

EAST CARROLL COMMUNITY ACTION AGENCY, INC.

LAKE PROVIDENCE, LOUISIANA

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FINANCIAL STATEMENTS

FOR THE YEAR ENDED

DECEMBER 31, 2022

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EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
DECEMBER 31, 2022

CONTENTS

	<u>PAGE</u>
Independent Accountants' Review Report.....	1-2
Statement of Financial Position.....	3
Statement of Activities.....	4
Statement of Cash Flows.....	5
Statement of Functional Expenses.....	6
Notes to Financial Statements.....	7-15
Supplemental Information	
Schedule I - Schedule of Compensation, Benefits and Other Payments to Agency Head or Chief Executive Officer.....	16
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	17-21
Schedule of Findings, Questioned Costs and Responses.....	22-23
Summary Schedule of Prior Year Findings.....	24
Louisiana Attestation Questionnaire.....	25-27

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## INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board  
East Carroll Community Action Agency, Inc.  
Lake Providence, Louisiana

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

### **Management's Responsibility for the Financial Statements**

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

### **Accountants' Responsibility**

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

We are required to be independent of East Carroll Community Action Agency, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

#### **Accountants' Conclusion**

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

#### **Supplementary Information**

The supplementary information included in Schedule I is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information and, based on our review, we are not aware of any material modifications that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the information and, accordingly, do not express an opinion on such information.

#### **Report on Other Legal and Regulatory Requirements**

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report, dated July 25, 2023, on the results of our agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in Government Auditing Standards. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Governmental Audit Guide's agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Johnson Perry Roussel & Cuthbert, LLP*

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.  
CERTIFIED PUBLIC ACCOUNTANTS  
July 25, 2023

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2022

ASSETS

CURRENT ASSETS

Cash and Cash Equivalents	58,593
Accounts Receivable - Ad Valorem Tax	97,255
Accounts Receivable - LIHEAP	-
Accounts Receivable - Emergency Food and Assistance	-
Accounts Receivable - Miscellaneous	-

<u>TOTAL CURRENT ASSETS</u>	<u>155,848</u>
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FIXED ASSETS

Furniture and Fixtures	2,702
Building Improvements	8,413
Less: Accumulated Depreciation	( 11,115)

<u>NET FIXED ASSETS</u>	<u>-0-</u>
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<u>TOTAL ASSETS</u>	<u>155,848</u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts Payable and Accrued Expenses	814
Due to East Carroll Parish Police Jury	-

<u>TOTAL CURRENT LIABILITIES</u>	<u>814</u>
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NET ASSETS

Without Donor Restrictions	<u>155,034</u>
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<u>TOTAL NET ASSETS</u>	<u>155,034</u>
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<u>TOTAL LIABILITIES AND NET ASSETS</u>	<u>155,848</u>
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See Independent Accountants' Review Report and accompanying notes.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>WITHOUT DONOR RESTRICTIONS</u>
<u>REVENUES</u>	
Contributions/Grants	109,279
Contributions - In-Kind Donations	3,800
Ad Valorem Taxes	97,255
Miscellaneous	<u>23,364</u>
<u>TOTAL REVENUES</u>	<u>233,698</u>
<u>EXPENSES</u>	
Assistance to Individuals	182,159
Management	39,134
Fund-Raising	<u>-</u>
<u>TOTAL EXPENSES</u>	<u>221,293</u>
<u>INCREASE (DECREASE) IN NET ASSETS</u>	12,405
<u>NET ASSETS - BEGINNING OF YEAR</u>	<u>142,629</u>
<u>NET ASSETS - AT DECEMBER 31, 2022</u>	<u>155,034</u>

See Independent Accountants' Review Report and accompanying notes.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2022

CASH FLOWS (DEFICIT) FROM OPERATING ACTIVITIES:

CASH RECEIPTS

Donations/Grants	109,279
Ad Valorem Taxes	78,880
Miscellaneous Income	<u>23,364</u>

