

VIA LINK, INC.
NEW ORLEANS, LOUISIANA
FINANCIAL STATEMENTS
June 30, 2023 and 2022

VIA LINK, INC.
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INDEPENDENT AUDITORS' REPORT

To the Chief Executive Officer and
Board of Directors
VIA LINK, INC.
New Orleans, Louisiana

Opinion

We have audited the accompanying financial statements of Via Link, Inc. (the "Organization") (a Louisiana nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Via Link, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits 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 Via Link, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. 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 Via Link, Inc.'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 audits.
- 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 audits 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 Via Link, Inc.'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 Via Link, Inc.'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 audits, significant audit findings, and certain internal control related matters that we identified during the audits.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Benefits, and Other Payments to the Chief Executive

Officer is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2023 on our consideration of the Organization's internal control over financial reporting and on our test 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 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.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 18, 2023

VIA LINK, INC.
STATEMENTS OF FINANCIAL POSITION
June 30, 2023 and 2022

ASSETS	<u>2023</u>	<u>2022</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,603,431	\$ 1,215,795
Grants and contracts receivable (net of allowance for doubtful accounts of \$120,000 at June 30, 2023 and 2022, respectively)	1,355,993	1,692,232
Prepaid expenses	<u>31,942</u>	<u>29,744</u>
Total Current Assets	2,991,366	2,937,771
PROPERTY AND EQUIPMENT		
Furniture and fixtures	42,198	42,198
Leasehold improvements	117,584	117,584
Less: accumulated depreciation	<u>(75,759)</u>	<u>(62,063)</u>
Total Property and Equipment	84,023	97,719
OTHER ASSETS		
Operating lease right of use (ROU) asset	180,155	-
Deposits	<u>7,166</u>	<u>5,515</u>
Total Assets	<u>\$ 3,262,710</u>	<u>\$ 3,041,005</u>

VIA LINK, INC.
STATEMENTS OF FINANCIAL POSITION - CONTINUED
June 30, 2023 and 2022

LIABILITIES AND NET ASSETS

	2023	2022
CURRENT LIABILITIES		
Accounts payable	\$ 5,290	\$ 11,252
Accrued payroll	121,548	82,508
Operating lease liability, current portion	84,803	-
Deferred revenue	249,949	-
Compensated absences	118,168	91,630
Total Current Liabilities	579,758	185,390
LONG-TERM LIABILITIES		
Operating lease liability, less current portion	94,106	-
Deferred revenue, less current portion	147,078	-
TOTAL LONG-TERM LIABILITIES	241,184	-
TOTAL LIABILITIES	820,942	185,390
NET ASSETS		
Without donor restrictions:		
Undesignated	1,441,768	1,750,615
Board designated (for emergency purposes)	1,000,000	1,000,000
Total Net Assets Without Donor Restrictions	2,441,768	2,750,615
With Donor Restrictions	-	105,000
Total Net Assets	2,441,768	2,855,615
Total Liabilities and Net Assets	\$ 3,262,710	\$ 3,041,005

VIA LINK, INC.
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2023

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUES AND OTHER SUPPORT			
UNITY grants	\$ 429,494	\$ -	\$ 429,494
United Way of SELA allocations and grants	-	100,066	100,066
United Way grants and contracts	289,259	14,892	304,151
Other grants and contracts	2,966,240	-	2,966,240
Miscellaneous	15,132	-	15,132
Dashboard & Development	34,500	-	34,500
Cash contributions	<u>2,018</u>	<u>-</u>	<u>2,018</u>
 Total Revenues and Other Support	 3,736,643	 114,958	 3,851,601
 Net assets released from restrictions			
United Way of SELA allocations and grants	<u>219,958</u>	<u>(219,958)</u>	<u>-</u>
 Total Revenues and Other Support	 3,956,601	 (105,000)	 3,851,601
 EXPENSES			
Program services	3,757,287	-	3,757,287
Support services	<u>508,161</u>	<u>-</u>	<u>508,161</u>
 Total Expenses	 <u>4,265,448</u>	 <u>-</u>	 <u>4,265,448</u>
 CHANGE IN NET ASSETS	 (308,847)	 (105,000)	 (413,847)
 NET ASSETS, BEGINNING OF YEAR	 <u>2,750,615</u>	 <u>105,000</u>	 <u>2,855,615</u>
 NET ASSETS, END OF YEAR	 <u>\$ 2,441,768</u>	 <u>\$ -</u>	 <u>\$ 2,441,768</u>

