

VIA LINK, INC.
NEW ORLEANS, LOUISIANA
FINANCIAL STATEMENTS
June 30, 2022 and 2021

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, 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.

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, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Prior Period Financial Statements

The financial statements of the Organization as of and for the year ended June 30, 2021 were audited by other auditors whose report dated April 29, 2022 expressed an unmodified opinion on those statements.

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 audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of 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 audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The Schedule of Compensation, Benefits, and Other Payments to 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 21, 2022 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 21, 2022

VIA LINK, INC.
STATEMENTS OF FINANCIAL POSITION
June 30, 2022 and 2021

ASSETS

	<u>2022</u>	<u>2021</u>
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,215,795	\$ 1,349,385
Unconditional promises to give –		
United Way allocation and designation	-	106,600
Grants and contracts receivable (net of allowance for doubtful accounts of \$120,000 and \$0 at June 30, 2022 and 2021, respectively)	1,692,232	552,823
Prepaid expenses	<u>29,744</u>	<u>21,949</u>
 Total Current Assets	 <u>2,937,771</u>	 <u>2,030,757</u>
 PROPERTY AND EQUIPMENT		
Furniture and fixtures	42,198	42,198
Leasehold improvements	117,584	117,584
Less: accumulated depreciation	<u>(62,063)</u>	<u>(48,367)</u>
 Total Property and Equipment	 97,719	 111,415
 OTHER ASSETS		
Deposits	<u>5,515</u>	<u>5,515</u>
 Total Assets	 <u>\$ 3,041,005</u>	 <u>\$ 2,147,687</u>

VIA LINK, INC.
STATEMENTS OF FINANCIAL POSITION - CONTINUED
June 30, 2022 and 2021

LIABILITIES AND NET ASSETS

	<u>2022</u>	<u>2021</u>
CURRENT LIABILITIES		
Accounts payable	\$ 11,252	\$ 11,528
Accrued payroll	82,508	47,088
Compensated absences	<u>91,630</u>	<u>49,136</u>
Total Current Liabilities	185,390	107,752
NET ASSETS		
Without donor restrictions:		
Undesignated	1,750,615	1,858,335
Board designated (for emergency purposes)	<u>1,000,000</u>	<u>75,000</u>
Total Net Assets Without Donor Restrictions	2,750,615	1,933,335
With Donor Restrictions	<u>105,000</u>	<u>106,600</u>
Total Net Assets	<u>2,855,615</u>	<u>2,039,935</u>
Total Liabilities and Net Assets	<u>\$ 3,041,005</u>	<u>\$ 2,147,687</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
United Way grants and contracts	1,221,677	-	1,221,677
Other grants and contracts	2,169,876	-	2,169,876
Miscellaneous	101,801	-	101,801
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 ACTIVITIES
For the Year Ended June 30, 2021

	<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	-	106,600	106,600
Other United Way grants and contracts	27,250	-	27,250
Grants and contracts	2,789,110	-	2,789,110
Miscellaneous	47,691	-	47,691
Contributions	<u>5,492</u>	<u>-</u>	<u>5,492</u>
 Total Revenues and Other Support	 3,299,037	 106,600	 3,405,637
 Net assets released from restrictions			
United Way of SELA allocations and grants	101,185	(101,185)	-
Other United Way allocations and grants	<u>5,750</u>	<u>(5,750)</u>	<u>-</u>
 Total Net Assets Released from Restrictions	 <u>106,935</u>	 <u>(106,935)</u>	 <u>-</u>
 Total Revenues and Other Support	 3,405,972	 (335)	 3,405,637
 EXPENSES			
Program services	2,037,833	-	2,037,833
Support services	<u>274,483</u>	<u>-</u>	<u>274,483</u>
 Total Expenses	 <u>2,312,316</u>	 <u>-</u>	 <u>2,312,316</u>
 CHANGE IN NET ASSETS	 1,093,656	 (335)	 1,093,321
 NET ASSETS, BEGINNING OF YEAR	 <u>839,679</u>	 <u>106,935</u>	 <u>946,614</u>
 NET ASSETS, END OF YEAR	 <u>\$ 1,933,335</u>	 <u>\$ 106,600</u>	 <u>\$ 2,039,935</u>

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

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

See accompanying notes to the financial statements.