<u>TOTAL RECEIPTS</u>	211,523
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EXPENDITURES

Personnel	138,944
Travel	6,990
Professional Fees	4,415
Supplies	5,722
Assistance to Individuals	43,284
Other - Operating Expenses	<u>18,123</u>

<u>TOTAL EXPENDITURES</u>	<u>217,478</u>
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NET CASH FLOWS (DEFICIT) FROM OPERATING ACTIVITIES

( 5,955)

CASH FLOWS (DEFICIT) FROM INVESTING ACTIVITIES:

None	<u>-0-</u>
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CASH FLOWS (DEFICIT) FROM FINANCING ACTIVITIES:

Loan Payments	<u>-0-</u>
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NET INCREASE (DECREASE) IN CASH

( 5,955)

CASH - JANUARY 1, 2022

64,548

CASH - DECEMBER 31, 2022

58,593

Cash paid for income taxes and interest during the year was \$-0-.

See Independent Accountants' Review Report and accompanying notes.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
 STATEMENT OF FUNCTIONAL EXPENSES  
 FOR THE YEAR ENDED DECEMBER 31, 2022

<u>EXPENSE</u>	<u>PROGRAM SERVICES:</u>			<u>TOTAL</u>
	<u>ASSISTANCE TO INDIVIDUALS</u>	<u>MANAGEMENT AND GENERAL</u>	<u>FUND- RAISING</u>	
Personnel	111,167	27,792	-	138,959
Travel	5,592	1,398	-	6,990
Occupancy	3,040	760	-	3,800
Professional Fees	-	4,415	-	4,415
Supplies	4,578	1,144	-	5,722
Depreciation	-	-	-	-0-
Assistance to Individuals	43,284	-	-	43,284
Other	14,498	3,625	-	18,123
Election Costs	-	-	-	-0-
 <u>TOTALS</u>	 <u>182,159</u>	 <u>39,134</u>	 <u>-0-</u>	 <u>221,293</u>

See Independent Accountants' Review Report and accompanying notes.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Nature of Activities

The East Carroll Community Action Agency, Inc. was created under the Economic Opportunity Act of 1964, as amended, to serve as the antipoverty agency, providing human services for the indigent and disadvantaged through research, planning, development, financing, implementation and evaluation of programs, either directly or through coordinating with other agencies, to attain social and economic independence for the benefit of all present and future generations of disadvantaged people in the parish. The East Carroll Community Action Agency, Inc. is managed by eighteen advisory board members.

The East Carroll Community Action Agency, Inc. receives substantially all of its revenue from various Federal and State grant programs, which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. The Agency administers the following programs, shown with their approximate percentage of revenues for the year ended December 31, 2022:

**Community Services Block Grant (CSBG Fund) 30%** - Administers various programs to fulfill responsibilities and provide assistance to the poor, disadvantaged and unemployed through housing services, community projects, nutrition services, emergency assistance, employment services, transportation services, and other services. Funding is provided by federal funds passed through the State of Louisiana, Louisiana Workforce Commission. This grant is accounted for as a contribution and is considered conditional based on the terms of the grant agreement.

**Home Energy Assistance Program (LI-HEAP Fund) 15%** - Provides assistance to low income households to offset the burden of high energy costs. Funding is provided by federal funds passed through the Louisiana Housing Corporation. This grant is accounted for as a contribution and is considered conditional based on the terms of the grant agreement.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Nature of Activities (Continued)

**Emergency Food and Shelter Fund 2%** - Provides funding to purchase food and shelter for people in emergency situations. Funding is provided by federal funds from the U.S. Department of Homeland Security. This grant is accounted for as a contribution and is considered conditional based on the terms of the grant agreement.

**General Fund 53%** - Used for all funds that are not required to be reported in another fund. This is usually local contributions, administrative funds, etc.

The Agency receives the proceeds of a two mill ad valorem tax approved by the voters of East Carroll Parish and the East Carroll Police Jury.

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes are levied by the Parish government in early fall and are actually billed to the taxpayers by the Assessor in October or November. Billed taxes are due by December 31, becoming delinquent on January 1 of the following year.