VIA LINK, INC.
STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2022

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
REVENUES AND OTHER SUPPORT			
UNITY grants	\$ 429,494	\$ -	\$ 429,494
United Way of SELA allocations and grants	-	105,000	105,000
Other United Way grants and contracts	1,221,677	-	1,221,677
Grants and contracts	2,169,876	-	2,169,876
Miscellaneous	101,801	-	101,801
Cash contributions	<u>9,127</u>	<u>-</u>	<u>9,127</u>
 Total Revenues and Other Support	 3,931,975	 105,000	 4,036,975
 Net assets released from restrictions			
United Way of SELA allocations and grants	<u>106,600</u>	<u>(106,600)</u>	<u>-</u>
 Total Revenues and Other Support	 4,038,575	 (1,600)	 4,036,975
 EXPENSES			
Program services	2,787,712	-	2,787,712
Support services	<u>433,583</u>	<u>-</u>	<u>433,583</u>
 Total Expenses	 <u>3,221,295</u>	 <u>-</u>	 <u>3,221,295</u>
 CHANGE IN NET ASSETS	 817,280	 (1,600)	 815,680
 NET ASSETS, BEGINNING OF YEAR	 <u>1,933,335</u>	 <u>106,600</u>	 <u>2,039,935</u>
 NET ASSETS, END OF YEAR	 <u>\$ 2,750,615</u>	 <u>\$ 105,000</u>	 <u>\$ 2,855,615</u>

VIA LINK, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2023

	Program Services				Support Services	
	Information, Referral and Crisis Intervention Center	Homeless Management Information System	Resource Center	Total Program	Management and General	Total
Salaries	\$ 1,951,775	\$ 408,703	\$ 259,830	\$ 2,620,308	\$ 316,341	\$ 2,936,649
Employee benefits	109,880	36,609	15,295	161,784	19,303	181,087
Payroll taxes	152,311	29,313	18,956	200,580	23,343	223,923
Payroll Processing	-	-	-	-	10,757	10,757
Total salaries, benefits and taxes	2,213,966	474,625	294,081	2,982,672	369,744	3,352,416
Depreciation	3,253	2,436	-	5,689	8,007	13,696
Bad debt expense	14,800	-	-	14,800	-	14,800
Equipment, software rental and maintenance	171,723	71,022	10,736	253,481	20,011	273,492
Insurance	34,762	11,753	1,753	48,268	3,426	51,694
Membership dues	7,899	11,644	1,003	20,546	4,525	25,071
Miscellaneous expense	8,961	3,049	50	12,060	3,942	16,002
Occupancy	24,642	39,270	5,462	69,374	19,481	88,855
Office supplies	9,562	2,149	(171)	11,540	9,048	20,588
Postage	7,252	-	-	7,252	459	7,711
Printing and publications	9,385	498	129	10,012	328	10,340
Professional fees	103,730	36,896	77,345	217,971	31,400	249,371
Telephone and internet	6,362	5,428	1,640	13,430	3,788	17,218
Travel and conferences	16,054	10,178	5,481	31,713	16,231	47,944
Advertising	53,357	223	362	53,942	17,587	71,529
Revenue discounts	4,507	-	-	4,507	-	4,507
Bank fees	-	-	30	30	184	214
Total expenses	\$ 2,690,215	\$ 669,171	\$ 397,901	\$ 3,757,287	\$ 508,161	\$ 4,265,448

See accompanying notes to the financial statements.

VIA LINK, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2022

	Program Services			Support Services		
	Information, Referral and Crisis Intervention Center	Homeless Management Information System	Resource Center	Total Program	Management and General	Total
Salaries	\$ 1,246,326	\$ 301,984	\$ 198,027	\$ 1,746,337	\$ 278,538	\$ 2,024,875
Employee benefits	70,727	25,385	17,990	114,102	13,441	127,543
Payroll taxes	94,365	21,389	14,171	129,925	20,101	150,026
Total salaries, benefits and taxes	1,411,418	348,758	230,188	1,990,364	312,080	2,302,444
Depreciation	3,212	2,405	-	5,617	8,079	13,696
Bad debt expense	120,000	-	-	120,000	-	120,000
Equipment, software rental and maintenance	133,662	75,544	3,462	212,668	10,757	223,425
Insurance	30,164	11,805	1,609	43,578	1,752	45,330
Membership dues	1,792	11,699	23,083	36,574	1,303	37,877
Miscellaneous expense	2,058	-	12	2,070	11,434	13,504
Occupancy	27,153	38,162	4,580	69,895	7,726	77,621
Office supplies	13,485	3,402	940	17,827	8,260	26,087
Postage	5,347	-	-	5,347	386	5,733
Printing and publications	4,718	-	-	4,718	-	4,718
Professional fees	94,599	23,722	16,392	134,713	46,789	181,502
Telephone and internet	7,312	7,414	2,381	17,107	2,960	20,067
Travel and conferences	23,925	4,279	6,694	34,898	8,983	43,881
Advertising	52,466	-	-	52,466	12,966	65,432
Revenue discounts	39,870	-	-	39,870	-	39,870
Bank fees	-	-	-	-	108	108
Total expenses	\$ 1,971,181	\$ 527,190	\$ 289,341	\$ 2,787,712	\$ 433,583	\$ 3,221,295

See accompanying notes to the financial statements.

