

**CAPITAL AREA FAMILY
JUSTICE CENTER, INC.**

Baton Rouge, Louisiana

Financial Report

Year Ended December 31, 2024

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KOLDER, SLAVEN & COMPANY, LLC

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of
Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

We have reviewed the accompanying financial statements of the Capital Area Family Justice Center, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2024, 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 due to fraud or error.

Accountant's Responsibility

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

We are required to be independent of the Capital Area Family Justice Center, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

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

Kolder, Slaven & Company, LLC
Certified Public Accountants

Abbeville, Louisiana
April 18, 2025

FINANCIAL STATEMENTS

CAPITAL AREA FAMILY JUSTICE CENTER, INC.
Baton Rouge, Louisiana

Statement of Financial Position
December 31, 2024

ASSETS

Current assets:	
Cash and cash equivalents	\$ 140,181
Prepaid expenses	<u>11,698</u>
Total current assets	<u>151,879</u>
Non-current assets:	
Security deposit	11,081
Furniture, fixtures, and equipment, net	161,806
Right-of-use asset, net	<u>43,402</u>
Total non-current assets	<u>216,289</u>
Total assets	<u><u>\$ 368,168</u></u>

LIABILITIES AND NET ASSETS

Current liabilities:	
Accounts payable	\$ 773
Current portion of lease liability	45,023
Other liabilities	<u>384</u>
Total current liabilities	46,180
Net assets:	
Without donor restrictions	<u>321,988</u>
Total liabilities and net assets	<u><u>\$ 368,168</u></u>

The accompanying notes are an integral part of this statement.

CAPITAL AREA FAMILY JUSTICE CENTER, INC.
Baton Rouge, Louisiana

Statement of Activities
For The Year Ended December 31, 2024

Changes in Net Assets Without Donor Restrictions:

Revenues, Gains, and Other Support

Public support

Fundraising \$ 110,532

Donations 41,042

Total Public support 151,574

Fees and Grants from Governmental Agencies 359,006

Miscellaneous Income 8,049

Total Revenues, Gains and Public Support 518,629

Expenses:

Program Services 338,614

Supporting Services:

Administrative and general 115,157

Fundraising 24,912

Total Expenses 478,683

Change in net assets without donor restrictions 39,946

Net assets, beginning of year 282,042

Net assets, end of year \$ 321,988

The accompanying notes are an integral part of this statement.

CAPITAL AREA FAMILY JUSTICE CENTER, INC.
Baton Rouge, Louisiana

Statement of Functional Expenses
For the Year Ended December 31, 2024

	Program Services	Support Services		Total
	Victim Assistance	Fund- Raising	Administrative and General	Expenses
Compensation and Related Expenses				
Salaries	\$ 130,500	\$ -	\$ 43,500	\$ 174,000
Employee Benefits				
Payroll Taxes	11,002	-	3,668	14,670
Medical Insurance	<u>13,320</u>	<u>-</u>	<u>4,440</u>	<u>17,760</u>
	154,822	-	51,608	206,430
Depreciation/Amortization	111,985	-	37,328	149,313
Fund Raising/Special				
Events	-	24,912	-	24,912
Information Technology	9,492	-	3,164	12,656
Insurance	8,853	-	2,951	11,804
Interest	-	-	2,791	2,791
Legal and Professional	24,695	-	8,232	32,927
Miscellaneous	22,843	-	1,412	24,255
Postage and printing	-	-	18	18
Repairs and Maintenance	-	-	5,669	5,669
Supplies	5,024	-	1,675	6,699
Telephone	900	-	300	1,200
Travel	<u>-</u>	<u>-</u>	<u>9</u>	<u>9</u>
	<u>183,792</u>	<u>24,912</u>	<u>63,549</u>	<u>272,253</u>
Totals	<u>\$ 338,614</u>	<u>\$ 24,912</u>	<u>\$ 115,157</u>	<u>\$ 478,683</u>

The accompanying notes are an integral part of this statement.