VIA LINK, INC.
STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2021

	Program Services			Support Services	
	Information, Referral and Crisis Intervention Center	Homeless Management Information System	Total Program	Management and General	Total
Salaries	\$ 1,130,015	\$ 246,194	\$ 1,376,209	\$ 175,841	\$ 1,552,050
Employee benefits	70,642	22,980	93,622	8,912	102,534
Payroll taxes	80,851	17,694	98,545	10,305	108,850
Total Salaries, Benefits and Taxes	1,281,508	286,868	1,568,376	195,058	1,763,434
Depreciation	3,253	2,435	5,688	8,419	14,107
Equipment, software and rental and maintenance	115,122	49,837	164,959	9,402	174,361
Insurance	28,713	10,687	39,400	1,737	41,137
Meetings and training	-	-	-	-	-
Membership dues	1,944	13,244	15,188	685	15,873
Miscellaneous expense	1,154	-	1,154	82	1,236
Occupancy	31,284	37,624	68,908	7,089	75,997
Office supplies	5,743	102	5,845	5,711	11,556
Postage	3,416	-	3,416	580	3,996
Printing and publications	2,221	-	2,221	429	2,650
Professional fees	77,585	16,839	94,424	33,509	127,933
Telephone and internet	12,309	9,833	22,142	4,267	26,409
Travel and conferences	4,292	509	4,801	5,042	9,843
Advertising	41,311	-	41,311	-	41,311
Professional development	-	-	-	-	-
Bank fees	-	-	-	2,473	2,473
Total Expenses	\$ 1,609,855	\$ 427,978	\$ 2,037,833	\$ 274,483	\$ 2,312,316

See accompanying notes to the financial statements.

VIA LINK, INC.
STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2022 and 2021

	<u>2022</u>	<u>2021</u>
CASH FLOWS FROM (USED FOR) OPERATING ACTIVITIES		
Change in net assets	\$ 815,680	\$ 1,093,321
Adjustments to reconcile change in net assets to cash provided by (used in) operating activities:		
Bad debt expense	120,000	-
Depreciation	13,696	14,107
Forgiveness of debt	-	(259,400)
Changes in operating assets and liabilities:		
Unconditional promises to give	106,600	335
Grants and contracts receivable	(1,259,409)	95,590
Prepaid expenses	(7,795)	416
Accounts payable	(276)	10,070
Accrued payroll	35,420	3,755
Compensated absences	<u>42,494</u>	<u>10,818</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>(133,590)</u>	<u>969,012</u>
CASH FLOWS PROVIDED BY (USED IN) INVESTING ACTIVITIES		
Payments on line of credit	<u>-</u>	<u>(57)</u>
NET CASH USED IN INVESTING ACTIVITIES	<u>-</u>	<u>(57)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(133,590)	968,955
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>1,349,385</u>	<u>380,430</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$ 1,215,795</u>	<u>\$ 1,349,385</u>
SUPPLEMENTAL INFORMATION		
Cash Paid for Interest	<u>\$ -</u>	<u>\$ 65</u>

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS
June 30, 2022 and 2021

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, 2022 and 2021

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

Advertising

The Organization expenses advertising costs as incurred. Advertising expense was \$ 65,432 and \$41,311 for the years ended June 30, 2022 and 2021, 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 three 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, 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. At June 30, 2021, the financial statements do not include an estimate for allowance for doubtful accounts as management believes that all grants and contracts receivables at that date were collectible.

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, 2022 and 2021 totaled \$13,696 and \$14,107, 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, 2022 and 2021

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, 2022 and 2021, compensated absences were \$91,630 and \$49,136, respectively.