VIA LINK, INC.
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2023 and 2022

	2023	2022
CASH FLOWS PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Change in net assets	\$ (413,847)	\$ 815,680
Adjustments to reconcile change in net assets to cash provided by (used in) operating activities:		
Bad debt expense	14,800	120,000
Depreciation	13,696	13,696
Noncash lease expense – operating leases	73,597	-
Changes in operating assets and liabilities:		
Unconditional promises to give	-	106,600
Grants and contracts receivable	321,439	(1,259,409)
Prepaid expenses	(2,198)	(7,795)
Accounts payable	(5,962)	(276)
Deposits	(1,651)	-
Accrued payroll	39,040	35,420
Deferred revenue	397,027	-
Operating leases liability	(74,843)	-
Compensated absences	26,538	42,494
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	387,636	(133,590)
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	387,636	(133,590)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	1,215,795	1,349,385
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 1,603,431	\$ 1,215,795
SUPPLEMENTAL INFORMATION		
ROU assets obtained in exchange for new operating lease liabilities	\$ 253,752	

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2023 and 2022

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Via Link, Inc. (the “Organization”) is a not-for-profit organization located in the Greater New Orleans area that provides comprehensive information on community resources and operates a 24-hour crisis intervention/information and referral hotline. The Organization’s primary source of revenue are grants and contracts.

Basis of Accounting

The accompanying financial statements of the Organization are prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, revenues are recognized when earned and expenses are recorded when incurred.

Basis of Accounting

The financial statements of the Organization have been prepared in accordance with U.S. generally accepted accounting principles (“US GAAP”), which require the Organization to 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. The Organization’s board may designate assets without restrictions for operational purposes from time to time.

Net Assets With Donor Restrictions – Net assets subject to stipulation imposed by donors and grantors. Some donor-imposed restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates those resources be maintained in perpetuity.

Use of Estimates

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

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Advertising

The Organization expenses advertising costs as incurred. Advertising expense was \$71,529 and \$65,432 for the years ended June 30, 2023 and 2022, respectively.

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Organization considers all restricted and unrestricted cash and other highly liquid debt instruments with original maturities of six months or less to be cash equivalents.

Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Conditional promises to give are recognized when the conditions on which they depend are substantially met.

Grants and Contracts Receivable

Grants and contracts receivable are stated at the amount management expects to collect from outstanding balances. At June 30, 2023 and 2022, the financial statements include an estimate for allowance for doubtful accounts in the amount of \$120,000 as management believes this amount is uncollectible.

Property and Equipment

Property and equipment exceeding \$2,500 are recorded at historical cost or estimated historical cost if historical cost is not available. Betterments that naturally add to the value of related assets or materially extend the useful lives of assets are capitalized. Normal maintenance and minor purchases are expensed to repairs and maintenance of the Organization. Depreciation expense for the years ended June 30, 2023 and 2022 totaled \$13,696 and \$13,696, respectively. Depreciation is calculated using the straight-line method with useful lives of 3 to 15 years. Leasehold improvements are amortized on a straight-line basis over the assets' estimated useful lives or leasehold life, if shorter.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Compensated Absences

Employees of the Organization are entitled to paid time off depending on their length of service and other factors. At June 30, 2023 and 2022, compensated absences were \$118,168 and \$91,630, respectively.

Revenue Recognition/Deferred Revenue

Grants and contributions received are recorded without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restrictions expire or are met in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Contract revenue is recognized in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) Topic 606, *Revenue from Contracts with Customers*, the core principle of which is that an entity should recognize revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled to receive in exchange for those goods or services. To achieve this core principle, five basic criteria must be met before revenue can be recognized: (1) identify the contract with a customer; (2) identify the performance obligations in the contract; (3) determine the transaction price; (4) allocate the transaction price to performance obligations in the contract; (5) recognize revenue when or as the Organization satisfies a performance obligation. The Organization recognizes revenue at the point in time when the services are provided at the amount that reflects the consideration to which the Organization expects to be entitled for providing the service, according to the respective contracts.

Contracts and grants that are received ahead of the time period specified for the Organization to provide services are recognized as deferred revenue. At June 30, 2023 and 2022, contracts and grants received of \$397,027 and \$0, respectively have not been recognized as revenue in the accompanying statements of activities as the time period specified for the Organization to provide services has not yet begun. As such, they are recorded in the statements of financial position as deferred revenue.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Functional Expenses

The costs of providing the various programs and other activities of the Organization have been summarized on a functional basis in the statements of activities. Directly identifiable expenses are charged to programs and administration. Expenses related to more than one function are charged to programs and administration on the basis of periodic time and expense studies.

The Organization's principal programs are comprised of the following:

Information, Referral and Crisis Intervention Center - The Organization provides individuals and organizations with information and referral to appropriate community resources through a 24-hour call center that provides crisis intervention/suicide prevention and information and referrals to community resources, the publication of the Community Resource Directory and public access to community resource information on the Organization's website, www.vialink.org.

Homeless Management Information System – The Organization receives grant support from UNITY Greater New Orleans (UNITY) to operate the Homeless Management Information System and to provide training, technical support, and aggregate reporting for agencies affiliated with UNITY.

Resource Center – The Organization receives grant and contract support from various agencies to operate the resource center, which is a database of over 4,500 organizations that provide a wide range of services.