The taxes are based on assessed values determined by the Tax Assessor of East Carroll Parish and are collected by the Parish Sheriff. The taxes are remitted to the Agency net of any deductions required by law.

That portion of the ad valorem taxes dedicated to the East Carroll Community Action Agency, Inc. was assessed to property owners in the parish at 2.00 mills for 2022.

Reporting Entity

The Agency is fiscally dependent on the East Carroll Parish Police Jury. The police jury owns, maintains and operates the building in which the Agency's office is located and provides funds for utilities and repairs of the Agency's office. In addition, the police jury's basic financial statements would be incomplete or misleading without the

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Reporting Entity (Continued)

inclusion of the East Carroll Community Action Agency, Inc. For these reasons, the Agency was determined to be a component of the East Carroll Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the East Carroll Community Action Agency, Inc. and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

Method of Accounting

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

Basis of Presentation

The financial statements 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 Agency. These net assets may be used at the discretion of the Agency and the 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 Agency or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Basis of Presentation (Continued)

perpetuity. Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the statement of activities.

Cash Equivalents

Cash Equivalents consist of short-term, highly liquid investments which are readily convertible into cash within ninety (90) days of purchase. All cash and equivalents were fully insured by the FDIC.

Support and Revenue

Support for the Agency comes primarily from grants and donations. The accounting and reporting of grants is determined by the underlying substance of the transaction. A grant may be accounted for as a contribution, an exchange transaction, or a combination of the two. If it is determined to be a contribution, a grant may be considered a conditional or an unconditional grant.

Contributions

Contributions received are recorded as support without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. Contractual grant revenue is reported as support without donor restrictions due to the restrictions placed on those funds by the funding sources being met in the same reporting period as the revenue is earned. Revenues are earned when the service is rendered.

Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires 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

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Contributions (Continued)

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 Statement of Activities as net assets released from restrictions.

Fixed Assets

The Agency follows the practice of capitalizing, at cost, all expenditures for fixed assets in excess of \$2,500. Depreciation is computed on a straight-line basis over the useful lives of the assets generally as follows:

Furniture and Equipment	5 to 15 Years
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The net fixed assets balance has been recorded as a separate component in unrestricted net assets.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Fund-raising expenses are not material.

Estimates

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

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Accrued Leave Policy

The Agency does not record accrued leave due to employees as the amount is not material.

Income Taxes

The Agency is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying financial statements. In addition, the Agency has been determined by the Internal Revenue Service not to be a "private foundation" within the meaning of Section 509(a) of the Internal Revenue Code. There was no unrelated business income for the year ended December 31, 2022.

Reserve for Bad Debts

The Agency uses the reserve method to record bad debts. At December 31, 2022, the reserve balance was \$-0-. Management reviews accounts receivable monthly for bad debts and believes no reserve is needed.

Recently Adopted Accounting Standards

In September, 2020, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) No. 2020-07, *Presentation and Disclosures of Not-for-Profit Entities for Contributed Nonfinancial Assets (Topic 958)*. The standard requires not-for-profit entities to expand their financial statement presentation and disclosure of contributed nonfinancial assets (commonly referred to as gifts-in-kind). The standard includes disclosure of information on an entity's policies on contributed nonfinancial assets about monetization and utilization during the reporting period, information on donor-imposed restrictions, and valuation techniques. The new standard, as amended, is to be applied retrospectively to annual reporting periods beginning after June 15, 2021, and interim periods within annual reporting periods beginning after June 15, 2022. The Agency adopted the standard on a retrospective basis as of January 1, 2022.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

Recently Adopted Accounting Standards (Continued)

Adoption of this standard did not have a significant impact on the financial statements, with the exception of increased disclosures (See Note 2 - Contributed Nonfinancial Assets).