Revenue Recognition

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.

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.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

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

Functional Expenses – Continued

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.

Donated Assets and Services

The Organization records noncash donations as contributions at their estimated fair value at the date of the donation. Portions of the Organization's functions are conducted by unpaid officers, board members, and trained volunteers. The Organization recognizes donated 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, 2022 and 2021, the Organization recorded no donated services provided by trained volunteers and board members.

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).

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

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

Income Taxes - Continued

The Organization's evaluation revealed no tax positions that would have a material impact on the financial statements. The 2020-2022 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

For the year ended June 30, 2022, the Company adopted Accounting Standards Update (ASU) 2020-07, Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The new guidance requires nonprofit entities to present contributed nonfinancial assets as a separate line item in the statements of activities and changes in net assets, apart from contributions of cash or other financial assets. The standard also increases the disclosure requirements around contributed nonfinancial assets, including disaggregating by category the types of contributed nonfinancial assets a nonprofit entity has received. Adoption of this standard did not have a significant impact on the financial statements.

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842). The guidance in this ASU and its amendments supersedes the leasing guidance in Topic 840, entitled Leases. Under the guidance, lessees are required to recognize lease assets and lease liabilities on the statements of financial position for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the statements of activities. For nonpublic entities, the standard is effective for fiscal years beginning after December 15, 2021. The Organization is currently evaluating the impact of the guidance on its financial statements.

NOTE 2 – LIQUIDITY AND AVAILABILITY OF RESOURCES

The following reflects the Organization's financial assets as of June 30, 2022 and 2021 reduced by amounts not available for general use because of contractual or donor-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.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

NOTE 2 – LIQUIDITY AND AVAILABILITY OF RESOURCES - Continued

	<u>2022</u>	<u>2021</u>
Financial assets, at year end	\$ 2,908,027	\$ 2,008,808
Contractual or donor-imposed restrictions:		
Restricted by donor with time or purpose		
Restrictions	-	(106,600)
Board designated funds for future use	<u>(1,000,000)</u>	<u>(75,000)</u>
Financial assets available to meet cash needs		
for general expenditures within one year	<u>\$ 1,908,027</u>	<u>\$ 1,827,208</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.

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, 2022 and 2021, the Organization had uninsured balances of \$436,058 and \$614,678. The Organization has not experienced any losses and believes it is not exposed to any significant risk.

NOTE 4 – UNCONDITIONAL PROMISES TO GIVE UNITED WAY

At June 30, 2022, there were no unconditional promises to give from the United Way. At June 30, 2021, there were unconditional promises to give from the United Way of \$106,600. For the years ended June 30, 2022 and 2021, \$105,000 and \$106,600 was included as net assets with donor restrictions, respectively to reflect United Way funding for which the Organization was notified prior to June 30, 2022 and 2021, respectively. All unconditional promises to give that were recorded at June 30, 2021 were received in the current fiscal year. The accompanying financial statements do not include an estimate for allowance for doubtful accounts related to these promises to give as management believes that all unconditional promises to give are collectible.

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

NOTE 5 – DESIGNATED NET ASSETS

At June 30, 2022 and 2021, the Board of Directors designated net assets totaling \$1,000,000 and \$75,000, respectively for emergency purposes.

NOTE 6 – 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, 2022 and 2021, the Organization made matching contributions of \$11,081 and \$10,519, respectively, included in employee benefits on the statements of functional expenses.