Contributed Nonfinancial Assets and Services

The Organization records nonfinancial donations of assets and services in accordance with ASC 958-605. Portions of the Organization's functions are sometimes conducted by unpaid officers, board members, and trained volunteers. The Organization recognizes contributed services, if significant in amount, that creates or enhances non-financial assets or that require specialized skills provided by individuals possessing those skills and would typically need to be purchased if not provided by donation. For the years ended June 30, 2023 and 2022, the Organization recorded no contributed services provided by trained volunteers and board members.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Income Taxes

Under the provisions of the Internal Revenue Code, Section 501(c)(3), and the applicable income tax regulations of Louisiana, the Organization is exempt from taxes on income other than unrelated business income. The Organization has also been classified as an entity that is not a private foundation in Section 170(b)(1)(A)(vi).

The Organization's evaluation revealed no tax positions that would have a material impact on the financial statements. The 2021-2023 tax years remains subject to examination by the IRS. The Organization does not believe that any reasonably possible changes will occur within the next twelve months that will have a material impact on the financial statements.

New Accounting Pronouncements

In February 2016, the Financial Accounting Standards Board (the "FASB") issued ASU 2016-02, Leases (Topic 842). Under this accounting standard, lessees are required to recognize a right-of-use asset and a lease liability for virtually all of their leases (other than leases that meet the definition of a short-term lease). The liability is equal to the present value of lease payments.

The asset is based on the liability, subject to certain adjustments, such as for initial direct costs. For income statement purposes, a dual model was retained, requiring leases to be classified as either operating or financing leases.

Operating leases result in straight-line expense (similar to operating leases under the prior accounting standard), while financing leases result in a front-loaded expense pattern (similar to capital leases under the prior accounting standard).

The Company adopted this new accounting standard on July 1, 2022 on a modified retrospective basis and applied the standard to all leases. The Company elected the package of practical expedients permitted under the transition guidance within the new standard, which includes, among other things, the ability to carry forward the existing lease classification. No adjustment to beginning net assets was required upon implementation. The new standard had a material impact on the Organization's balance sheet, but did not materially impact the Organization's operating results or on the Organization's cash flows.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 1 – NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Right-of-Use Assets and Lease Liabilities

The Organization determines if an arrangement contains a lease at the inception of a contract. Right-of-use assets represent the Organization’s right to use an underlying asset for the lease term and lease liabilities represent the Organization’s obligation to make lease payments arising from the lease. Right-of-use assets and lease liabilities are recognized at the commencement date of the lease, renewal date of the lease or significant remodeling of the lease space based on the present value of the remaining future minimum lease payments. As the interest rate implicit in the Organization’s operating leases is not readily determinable, the Organization utilizes the risk free rate at the start of the lease, to discount the operating lease payments.

Leases with an initial term of 12 months or less are not recorded on the balance sheet, and lease expense is recognized on a straight-line basis over the term of the short-term lease.

NOTE 2 – LIQUIDITY AND AVAILABILITY OF RESOURCES

The following reflects the Organization’s financial assets as of June 30, 2023 and 2022 reduced by amounts not available for general use because of contractual or Board-imposed restrictions within one year of the statements of financial position date. However, amounts already appropriated for general expenditures within one year of the statements of financial position dates have not been subtracted as unavailable.

	<u>2023</u>	<u>2022</u>
Financial assets, at year end	\$ 2,959,424	\$ 2,908,027
Contractual or donor-imposed restrictions:		
Restricted by donor with time or purpose restrictions	-	-
Board designated funds for emergency purposes	<u>(1,000,000)</u>	<u>(1,000,000)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 1,959,424</u>	<u>\$ 1,908,027</u>

As part of the Organization’s liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. The Organization’s goal is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, excess cash is invested in short-term investments including certificates of deposit.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 3 – RISKS AND UNCERTAINTIES

The Organization maintains cash balances at multiple financial institutions. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation up to \$250,000. For the years ended June 30, 2023 and 2022, the Organization had uninsured balances of \$412,403 and \$436,058. The Organization has not experienced any losses and believes it is not exposed to any significant risk.

NOTE 4 – DESIGNATED NET ASSETS

At June 30, 2023 and 2022, the Board of Directors designated net assets totaling \$1,000,000 and \$1,000,000, respectively for emergency purposes.

NOTE 5 – RETIREMENT PLAN

Effective January 1, 1998, the Organization adopted a Savings Incentive Match Plan for Employees of Small Employers (SIMPLE). All employees are eligible to participate. For the years ended June 30, 2023 and 2022, the Organization made matching contributions of \$14,952 and \$11,081, respectively, included in employee benefits on the statements of functional expenses.

NOTE 6 – LEASES

Disclosures Subsequent to the Adoption of the New Lease Accounting Standard (ASU 2016-02)

The Organization adopted ASU 2016-02, Leases (Topic 842) (“ASC 842”) on July 1, 2022 on a modified retrospective basis. As a result, disclosures as of and for the year ended June 30, 2023 are reported under ASC 842.