CAPITAL AREA FAMILY JUSTICE CENTER, INC.
Baton Rouge, Louisiana

Statement of Cash Flows
For the Year Ended December 31, 2024

Cash flows from operating activities:	
Change in net assets	<u>\$ 39,946</u>
Adjustments to Reconcile Increase in Net Assets to Net Cash Flow from Operating Activities:	
Depreciation	21,659
Right-of-use asset amortization	127,654
Decrease (increase) in Operating Assets	
Prepaid expenses	(517)
Increase (decrease) in Operating Liabilities	
Accounts payable	(556)
Accrued expenses	(242)
Lease liability	(130,186)
Other liabilities	384
Total Adjustments	<u>18,196</u>
Net cash provided by operating activities	58,142
Cash and cash equivalents, beginning of year	<u>82,039</u>
Cash and cash equivalents, end of year	<u>\$ 140,181</u>
Supplementary cash flow information:	
Interest paid	<u>\$ 2,791</u>
Cash paid for amounts included in measuring operating lease liabilities	
Operating cash flows from operating leases	<u>\$ 132,977</u>

The accompanying notes are an integral part of this statement.

Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

(1) Summary of Significant Accounting Policies

(A) Nature of Operations

Capital Area Family Justice Center, Inc. (the Organization) is a nonprofit corporation organized under the laws of Louisiana on May 29, 2019. The corporation was formed for the purpose of empowering victims of family violence with resources necessary to maintain safety and stability for themselves and their families. The Organization's mission is "to provide survivors of domestic and dating violence with the opportunity to create safer, more stable lives for themselves and their children by providing in-depth, professionally supported, comprehensive services." The Organization serves the survivors and families of East Baton Rouge and surrounding communities. A Board of Directors manages the operations of the Organization, and those Directors receive no compensation for their services. The Organization is primarily funded through grants from various organizations and agencies as well as contributions from private foundations, corporations, and individuals.

(B) Income Tax Status

The Organization qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes. In addition, the Organization has been determined by the Internal Revenue Service not to be a private foundation within the meaning of Section 509 (a) of the Code.

(C) Financial Statement Presentation

The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains and losses are classified based on the existence of donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

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

Net assets with donor restrictions – Net assets subject to donor-imposed stipulations that will be met, either (1) by incurring expenses satisfying the restricted purpose (purpose restricted), and/or passage of time or other events (time restricted), or (2) will never expire (perpetual in nature). When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

(D) Cash and Cash Equivalents

For the purposes of the Statement of Cash Flows, the Organization considers all highly liquid investments with an original maturity of three months or less to be cash equivalents. There were no cash equivalents at December 31, 2024.

(E) Receivables

Receivables are stated at unpaid balances. The Organization provides for losses on accounts receivable using the direct write off method. It is the Organization's policy to write off uncollectible receivables when management determines the receivable will not be collected. Generally accepted accounting principles require the accrual of uncollectible receivables through an allowance account. An allowance amount would be immaterial at December 31, 2024.

(F) Furniture, Fixtures and Equipment

Furniture, fixtures, and equipment are valued at historical cost for assets purchased and at fair market value at the date of donation for contributed assets. Donations of furniture, fixtures and equipment are recorded as support at their estimated fair market value and are reported as unrestricted unless the donor has restricted the donated assets for a specific purpose. The Organization maintains a threshold level of \$2,500 or more for capitalizing assets.

(G) Compensated Absences

Employees of the Organization are entitled to paid vacation, paid sick days, and personal days off, depending on job classification, length of service, and other factors. It is impracticable to estimate the amount of compensation for future absences, and accordingly, no liability has been recorded in the accompanying financial statements. The Organization's policy is to recognize the costs of compensated absences when actually paid to employees.

(H) Leases

At the commencement of a lease, the Organization initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

The Organization uses the interest rate charged by the lessor as the discount rate, if provided. When the interest rate charged by the lessor is not provided, the Organization uses its estimated incremental borrowing rate as the discount rate for leases. Lease payments included in the measurement of the lease liability are composed of fixed payments through the noncancellable term of the lease and renewal periods that management considers reasonably certain to be exercised.

Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

The Organization monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability.

(I) Revenue and Expense Recognition

Contributions are recognized when the donor makes a commitment to give and are considered to be available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions. Restrictions on gifts of fixed assets or cash for the purchase of fixed assets expire when the asset is placed in service. Expenses are recognized in the period incurred in accordance with the accrual basis of accounting.