NOTE 7 – OPERATING LEASES

On May 15, 2017, the Organization signed a five-year operating lease agreement for office space in New Orleans, Louisiana requiring monthly payments ranging from \$5,687 to \$5,917 per month. The current lease agreement expires on July 14, 2025. Future minimum obligations are not reported on a straight-line basis in accordance with GAAP; however, management does not believe the difference between actual expense incurred and straight-line reporting is material to the financial statements. For the years ended June 30, 2022 and 2021, rent expense was \$69,839 and \$70,229, respectively, and is included in the statements of functional expenses in occupancy expense. As of June 30, 2022, minimum future obligations on this lease are:

Year end June 30, 2023	\$	68,244
Year end June 30, 2024		69,609
Year end June 30, 2025		<u>71,001</u>
Total	\$	<u>208,854</u>

NOTE 8 – NET ASSETS WITH DONOR RESTRICTIONS

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

	2022	2021
2-1-1 and crisis work	<u>\$ 105,000</u>	<u>\$ 106,600</u>

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

	2022	2021
2-1-1 and crisis work	<u>\$ (106,600)</u>	<u>\$ (106,935)</u>

VIA LINK, INC.
NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
June 30, 2022 and 2021

NOTE 9 – 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, 2022 and 2021, there were no claims outstanding.

NOTE 10 – CONCENTRATIONS

At June 30, 2022 and 2021, one grantor accounted for 100% of total promises to give.

For the year ended June 30, 2022, three grantors accounted for 32%, 11% and 10% of the Organization's total revenues.

NOTE 11 – 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 21, 2022, 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, 2022

ORGANIZATION HEAD NAME: LaVondra Dobbs, Chief Executive Officer

<u>Purpose</u>	<u>Amount</u>
Salary	\$ 117,929
Benefits – health insurance	4,955
Benefits – retirement	3,212
Worker’s compensation insurance	294
Benefits – life insurance	300
Benefits – FICA and Medicare	9,022
Cell phone	1,338
Mileage Reimbursements	<u>768</u>
	<u>\$ 137,818</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, 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, and have issued our report thereon dated December 21, 2022.

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 2022-001 and 2022-002 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 21, 2022.

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 21, 2022

VIA LINK, INC.
SCHEDULE OF FINDINGS AND RESPONSES
For the Year Ended June 30, 2022

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, 2022.

II. FINDINGS – FINANCIAL STATEMENT AUDIT

Significant Deficiencies:

2022-001

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 and is the only employee with access to the accounting records, make electronic payments singly. 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, 2022

II. FINDINGS – FINANCIAL STATEMENT AUDIT - Continued

Significant Deficiencies – continued:

2022-001 - 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.

2022-002

Criteria:

LSA RS 24:513(J)(1)(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 (1)(c) of this Subsection.”

Condition:

The Organization has commingled the state or local assistance they receive 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 is 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:

We recommend 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.

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, 2021

III. SUMMARY OF AUDITORS' REPORT

- a. The auditors' report expresses an unmodified opinion on the financial statements of Via Link, Inc.
- b. No significant deficiencies or 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*.
- 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 not issued for the year ended June 30, 2021.

IV. FINDINGS – FINANCIAL STATEMENT AUDIT

There were no findings related to the financial statements for the year ended June 30, 2021.

BOARD OF DIRECTORS

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

PRESIDENT
Beverly Gariepy

December 19, 2022

VICE PRESIDENT
Sarah Louise Ham

Findings – Financial Statement Audit ending June 30, 2022

SECRETARY
John Girault

2022-01

TREASURER
Nancy Livaudais

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.

PAST PRESIDENT
William Kearney, IV

DIRECTORS
Robin Carruba
Aaron Greenbaum
Trilby Lenfant
Rev. Gordon Taylor
Lucie Thornton
Kay Wilkins
Artis Williams

Management Response:
Management concurs with the recommendation. Management's corrective action plan is to hire an additional accounting employee who will pay all invoices. Paid invoices will be given to the Director of Finance for inputting into the accounting records.

DIRECTORS EMERITUS
Steven Ellis
J. William Groome
Anne LaBranche
Mark D. Latham
Carol Merlin
Mary Beth Meyer
Ted Ruddock
Kim VanGeffen, Ph.D.
K. Todd Wallace

2022-02

Recommendation:
Kushner LaGraize recommends that the Organization properly segregate the state of 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 regarding expenditures of public funds.