The Organization leases two office spaces under operating leases with terms of 3 years.

The following table is a summary of the components of net lease costs for the year ended June 30, 2023:

Operating (total) lease costs	\$ <u>80,198</u>
-------------------------------	------------------

Supplemental balance sheet information related to the leases as of June 30, 2023 is as follows:

Operating leases:	
Operating lease right-of-use assets	\$ 180,155

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 6 – LEASES - CONTINUED

Disclosures Subsequent to the Adoption of the New Lease Accounting Standard (ASU 2016-02) - Continued

Current portion of operating lease liability	\$ 84,803
Long-term operating lease liability	<u>94,106</u>
Total operating lease liability	<u>\$ 178,909</u>
Weighted average remaining lease term (in months):	
Operating leases	24.71
Weighted average discount rate:	
Operating leases	3.46%

The following table summarizes the maturity of the lease liability under operating leases as of June 30, 2023:

2024	\$ 89,409
2025	90,801
2026	<u>4,950</u>
Total lease payments	185,160
Less: imputed interest	<u>(6,251)</u>
Total lease liability	<u>\$ 178,909</u>

Disclosures Prior to the Adoption of the New Lease Accounting Standard (ASU 2016-02)

The Organization had one operating lease agreement for office space in New Orleans, Louisiana requiring monthly payments ranging from \$5,687 to \$5,917 per month. For the year ended June 30, 2022, rent expense was \$69,839 and was included in the statement of functional expenses in occupancy expense.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2023 and 2022

NOTE 7 – NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are available for the following purposes at June 30:

	2023	2022
2-1-1 and crisis work	\$ -	\$ 105,000

Net assets with donor restrictions were released from restrictions for the following purposes during the years ended June 30:

	2023	2022
2-1-1 and crisis work	\$ (219,958)	\$ (106,600)

NOTE 8 – RISK MANAGEMENT

The Organization is exposed to various risks of loss in the normal course of business. Commercial insurance coverage is purchased for claims arising from such matters. For the years ended June 30, 2023 and 2022, there were no claims outstanding.

NOTE 9 – CONCENTRATIONS

For the year ended June 30, 2023, two grantors accounted for 11.2% and 10.5% of the Organization’s total revenues. For the year ended June 30, 2022, three grantors accounted for 35%, 11.2% and 10.5% of the Organization’s total revenues.

NOTE 10 – SUBSEQUENT EVENTS

Management evaluates events occurring subsequent to the date of the financial statements in determining the accounting for and disclosure of transactions and events that effect the financial statements. Subsequent events have been evaluated through December 18, 2023, which is the date the financial statements were available to be issued and determined no event occurred that required accrual or disclosure.

SUPPLEMENTARY INFORMATION

VIA LINK, INC.
SCHEDULE OF COMPENSATION, BENEFITS AND OTHER PAYMENTS TO THE
CHIEF EXECUTIVE OFFICER
For the Year Ended June 30, 2023

ORGANIZATION HEAD NAME: LaVondra Dobbs, Chief Executive Officer

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 129,898
Benefits – health insurance	7,975
Benefits – retirement	4,138
Worker’s compensation insurance	325
Benefits – life insurance	300
Benefits – FICA and Medicare	9,937
Cell phone	<u>1,338</u>
	<u>\$ 153,911</u>

**OTHER REPORTING REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

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 Chief Executive Officer and Board of Directors
Via Link, Inc.
New Orleans, 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 Via Link, Inc. (a Louisiana nonprofit organization), which comprise the statement of financial position as of June 30, 2023 and the related statements of activities, 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 December 18, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Via Link Inc.'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 Via Link Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Via Link Inc.'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 the 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

We identified certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2023-001 and 2023-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Via Link, Inc.'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*.

We identified certain other matters that were reported to management of the Organization in a separate letter dated December 18, 2023.

Via Link Inc.'s Response to Findings

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

Purpose of This Report

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

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 18, 2023

VIA LINK, INC.
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended June 30, 2023

I. SUMMARY OF AUDITORS' REPORT

1. The auditors' report expresses an unmodified opinion on the financial statements of Via Link, Inc.
2. Two significant deficiencies and no material weaknesses in internal control relating to the audit of the financial statements of Via Link, Inc. are reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Via Link, Inc. were reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
4. A management letter was issued for the year ended June 30, 2023.

II. FINDINGS – FINANCIAL STATEMENT AUDIT

Significant Deficiencies:

2023-001

Criteria:

Management is responsible for developing internal controls related to the preparation of financial statements as well as preparing financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

Condition:

Segregation of duties between access to the accounting records and custody of assets was not maintained with regard to payments made electronically.

Cause:

Management has chosen to have the Director of Finance, who is responsible for the accounting records and has the ability to change them, make electronic payments. During the year-ended June 30, 2023, the Organization hired an additional accounting clerk to assist with electronic payments. However, they did not remove the ability of the Director of Finance to make such payments or their ability change the accounting records. As such, this results in this employee having access to both the accounting records and the Organization's cash.