NOTE 2: CONTRIBUTED NONFINANCIAL ASSETS:

The Agency received the following contributions of nonfinancial assets for the year ended December 31, 2022:

Occupancy Costs	3,800
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Contributed occupancy costs received by the Agency are recorded as in-kind contribution revenue with a corresponding increase to occupancy expenses. Donated occupancy costs are valued based upon estimates of fair rental values that would be received for similar facilities in the area. There were no donor-imposed restrictions associated with the donated items.

Donated facilities are recognized as contributions in accordance with professional standards as the Agency receives free use of its facilities. No other in-kind donations meet the requirements to be recognized as revenue under professional standards.

The Agency receives in-kind contributions of time and pro bono services from members of the community and volunteers related to program services and fund-raising events. Donated services are recognized as in-kind revenues at their estimated fair value if the services (a) increase or enhance nonfinancial assets or (b) require specialized skills that would need to be purchased if they were not donated. Donated services are reported using current rates for similar services. No amounts have been recognized in the accompanying statements of activities for the year ended December 31, 2022, because the criteria for recognition have not been satisfied.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 3: COMMITMENTS AND CONTINGENCIES:

Contingent Liabilities - Grant Audit

The Agency receives revenues from various Federal and State grant programs, which are subject to final review and approval as to allowability of expenditures by the respective grantor agencies. Any settlements or expenses arising out of a final review are recognized in the period in which agreed upon by the Agency. Also, it is management's opinion that any audits by the grantor agencies would not produce disallowed program costs and liabilities to such an extent that they would materially affect the East Carroll Community Action Agency, Inc.'s financial position.

NOTE 4: ECONOMIC DEPENDENCY:

The Agency receives the majority of its revenue from funds provided through grants administered by the Federal and State of Louisiana governments. The grant amounts are appropriated each year and, if significant budget cuts are made at the Federal and/or State level, the amount of funds the Agency receives could be reduced significantly and have an adverse impact on its operations.

NOTE 5: ADVERTISING:

Advertising and promotion costs are expensed in the year incurred. Amounts incurred in the fiscal year ended December 31, 2022 are not material.

NOTE 6: SUBSEQUENT EVENTS:

Events that occur after the balance sheet date but before the financial statements were issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed after the balance sheet date require disclosure in the accompanying notes. Management evaluated the activity of the Agency through July 25, 2023, the date the report was available for issue, and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosures in the notes to the financial statements.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2022

NOTE 7: UNCERTAIN TAX POSITIONS:

The Agency is subject to examination by various taxing authorities. Management has reviewed the Agency's activities and believes that no additional amounts or disclosures are needed, as the effect of any uncertain tax positions is not material to the financial statements. The tax returns for the years 2022, 2021, 2020, and 2019 are open for examination by various taxing authorities.

NOTE 8: RETIREMENT:

All part-time employees of the Agency were covered under the Social Security system. All full-time employees of the Agency are participants of the retirement plan maintained by the East Carroll Police Jury. The Agency contributed approximately \$9,076 to the retirement plan in 2022.

NOTE 9: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS:

The following reflects the Agency's financial assets as of the balance sheet date of December 31, 2022, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date.

Financial Assets at December 31, 2022	155,848
Less those unavailable for general expenditure within one year, due to:	
Donor-Restricted	<u>          -</u>
Financial assets availability to meet cash needs for general expenditure, within one year	<u>155,848</u>

In addition to financial assets available to meet general expenditures over the year, the Agency anticipates covering its general expenditures using income generated from contractual agreements with governmental agencies.

SUPPLEMENTAL INFORMATION

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
 SCHEDULE OF COMPENSATION, BENEFITS, AND OTHER PAYMENTS TO  
 AGENCY HEAD OR CHIEF EXECUTIVE OFFICER  
 FOR THE YEAR ENDED DECEMBER 31, 2022

AGENCY HEAD NAME/TITLE: MS. ROSE BROWN, EXECUTIVE DIRECTOR

<u>Purpose</u>	<u>Amount</u>
Salary	50,519
Benefits-insurance	3,629
Benefits-retirement	6,189
Benefits- Medicare	757
Benefits-other (describe)	-0-
Benefits-other (describe)	-0-
Car allowance	-0-
Vehicle provided by government (enter amount reported on W-2)	-0-
Per diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	250
Conference travel	634
Housing	-0-
Unvouchered expenses (example: travel advances, etc.)	-0-
Special meals	-0-
Other	-0-

# JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.

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## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To East Carroll Community Action Agency, Inc.