(J) Financial Awards

Awards are based on funds allocated to the Louisiana Commission on Law Enforcement (LCLE) by the State of Louisiana. Revenues are recorded based on budget appropriations submitted to the LCLE by the Organization. In the statement of activities, these revenues are referred to as Fees and Grants from Governmental Agencies.

(K) Donated Services and Materials

The Organization recognizes donated services that (a) create or enhance nonfinancial assets or (b) require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. Donated goods, supplies, and professional services were valued at \$9,499 for the year ended December 31, 2024.

(L) Functional Allocation of Expenses

Expenses are summarized and categorized based on their function classification as either program or supporting services. Specific expenses that are readily identifiable to a single program or activity are charged directly to that function. Certain categories of expenses are attributable to more than one program or supporting function. Therefore, these expenses require allocation based on time used for those functions.

(M) Advertising Costs

The Organization uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. The Organization had no advertising expenses during the year.

Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

(N) Use of Estimates

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

(2) Furniture, Fixtures and Equipment

The following is a summary of furniture, fixtures and equipment and the corresponding accumulated depreciation for the year ended December 31, 2024:

Leashold improvements	\$170,920
Furniture and fixtures	37,512
Machinery and equipment	30,021
Software	23,960
Less: Accumulated Depreciation	<u>(100,607)</u>
Furniture, Fixtures and Equipment, net	<u>\$161,806</u>

Depreciation is computed using the straight-line method over the estimated useful lives of the individual assets. Furniture, Fixtures, and equipment are depreciated over three to fifteen years. Depreciation expense was \$21,659 for the year ended December 31, 2024.

(3) Leases

The Organization entered into a 5-year lease agreement for the rental of office space. At the termination of the lease, the Organization has three options to extend the term of the lease, each option for an additional five-year period.

The Organization recognizes a lease liability and a right-of-use lease asset (lease asset) in the financial statements. The leased activity for the year follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Lease	\$ 426,364	\$ -	\$ -	\$ 426,364
Less: Accumulated Amortization	<u>(255,308)</u>	<u>(127,654)</u>	<u>-</u>	<u>(382,962)</u>
Lease, Net	<u>\$ 171,056</u>	<u>\$ (127,654)</u>	<u>\$ -</u>	<u>\$ 43,402</u>

Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

The following is a summary of changes in the lease liability for the year:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Lease Liability	\$ 175,209	\$ -	\$ (130,186)	\$ 45,023	\$ 45,023

At the commencement of the lease, the Organization initially measured the lease liability at the present value of payments expected to be made during the lease terms. For purposes of discounting future payments on the lease, the Organization used the interest rate of 2.41%. Subsequently, the lease liability is reduced by the principal portion of the lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over the shorter of its useful life or the lease terms.

At the termination of the lease, the Organization has three options to extend the term of the lease, each option for an additional five-year period. Payments of \$132,977 during December 31, 2024 were recognized as rent expense. Future minimum lease payments are as follows:

<u>Years Ended December 31,</u>	<u>Principal Payments</u>	<u>Interest Payments</u>	<u>Total</u>
2025	\$ 45,023	\$ 231	\$ 45,254

The weighted average remaining lease term as of December 31, 2024 was 0.38 years and the weighted average discount rate as of December 31, 2024 was 2.41%.

(4) Financial Instruments

Financial instruments which potentially subject the Organization to concentrations of credit risk include temporary cash investments. The Organization maintains its cash funds in a financial institution. Accounts at this institution are guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2024, the Organization did not exceed the insured limits.

(5) Liquidity and Availability of Resources

The Organization's financial assets available within one year of the balance sheet date for general expenditures are as follows:

Cash and Cash Equivalents	\$ 140,181
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Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

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.

(6) Concentration

The Organization received 69% of its total revenue from the Louisiana Commission on Law Enforcement from the State of Louisiana Department of Corrections. The Organization does not expect that the support from this governmental agency will be lost in the near-term; however, a change in this funding could substantially affect the operations of the Organization.