Effect:

The Director of Finance has the ability to both alter the accounting records and misappropriate funds before someone else in the Organization reviews or approves the transactions.

VIA LINK, INC.
SCHEDULE OF FINDINGS AND RESPONSES – CONTINUED
June 30, 2023

II. FINDINGS – FINANCIAL STATEMENT AUDIT - Continued

Significant Deficiencies – continued:

2023-001 - continued

Recommendation:

We recommend that the Organization take the steps necessary to ensure proper segregation of duties. Consider security protection services available at your bank such as Positive Pay.

Management’s Response:

Management concurred with the recommendation. See management’s corrective action plan.

2023-002

Criteria:

LSA RS 24:513(J)(I)(d) states that “if the state or local assistance received and/or expended by a quasi-public agency or body is commingled with other funds of the quasi-public agency or body then such state or local assistance and other funds of the quasi-public agency or body shall be audited pursuant to Subparagraph (I)(c) of this Subsection.”

Condition:

During the year being reported on, the Organization has commingled the state or local assistance received with the other funds of the Organization.

Cause:

The funds received from contracts with the State of Louisiana are deposited into the same bank account as the Organization’s other funds received from nonpublic sources, and separate accounting was not kept of the amounts received and spent related to state or local assistance.

Effect:

Due to this oversight, all funds of the Organization must be treated as though they are state or local assistance, which has additional requirements over the requirements imposed by the private grants the Organization receives. The Statewide Agreed-Upon Procedures, as required by the Louisiana Legislative Auditor must then be performed on all funds of the Organization.

Recommendation:

In the prior year, we recommended that the Organization properly segregate the state or local funding assistance it receives either by using a separate bank account or separate accounting to ensure that they can prove compliance with the laws of the State of Louisiana with regard to expenditures of public funds. Subsequent to June 30, 2023, the Organization has provided records that show separate accounting of state and local funds is being kept beginning July 1, 2023. As such, we have no further recommendations.

Management’s Response:

Management concurred with the recommendation. See management’s corrective action plan.

VIA LINK, INC.
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 2023

III. SUMMARY OF AUDITORS' REPORT

- a. The auditors' report expressed an unmodified opinion on the financial statements of Via Link, Inc.
- b. Two significant deficiencies and no material weaknesses in internal control relating to the audit of the financial statements of Via Link, Inc. were reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
- c. No instances of noncompliance material to the financial statements of Via Link, Inc. were reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
- d. A management letter was issued for the year ended June 30, 2022.

IV. FINDINGS – FINANCIAL STATEMENT AUDIT

Significant Deficiencies:

2022-001 – Not Resolved – see 2023-001

2022-002 – Not Resolved – see 2023-002

LaVondra Dobbs
President & CEO

BOARD OF DIRECTORS

Beverly Gariepy
President

Artis Williams
Vice President

Robin Carruba
Secretary

Nancy Livaudais
Treasurer

William Kearney, IV
Past President

John Girault
Aaron Greenbaum
Mark Hawley
Jodie Holloway, M.D.
Trilby Lenfant
Karl Lewis
Rev. Gordon Taylor
Lucie Thornton

Louisiana Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70802

December 18, 2023

Findings – Financial Statement Audit ending June 30, 2023

2023-001

Recommendation:

Kushner LaGraize recommends that the Organization take the steps necessary to ensure proper segregation of the duties. Consider security protection services available at your bank such as Positive Pay.

Management Response:

Management concurs with the recommendation. Management's corrective action plan is to institute Positive Pay.

2023-002

Recommendation:

In the prior year, we recommended that the Organization properly segregate the state and local funding assistance it receives either by using a separate bank account or separate accounting to ensure that they can prove compliance with the laws of the State of Louisiana with regard to expenditures of public funds. Subsequent to June 30, 2023, the Organization has provided records that show separate accounting of state and local funds is being kept beginning July 1, 2023. As such, we have no further recommendation.

Management Response:

Action already taken. Will continue in the future.

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

To LaVondra Dobbs the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2022 through June 30, 2023. Via Link's management is responsible for those C/C areas identified in the SAUPs.

Via Link (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 July 1, 2022 through June 30, 2023. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

I. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget.

Examined the written policies and procedures regarding budgeting, without exception.

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.

Examined the written policies and procedures regarding purchasing, without exception.

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

Examined the written policies and procedures regarding disbursements, without exception.

- 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).

Examined the written policies and procedures regarding receipts, without exception.

- 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.

Examined the written policies and procedures regarding payroll/personnel, without exception.

- 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.

Examined the written policies and procedures regarding contracting, without exception.

- 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).

Examined the written policies and procedures regarding credit cards, without exception.

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

Examined the written policies and procedures regarding travel and expense reimbursement, without exception.

- 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.

N/A – the Louisiana Code of Ethics is not applicable to not-for-profit entities.

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

N/A – the entity holds no outstanding debt.

- 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.

Examined the written policies and procedures regarding information technology, without exception.

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

N/A – this section is not applicable to not-for-profit entities.