We have performed the procedures enumerated below on the Agency's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2022, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Agency's management is responsible for its financial records and compliance with applicable laws and regulations.

The Agency has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the Agency's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended December 31, 2022. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. The 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:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local governmental grant award expenditures for the fiscal year, by grant and grant year, from the Agency's management.

East Carroll Community Action Agency, Inc.'s federal and state awards for all federal programs for the fiscal year follows:

<u>Federal, State, or Local Grant Name</u>	<u>Period</u>	<u>CFDA No.</u>	<u>Expended Amount</u>
Emergency Food and Shelter Phase 39 OG	11-01-21 to 4-01-23	97.024	3,815
Low Income Home Energy Assistance Program	1-01-22 to 9-01-23	93.568	40,795
Community Services Block Grant 2021	4-01-21 to 9-01-22	93.569	29,423
Community Services Block Grant 2022	4-01-21 to 9-01-22	93.569	<u>40,770</u>
<u>Total Expenditures</u>			<u>114,803</u>

- For each federal, state, and local award, randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

We selected eighteen (18) disbursements for testing.

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

We examined supporting documentation for each of the eighteen selected disbursements and found that payment was for the proper amount and made to the correct payee on all eighteen of the disbursements.

- Report whether the selected disbursements were coded to the correct fund and general ledger account.

All eighteen disbursements were properly coded to the correct fund and general ledger account.

- Report whether the selected disbursements were approved in accordance with the Agency's policies and procedures.

Inspection of documentation supporting on eighteen of the eighteen selected disbursements indicated proper approvals on all the expenditures.

- For the items selected in Procedure 2: For federal awards, determine whether the disbursements complied with the applicable specific program compliance requirements summarized in the Compliance Supplement, or contained in the grant agreement, if the program is not included in the Compliance Supplement, and for state and local awards, determine whether the disbursements comply with the grant agreement, relating to:

## Activities Allowed or Unallowed

We compared documentation for each of the selected disbursements with program compliance requirements related to services allowed or not allowed. No exceptions were noted.

## Eligibility

We compared documentation for each of the selected disbursements with program compliance requirements related to eligibility. No exceptions were noted.

## Reporting

We compared documentation for each of the selected disbursements with program compliance requirements related to reporting. No exceptions were noted.

7. For the programs selected for testing in Procedure 2 that had been closed out during the period under review, compare the close-out report, when required, with the agency's financial records to determine whether the amounts agree.

We compared the close-out report for one closed out program with the Agency's financial records. The amounts reported on the close-out report agreed to the Agency's financial records.

## Open Meetings

8. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law).

East Carroll Community Action Agency, Inc. is only required to post a notice of each meeting and the accompanying agenda on the door of the East Carroll Community Action Agency, Inc. office building and/or place a notice in the newspaper of record. The Agency held four board meetings during 2022. Four of the four board meeting notices and agendas were available on social media and the door of the Agency's office building.

## Budget

9. For all grants exceeding five thousand dollars, determine that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

East Carroll Community Action Agency, Inc. provided comprehensive budgets to the applicable state grantor agencies for the programs mentioned previously. This budget specified the anticipated uses of the funds, estimates of the duration of the projects, and plans showing specific goals and objectives that included measures of performance.

*State Audit Law*

10. Report whether the Agency's prior year audit or financial reports were timely filed in accordance with R.S. 24:513.

We reviewed the filing timeliness of the prior year report filings and they were timely filed according to R.S. 24:513.

11. Inquire of management and report whether the Agency entered into any contracts with state funds as per R.S. 39:72.1 A(2) that were subject to public bid laws while the Agency was not in compliance with state audit law R.S. 24:513.