(7) Compensation, Benefits, and Other Payments to Executive Director

A detail of compensation, benefits, and other payments paid to Suzanne Hamilton, Executive Director, is as follows:

<u>Purpose</u>	
Suzanne Hamilton	
Salary	\$ 85,000
Health Insurance	10,560
Phone	1,200
Total	<u>\$ 96,760</u>

(8) Income Taxes

The Organization is a nonprofit organization exempt from Federal and State income taxes. Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the organization and recognize a tax liability (or asset) if the organization has undertaken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the organization, and has concluded that as of December 31, 2024, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The organization is subject to routine audit by taxing jurisdictions; however, there are currently no audits for any tax periods in progress.

(9) Line of Credit

In July 2024, the Organization obtained an \$80,000 non-disclosable revolving line of credit with a variable rate from b1Bank to help finance its short-term capital needs. Interest is payable monthly on outstanding balances. At December 31, 2024, the balance on the line of credit was \$-0- with \$80,000 available to draw.

Capital Area Family Justice Center, Inc.
Baton Rouge, Louisiana

Notes to the Financial Statements

(10) Subsequent Events

The Organization has evaluated subsequent events through April 18, 2025, the date which the financial statements were available to be issued.

**ATTESTATION REPORT
AND
QUESTIONNAIRE**

KOLDER, SLAVEN & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors of
Capital Area Family Justice Center, Inc.
And the Louisiana Legislative Auditor

We have performed the procedures enumerated below of the Capital Area Family Justice Center, Inc.'s compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended December 31, 2024, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Organization's management is responsible for its financial records and compliance with applicable laws and regulations.

The Organization 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 Organization's control and compliance laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended December 31, 2024. Additionally, the Louisiana Legislative Auditor 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:

Federal, State, and Local Awards

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

The Agency provided us with a list of expenditures made for grant awards received during the fiscal year ended 12/31/24. See summary below:

Federal, State, or Local Grant Name	Grant Year	Grant #	Amount
Louisiana Commission on Law Enforcement (LCLE)	2023-2024	2024-JR-01-7693	\$179,763.10
Louisiana Commission on Law Enforcement (LCLE)	2024-2025	2025-JR-01-8294	\$215,692.86

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.
3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

A signed contract was not executed at the time one disbursement payment was made.

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

All of the disbursements were coded to the correct general ledger account.

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

The Organization's policies and procedures state that the executive director and Treasurer must approve all disbursements greater than \$2,000. The executive director can sign checks up to \$2,000 without the Treasurer's approval. Documentation supporting each of the selected disbursements included the signature or electronic approval of the executive director. Additionally, financial statements were reviewed by the Board monthly.

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

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

Amounts in the close-out reports agree with the Agency's financial records.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions. Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication "Open Meetings Law" available on the Legislative Auditor's website at [https://app.lla.state.la.us/lla.nsf/BAADB2991272084786257AB8006EE827/\\$FILE/Open%20Meetings%20Law%20FAQ.pdf](https://app.lla.state.la.us/lla.nsf/BAADB2991272084786257AB8006EE827/$FILE/Open%20Meetings%20Law%20FAQ.pdf), to determine whether a non-profit agency is subject to the open meetings law.

The Organization is not subject to the open meetings law.

Budget

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

The Organization provided documentation that budgets were submitted to the applicable state grantor agency for the grants exceeding five thousand dollars.

State Audit Law

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

The Organization's report was submitted to the Legislative Auditor before the statutory due date of June 30, 2025.

11. Inquire of management and report whether the agency entered 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).

The Agency's management represented that the Agency did not enter into any contracts during the fiscal year that were subject to the public bid law.

Prior-Year Comments

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

Discussed prior year recommendations with Executive Director.

We were engaged by the Organization 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 *Government Auditing Standards*, issued by the United States Comptroller General. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Organization's compliance with the foregoing 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 Organization and to meet our 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 the Organization's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, and the 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 Louisiana Legislative Auditor as a public document.

Kolder, Slaven & Company, LLC
Certified Public Accountants

Abbeville, Louisiana
April 18, 2025

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

_____ (Date Transmitted)

_____ Kolder, Slaven, & Company, LLC _____ (CPA Firm Name)
_____ 200 South Main Street _____ (CPA Firm Address)
_____ Abbeville, LA 70510 _____ (City, State Zip)

In connection with your audit of our financial statements as of December 31, 2024 and for January 1, 2024 - December 31, 2024 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of February 28, 2025 (date completed/date of the representations).