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.

Per review of the board minutes and bylaws, the Board met on a frequency in accordance with the Board's bylaws. No exceptions noted.

- b) Observe whether 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.

Per review of the board minutes, the minutes referenced the appropriate financial documents, without exception.

- 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.

N/A – this section is not applicable to not-for-profit entities.

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

Noted the board minutes did reference resolving prior year audit findings.

Bank Reconciliations

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

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

Noted evidence that all reconciliations tested were prepared within the appropriate time period, without exception.

- 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

Noted no evidence of approval on the reconciliations tested.

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

N/A - no outstanding items > 1 year old identified.

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).

Per management, the Organization has only one deposit site, at Via Link's main office. All deposits are done electronically.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees responsible for cash collections do not share cash drawers/registers.

N/A- The organization does not accept cash collections.

- 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.

N/A- The organization does not accept cash collections.

- 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.

N/A- The organization does not accept cash collections.

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

N/A- The organization does not accept cash collections.

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.

N/A- The organization does not accept cash collections.

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). Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.

N/A- The organization does not accept cash collections.

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

N/A- The organization does not accept cash collections.

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

N/A- The organization does not accept cash collections.

- 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).

N/A- The organization does not accept cash collections.

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

N/A- The organization does not accept cash collections.

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).

Obtained listing of locations that process payments for the fiscal period and management's representation that the listing is complete, without exception.

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

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

Noted proper segregation of duties for the responsibilities listed above, without exception.

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

Noted proper segregation of duties for the responsibilities listed above, without exception.

- 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.

Noted proper segregation of duties for the responsibilities listed above, without exception.

- 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.

Noted proper segregation of duties for the responsibilities listed above, without exception.

- e) Only employee/official authorized to sign checks approve the electronic disbursements of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Noted electronic disbursements lacked proper approval.

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

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

All disbursements examined matched the related original invoice/billing statement, without exception.

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

All invoices examined did not include evidence of segregation of duties documented above.

11. Using the entity's main operating account and the month selected in Bank Reconciliations, randomly select 5 non-payroll related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by those persons authorized to disburse funds per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy.

All electronic disbursements examined did not include evidence of proper approval and number of authorized signers.

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

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

Per management, there is only one active credit card. Therefore, one credit card was selected that was used during the period and one monthly statement was selected for testing. See testing below.

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

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases,

exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.

For the statement selected, noted evidence of review and approval, with no exceptions.

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

No finance charges or late fees noted on the statements examined.

14. Using the monthly statements or combined statements selected under #13 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.

For one transaction examined, we noted that it was not supported by the proper documentation as noted above. Specifically, the business/public purpose was not documented.

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

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

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

N/A- none of the amounts selected included a per diem.

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

Noted an instance where actual costs reimbursed was not supported by an itemized receipt.

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

Noted one reimbursement was not supported by proper documentation of the business/public purpose.

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

We noted that the reimbursements examined did show evidence of review and approval by someone other than the person receiving the reimbursement.

Contracts

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

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

N/A – the Louisiana Public Bid Law was not applicable to the contracts examined.

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

Noted that the policy requiring purchases of more than \$5,000 to be approved by the finance committee and documented in the minutes was not being followed.

- 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).

N/A – no contracts examined were amended during the period.

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

Noted payments examined appeared to be in compliance with terms of the agreements, without exception

Payroll and Personnel

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

Obtained complete listing of all employees and officials employed during the fiscal period and management's representation that the listing is complete.

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

- a) Observe all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).

Noted each employee tested documented their daily attendance and leave, without exception.

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

Noted all attendance and leave was approved, without exception.

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

Noted all leave accrued or taken was properly reflected in the Organization's cumulative records, without exception.

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

Noted authorized salary/pay rate for each individual tested agreed to their personnel file, without exception.

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

Examined documentation for 2 termination payments made during the year which agreed to policy, without exception.

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

Obtained management's representation that all employer & employee required payroll related amounts were submitted and paid by their respective deadlines, without exception.

Ethics

21. Using the 5 randomly selected employees/officials from procedure #17 under "Payroll and Personnel" above: obtain ethics documentation from management, and:

- a. Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

N/A - this section is not applicable to nonprofit organizations.

- 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.

N/A - this section is not applicable to nonprofit organizations.

22. Inquire and/or observe the agency has appointed an ethics designee as required by R.S. 42:1170.

N/A - this section is not applicable to nonprofit organizations.

Debt Service

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

N/A - this section is not applicable to nonprofit organizations.

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

N/A - this section is not applicable to nonprofit organizations.

Fraud Notice

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

Per management, there were no misappropriations of public funds or assets during the fiscal period.

26. Observe 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.

Observed required notice on the Organization's website and premises, without exception.

Information Technology Disaster Recovery/Business Continuity

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

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

Obtained and observed backup documentation listed above, noting no exceptions.

- 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.

Obtained and examined backup documentation listed above, noting no exceptions.

- 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.

For each computer examined, noted each had the requirements identified above, without exception.