The Agency was in compliance with the state audit law.

*Prior Comments and Recommendations*

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

There were no prior year comments or findings.

We were engaged by the Agency to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants, and the standards applicable to attestation engagements contained in *Governmental Auditing Standards*, issued by the United States Comptroller General. We were not engaged to, and did not perform an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Agency's compliance with the forgoing matters. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of management of East Carroll Community Action Agency, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and

should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Johnson, Perry, Roussel & Cuthbert, LLP*

JOHNSON, PERRY, ROUSSEL & CUTHBERT, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

July 25, 2023

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
LAKE PROVIDENCE, LOUISIANA  
SCHEDULE OF FINDINGS, QUESTIONED COSTS AND RESPONSES  
FOR THE YEAR ENDED DECEMBER 31, 2022

SUMMARY OF ACCOUNTANTS' REPORT

INDEPENDENT ACCOUNTANTS' REVIEW REPORT:

We have reviewed the statement of financial position of East Carroll Community Action Agency, Inc. as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended. We conducted the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements.

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

APPLICATION OF AGREED-UPON PROCEDURES REPORT

There were no findings noted during the application of agreed-upon procedures.

REPORTING

2022-1

Criteria or Specific Requirement: Under Louisiana Statute 24:513, East Carroll Community Action Agency, Inc. is required to submit a review of its annual financial statements and attestation on applying agreed-upon procedures to the Louisiana Legislative Auditor within six months of its year-end, which is December 31, 2022.

Type of Finding: Noncompliance

Condition: The review/attestation was not submitted by June 30, 2023.

Effect: Noncompliance with state law regarding financial reporting.

EAST CARROLL COMMUNITY ACTION AGENCY, INC.  
LAKE PROVIDENCE, LOUISIANA  
SCHEDULE OF FINDINGS, QUESTIONED COSTS AND RESPONSES (CONTINUED)  
FOR THE YEAR ENDED DECEMBER 31, 2022

2022-1 (Continued)

Cause: The Agency needed additional time to gather all documents necessary for reporting.

Recommendation: East Carroll Community Action Agency, Inc. should maintain all documents necessary to support balances and transactions.

Views of Responsible Officials and Planned Corrective Actions:

Name of Contact Responsible - Rose Brown, Executive Director

Corrective Action Planned - East Carroll Community Action Agency, Inc. will maintain all documents necessary to support balances and transactions, and have them readily available for review.

COMPLIANCE

There were no compliance findings.

QUESTIONED COST

There were no questioned costs.

**EAST CARROLL COMMUNITY ACTION AGENCY, INC.**

P.O. BOX 486

LAKE PROVIDENCE, LOUISIANA 71254

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS

There were no findings for the year ended December 31, 2021.

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Governmental Agencies)**

June 21, 2023 (Date Transmitted)

Johnson, Perry, Roussel & Cuthbert, L.L.P. (CPA Firm Name)  
3007 Amand Street (CPA Firm Address)  
Monroe, LA 71254 (City, State, Zip)

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

**Public Bid Law**

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes  No

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes  No

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes  No

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes  No

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes  No

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

**Meetings**

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.  
Yes  No

**Debt**

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.  
Yes  No

**Advances and Bonuses**

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.  
Yes  No

**Prior-Year Comments**

We have resolved all prior-year recommendations and/or comments.  
Yes  No

**General**

We are responsible for our compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.  
Yes  No

We have evaluated our compliance with these laws and regulations prior to making these representations.  
Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.  
Yes  No

We have made available to you all records that we believe are relevant to the foregoing agreed-upon procedures.  
Yes  No

We have provided you with any communications from regulatory agencies, internal auditors, other independent practitioners or consultants or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of your report.  
Yes  No

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur up to the date of your report.  
Yes  No

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

*Charlotte Howell*

Secretary 6/21/23 Date

Treasurer \_\_\_\_\_ Date

*Jackie Galt*

President 6-21-2023 Date