PART I. Agency Profile

1. Name and address of the organization.

Capital Area Family Justice Center, 1120 Government Street, Bldg. C, Baton Rouge, LA 70802

2. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Suzanne Hamilton, Executive Director, 1120 Government St., Bldg. C, Baton Rouge, LA 70802
(225) 239-7880

Hillar C. Moore, III, Board President, East Baton Rouge Parish District Attorney, 222 St. Louis St.,
5th Floor, Baton Rouge, LA 70802 (225) 389-3400

Mary G. Erlingson, Board Vice President, Erlingson Banks, PLLC, 301 Main St., Suite 2110, Baton
Rouge, LA 70801 (225) 218-4446

Kathryn Manning, Board Treasurer, B1 Bank, 500 Laurel Street, Suite 101, Baton Rouge, LA 70801
(225) 248-7648

John Price, Board Secretary, 17512 Five Oaks Drive in Baton Rouge, LA 70810 (225) 229-4487

Melanie Fields, Member, East Baton Rouge Parish District Attorney's Office, 222 St. Louis St., 6th
Floor, Baton Rouge, LA 70802 (225) 389-8889

Judge Laura Prosser, Member, 324 LSU Ave., Baton Rouge, LA 70808 (225) 953-1610

Valerie Schluter, Member, Franciscan Missionaries of Our Lady University, 5414 Brittany Drive,
Baton Rouge, La. 70808 (225)) 526-1795

Dr. Rhoda Reddix, Member, Franciscan Missionaries of Our Lady University, 5414 Brittany Drive,
Baton Rouge, La. 70808 (225)) 526-1966

Sabrita Pierre, Member, C: (504) 289-4540

Katie Baker, Member, C: (225) 936-3154

3. Period of time covered by this questionnaire.

January 1, 2024 - December 31, 2024

4. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

5. Briefly describe the public services provided.

The Capital Area Family Justice Center coordinates formal support services for victims of intimate partner violence at one location, making it easier for victims and their children to navigate and receive the support they need.

6. Expiration date of current elected/appointed officials' terms.

Hillar C. Moore, III: CAFJC Board President, Term expires December 17, 2027
Mary G. Erlingson: CAFJC Board Vice President, Term expires December 31, 2027
Kathryn Manning: CAFJC Board Treasurer, Term expires December 31, 2027
John Price: CAFJC Board Secretary, Term expires December 31, 2026
Melanie S. Fields: Board Member, Term expires May 17, 2025
Laura Prosser: Board Member, Term expires May 27, 2026
Valerie Schluter: Board Member, Term expires December 2, 2026
Sabrita Pierre: Board Member, Term expires July 26, 2025
Katie Baker: Board Member, Term expires July 16, 2027

Part II. Federal, State, and Local Awards

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

Yes ☒ No ☐ N/A ☐

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

Yes ☐ No ☐ N/A ☒

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☐ No ☐ N/A ☒

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

14. We have complied with all applicable compliance requirements of all federal programs we administer,

Yes ☐ No ☐ N/A ☒

15. We have complied with all applicable specific requirements of all state programs we administer, to include matters contained in the grant awards.

Yes ☒ No ☐ N/A ☐

16. We have complied with all applicable specific requirements of all local programs we administer, to include matters contained in the grant awards.

Yes ☒ No ☐ N/A ☐

17. We have provided you with all communications from grantors concerning noncompliance with or deficiencies in administering grant programs.

Yes ☐ No ☐ N/A ☒

Part III. Public Records

18. We are familiar with the Public Records Act and have made available to the public those records as required by R.S. 44:33.

Yes ☒ No ☐ N/A ☐

Part IV. Open Meetings

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

Yes ☒ No ☐ N/A ☐

Part V. Budget

20. For each federal grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes ☐ No ☐ N/A ☒

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

Yes ☒ No ☐ N/A ☐

22. For each local grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes ☒ No ☐ N/A ☐

Part VI. Reporting

23. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☒ No ☐ N/A ☐

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

Yes ☐ No ☐ N/A ☒

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies 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 this report. We acknowledge our responsibility to disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

Don Prince Secretary 3/5/25 Date
[Signature] Treasurer 3/11/25 Date
Hall President 3-6-25 Date