to the financial statements noted? No

Federal Awards

Internal controls over major program:

- c. Material weakness(es) identified? No
- d. Significant deficiency(ies) identified that are not considered to be material weaknesses? None noted

Type of auditors' report issued on compliance for major program: Unmodified opinion

Any audit findings which are required to be reported under the Uniform Guidance? No

Identification of major program:

United States Department of Health and Human Services:
Health Center Program Cluster 93.224 & 93.527

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

Auditee qualified as a low-risk auditee under Section 530 of The Uniform Guidance: Yes

PRIORITY HEALTH CARE, INC.
MARRERO, LOUISIANA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2021

- (2) Findings Relating to the Financial Statements Reported in Accordance with *Government Auditing Standards*:

Not Applicable.

- (3) Findings and Questioned Costs relating to Federal Awards:

Not Applicable.

PRIORITY HEALTH CARE, INC.
REPORT ON STATEWIDE
AGREED-UPON PROCEDURES ON
COMPLIANCE AND CONTROL AREAS

FOR THE YEAR ENDED DECEMBER 31, 2021

PRIORITY HEALTH CARE, INC.
REPORT ON STATEWIDE
AGREED-UPON PROCEDURES ON
COMPLIANCE AND CONTROL AREAS

FOR THE YEAR ENDED DECEMBER 31, 2021

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INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors
Priority Health Care, Inc. and the
Louisiana Legislative Auditor:

We have performed the procedures enumerated in Schedule A on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. Priority Health Care, Inc.'s management is responsible for those C/C areas identified in the SAUPs.

Priority Health Care, Inc. (the Organization or the Entity) has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2021 through December 31, 2021. 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 we performed, and the associated findings are summarized in the attached Schedule A, which is an integral part of this report.

We were engaged by Priority Health Care, Inc. 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 Priority Health Care, Inc. 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.

Postlethwaite & Netterville

Metairie, Louisiana
June 27, 2022

PRIORITY HEALTH CARE, INC.
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
DECEMBER 31, 2021

Schedule A

The procedures performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read “*no exception noted*” or for step 25 “*we performed the procedure and discussed the results with management.*” If not, then a description of the exception ensues.

A - 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.

No exception noted.

- 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.

No exception noted.

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

No exception noted.

- 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).

No exception noted.

- e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

No exception noted.

- 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.

No exception noted.

PRIORITY HEALTH CARE, INC.
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
DECEMBER 31, 2021

Schedule A

- 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).

No exception noted.

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

The Organization has written policies and procedures for travel and expense reimbursement. However, the policies and procedures do not contain attribute (2) above for dollar thresholds by category of expense.

- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

The Organization is a non-profit. Thus, this procedure is not applicable.

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

The Organization is a non-profit. Thus, this procedure is not applicable.

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

The Organization has written policies and procedures for information technology disaster recovery/business continuity. However, the policies and procedures do not contain attribute (5) above for timely application of all available system and software patches/updates.

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

The Organization is a non-profit. Thus, this procedure is not applicable.

PRIORITY HEALTH CARE, INC.
AGREED-UPON PROCEDURES PERFORMED AND ASSOCIATED FINDINGS
DECEMBER 31, 2021

Schedule A

B - 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.

No exception 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.*

No exception noted.

- 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.

The Organization is a non-profit. Thus, this procedure is not applicable.

C - Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

A listing of bank accounts was provided and included a total of 6 bank accounts (2 of which were savings accounts not a part of the Organization's daily operations). Management identified the entity's main operating account. No exceptions were noted as a result of performing this procedure.

From the listing provided, we selected 4 bank accounts and obtained the bank reconciliations for the month ending December 31, 2021, resulting in 4 bank reconciliations obtained and subjected to the following procedures.

- 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);

No exception noted.

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

No exception noted.

- 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.

In the bank reconciliations selected in step 1, there were no reconciling items that have been outstanding for more than 12 months from the statement closing date. Thus, this procedure is not applicable.

D - Collections (excluding electronic funds transfers)

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

A listing of deposit sites was provided and included a total of 4 deposit sites. No exceptions were noted as a result of performing this procedure.

From the listing provided, we selected all deposit sites and performed the procedures below.

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 listing of collection locations for each deposit site selected in procedure #4 was provided and included a total of 4 collection locations. No exceptions were noted as a result of performing this procedure.

From each of the listings provided, we randomly selected one collection location for each deposit site. Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

No exception noted.

- 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.

No exception noted.

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- 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.

No exception noted.

- 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 verifies the reconciliation.

No exception noted.

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.

No exception noted.

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:

We randomly selected two deposit dates for each of the 4 bank accounts selected in procedure #3, if deposits were made during the fiscal period. However, one account had no deposits during the period and one account had one deposit during the period. We obtained supporting documentation for each of the 5 deposits selected and performed the procedures below.

- a) Observe that receipts are sequentially pre-numbered.

The Entity does not maintain sequentially pre-numbered receipts. For cash receipts from patient service transactions, patients are issued a receipt from the respective patient revenue system and the credit card terminal, if applicable.

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

No exception noted.

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

No exception noted.

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- 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).

One of the five deposits selected for testing was not made within one business day of collection. The deposit was made seven days after collection.

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

No exception noted.

E - 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).

The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure.

From the listing provided, we selected the 2 locations and performed the procedures below.

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:

The listing of employees involved with non-payroll purchasing and payment functions for each payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.

Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

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

No exception noted.

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

No exception noted.

- 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.

No exception noted.

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- 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.

No exception noted.

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 listing of non-payroll disbursements for each payment processing location selected in procedures #8 was provided related to the reporting period. No exceptions were noted as a result of performing this procedure.

From each of the listings provided, we randomly selected 5 disbursements and performed the procedures below.

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

No exception noted.

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

No exception noted.

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

11. 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.

A listing of cards was provided. No exceptions were noted as a result of performing this procedure.

12. 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:

From the listing provided, we randomly selected 5 cards (2 credit cards and 3 debit cards) used in the fiscal period. We randomly selected one monthly statement for each of the 5 cards selected and performed the procedures noted below.

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- a) Observe that 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) was reviewed and approved, in writing, 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.]]

No exception noted.

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

No exception noted.

13. 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.

No exception noted.

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

14. 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:

Management asserts that there was no reimbursement of travel and travel-related expense during the fiscal period. Thus, this procedure is not applicable and the below procedures were not applicable and not performed.

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

This procedure is not applicable.

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

This procedure is not applicable.

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

This procedure is not applicable.

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

This procedure is not applicable.

H - Contracts

- 15. 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:

An active vendor list for the fiscal period was provided, indicating no such agreements/contracts that were initiated or renewed during the fiscal period. Thus, this procedure is not applicable and the below procedures were not applicable and not performed.

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

This procedure is not applicable.

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

This procedure is not applicable.

- 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).

This procedure is not applicable.

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

This procedure is not applicable.

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I - Payroll and Personnel

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

A listing of employees/elected officials employed during the fiscal year was provided. No exceptions were noted as a result of performing this procedure.

From the listing provided, we randomly selected 5 employees/officials and performed the specified procedures. No exceptions noted.

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

We randomly selected 1 pay period during the fiscal period and performed the procedures below for the 5 employees/officials selected in procedure #16.

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

No exception noted.

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

No exception noted.

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

No exception noted.

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

No exception noted.

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18. 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.

A listing of employees/officials receiving termination payments during the fiscal period was provided, indicating no employees received termination payments during the fiscal period. Thus, this procedure is not applicable.

19. 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.

No exception noted.

J - Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
- a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

The Organization is a non-profit. Thus, this procedure is not applicable.

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

The Organization is a non-profit. Thus, this procedure is not applicable.

K - Debt Service

21. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

The Organization is a non-profit. Thus, this procedure is not applicable.

22. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

The Organization is a non-profit. Thus, this procedure is not applicable.

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L - Fraud Notice

23. 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.

A listing of misappropriations of public funds and assets during the fiscal period was provided, indicating no such items during the fiscal period. No exceptions were noted as a result of performing this procedure.

24. 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.

No exception noted.

M - Information Technology Disaster Recovery/Business Continuity

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

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if 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.

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.

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.

We performed the procedure and discussed the results with management.

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N - Sexual Harassment

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

The Organization is a non-profit. Thus, this procedure is not applicable.

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

The Organization is a non-profit. Thus, this procedure is not applicable.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;

The Organization is a non-profit. Thus, this procedure is not applicable.

- b) Number of sexual harassment complaints received by the agency;

The Organization is a non-profit. Thus, this procedure is not applicable.

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

The Organization is a non-profit. Thus, this procedure is not applicable.

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

The Organization is a non-profit. Thus, this procedure is not applicable.

- e) Amount of time it took to resolve each complaint.

The Organization is a non-profit. Thus, this procedure is not applicable.

PRIORITY HEALTH CARE, INC.
MANAGEMENT'S RESPONSE AND CORRECTIVE ACTION PLAN
DECEMBER 31, 2019

Schedule B

Priority Health Care, Inc. (the Entity) provided a response and corrective action plan for the exceptions noted in Schedule A as set forth below.

Written Policies and Procedures

Procedure 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):

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

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

Management's Response: The current policies and procedures meet the Organization's current needs. However, we will keep these exceptions in mind as future changes to policies and procedures are made.

Collections

Procedure 7a: Observe that receipts are sequentially pre-numbered.

Management's Response: Receipts are generated by the practice management system. The account receipt details provide information about the transactions and services availed by a patient. The account receipt is broadly divided into the following sections:

- 1) The *Account Receipt Header Section* provides details about the check or credit card used for payment, practice information, and guarantor details.
- 2) The *Account Receipt Body Section* provides the account number or patient name, transaction date and details, service item codes, invoice numbers, and payment details.
- 3) The *Account Receipt Footer Section* provides payment details, page numbers, and name of the user who printed the receipt.

Priority Health Care deems the receipts generated by the practice management system sufficient with no further action required.

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MANAGEMENT'S RESPONSE AND CORRECTIVE ACTION PLAN
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Procedure 7d: Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

Management's Response: To increase control over cash collections and per the organization's Cash Receipt Management Policies and Procedures, cash received by mail or directly from patients shall be:

- 1) Deposited into a local banking institution, generally within five (5) business days of receipt.
- 2) Deposits are recorded into the accounting system by the Senior Accountant, generally within three (3) business days of deposit. Payments received in cash or unable to be deposited within five (5) business days of receipt are maintained in the safe, secured with a combination lock and key, only to be opened by one of the two authorized individuals.
- 3) Checks are posted against patient accounts, generally within five (5) business days of receipt.

Priority Health Care deems the current controls over cash collections sufficient with no further action required.