- d) Randomly select 5 terminated employees (or all terminated employees if less than 5) and observe evidence that the selected terminated employees have been removed or disabled from the network.

Obtained and observed documentation from IT. Noted all employees selected had been removed or disabled from the network, without exception.

Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #17 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.

N/A - this section is not applicable to nonprofit organizations.

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).

N/A - this section is not applicable to nonprofit organizations.

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

N/A - this section is not applicable to nonprofit organizations.

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

We are required to be independent of the Organization 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.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 18, 2023



LaVondra Dobbs
President & CEO

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Louisiana Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70802

December 18, 2023

Findings – Applying Agree Upon Procedures for the period ending June 30, 2023

3b. Bank reconciliations include evidence that a member of management/board member who does not hand cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g. initialed and dated, electronically logged); and

KL Noted no evidence of approval on the reconciliations tested.

Management Response:

For the fiscal year 2022 – 2023, Management had a Board Member (BOD President) check the monthly bank statements and reconciliations, but no electronic documentation was provided. Going forward, VIA LINK will continue to have a Board Member check these and provide electronic documentation of each monthly review.

9e. Only employee/official authorized to sign checks approve the electronic disbursements of funds, whether through automated clearing house (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

KL noted electronic disbursements lacked proper approval.

Management Response:

Positive Pay will be instituted.

10b. Observe whether the disbursement documentation included evidence (e.g. initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

KL invoices examined did not include evidence of segregation of duties documented above.

Management Response:

See 9e.

14. Using the monthly statements or combined statements selected under #13 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.

KL noted for one transaction examined, it was not supported by the proper documentation as noted above. Specifically, the business/public purpose was not documented.

Management Response:

All business/public purposes will be documented.

15b. If reimbursed using actual costs, observe the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

KL noted an instance where actual costs reimbursed was not supported by an itemize receipt.

Management Response:

Update Financial Policies and Procedures to state only itemized and not register receipts will be reimbursed.

15c. Observe each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

KL noted one reimbursement was not supported by proper documentation of the business/public purpose.

Management Response:

All business/public purposes will be documented.

16b. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

KL noted that the policy requiring purchases of more than \$5,000 to be approved by the finance committee and documented in the minutes was not being followed.

Management Response:

The Board of Directors will approve individually each reoccurring monthly vendor expense to have one signature. Non monthly reoccurring expenses of more than \$5,000 will require two signatures. This will be discussed and approved by the BOD and noted in the minutes.

Memorandum of Advisory Comments

VIA LINK, INC.

June 30, 2023

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**INTERNAL CONTROL
AND RELATED MATTERS**

Lavondra Dobbs, CEO
Members of the Board of Directors
VIA LINK, INC.

We have audited the financial statements of the Via Link, Inc. (the Organization), as of and for the year ended June 30, 2023, and have issued our report thereon dated December 18, 2023. As part of our audit we considered the Organization's internal control in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal controls.

Our consideration of the internal controls has been reported on in a separately issued report entitled "*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.*"

This memorandum summarizes various other matters which have come to our attention. While not involving significant deficiencies, these matters do present opportunities for strengthening the internal control and improving the operating efficiency of the Organization.

We have discussed our comments and recommendations with various administrative personnel and the Organization has completed a corrective action plan. We will be pleased to discuss these comments and suggestions with you in further detail at your convenience, perform any additional study of these matters, or assist you in implementing the recommendations.

Kushner LaGraize, L.L.C.

Metairie, Louisiana
December 18, 2023

VIA LINK, INC.
MANAGEMENT LETTER COMMENTS
June 30, 2023

COMMENTS

2023-01

Due to the commingling of receipts of State Funds with the Organization's receipts of private funds, we were required to perform the Statewide Agreed-Upon Procedures (SAUPs) and our internal control testing as though 100% of the Organization's funds were state funds. During this testing, we noted the items below that relate to the requirements of how state funds are to be spent:

- All expenses must contain documentation of the business purpose of the transaction. We noted this was obvious with most expenses we tested, but not on all. During our testing, we noted one of our sample selections where an itemized receipt for a meal was not provided. Without this documentation, we are unable to determine that this expense is in compliance with the requirements of the State of Louisiana Constitution, Article 7, Section 14.

Recommendation

For State or Local Assistance, we recommend the Organization follow all guidelines issued by the Louisiana Legislative Auditor on the spending of State or Local Assistance.

Management's Response

See Management's Corrective Action Plan



LaVondra Dobbs
President & CEO

BOARD OF DIRECTORS

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Karl Lewis
Rev. Gordon Taylor
Lucie Thornton

Louisiana Legislative Auditor
1600 North Third Street
Baton Rouge, LA 70802

December 18, 2023

Findings – Internal Controls and Related Matters for the period ending June 30, 2023

2023-01

Recommendation:

For State or Local Assistance, KL recommends the Organization follow all guidelines issued by the Louisiana Legislative Auditor on the spending of State or Local Assistance.

Management Response:

Update Financial Policies and Procedures to state only itemized and not register receipts will be reimbursed.