Management Response:
Management concurs with the recommendation. Management's corrective action plan is to establish in the accounting system a separate section for grants or subgrants and corresponding expenses received from the state of Louisiana.

PRESIDENT & CEO
LaVondra Dobbs



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, 2021 through June 30, 2022. 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, 2021 through June 30, 2022. 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- this section is not applicable to nonprofit organizations.

- 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- this section is not applicable to nonprofit organizations.

- 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 Disaster Recovery/ Business Continuity, 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 nonprofit organizations.

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 the bylaws, the Board met on a frequency in accordance with the Board's bylaws. No exceptions noted.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget- to-actual, at a minimum, on all special revenue funds.

N/A – The Organization in a nonprofit.

- 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 – The Organization in a nonprofit.

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 by the CEO on any of 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 1 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 improper segregation of duties for the responsibilities listed above. Noted that the same employee is responsible for processing payments and maintaining vendor files. Mitigating controls appear to exist but do not eliminate the control risk.

- 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 improper segregation of duties for the responsibilities listed above. Noted that the employee responsible for processing payments mails the checks. Mitigating controls appear to exist but do not eliminate the control risk.

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.

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

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

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.

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

- 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.

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

For each transaction examined, we noted that they were not supported by the proper documentation as noted above. Specifically, the business/public purpose and the individuals participating in the meals were not documented.

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

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

- 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- the organization does not reimburse using 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 all actual costs reimbursements were supported by an itemized receipt, without exception.

- 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 each 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 reimbursement examined did show evidence of review and approval by someone other than the person receiving the reimbursement.

Contracts

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

- 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

16. 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.

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

- 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.

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

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

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

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

Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above: obtain ethics documentation from management, and:

- a. Observe 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.

Debt Service

21. 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.

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

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

Fraud Notice

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

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

24. 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

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

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

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.

Sexual Harassment

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

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 21, 2022

BOARD OF DIRECTORS	Louisiana Legislative Auditor 1600 North Third Street Baton Rouge, LA 70802
PRESIDENT Beverly Gariepy	December 19, 2022
VICE PRESIDENT Sarah Louise Ham	Findings – Applying Agree Upon Procedures for the period ending June 30, 2022
SECRETARY John Girault	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 (initialed and dated).
TREASURER Nancy Livaudais	KL Noted no evidence of approval by CEO on any of the reconciliations tested.
PAST PRESIDENT William Kearney, IV	Management Response: For the fiscal year 2021 – 2022, Management had a Board Member check the monthly bank statements and reconciliations. Going forward, VIA LINK will continue to have a Board Member check these and provide electronic documentation of each monthly review.
DIRECTORS Robin Carruba Aaron Greenbaum Trilby Lenfant Rev. Gordon Taylor Lucie Thornton Kay Wilkins Artis Williams	9c. 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. KL noted improper segregation of duties for the responsibilities listed above. Noted that the same employee is responsible for processing payments and maintaining vendor files. Mitigating controls appear to exist but do not eliminate the control risk.
DIRECTORS EMERITUS Steven Ellis J. William Groom Anne LaBranche Mark D. Latham Carol Merlin Mary Beth Meyer Ted Ruddock Kim VanGeffen, Ph.D. K. Todd Wallace	Management Response: VIA LINK intends to hire another accounting employee who will process payments. The Finance Director will maintain vendor files. 9d. 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. KL noted improper segregation of duties for the responsibilities listed above. Noted that the employee responsible for processing payments mails the checks. Mitigating controls appear to exist but do not eliminate the control risk.
PRESIDENT & CEO LaVondra Dobbs	Management Response: The CEO's Executive Assistant will mail payments. 10b. Observe whether the disbursement documentation included evidence (initial/date) of segregation of duties tested under #9, as applicable.

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

Management Response:

See #9.

13. 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).

KL noted for each transaction examined, they were not supported by the proper documentation as noted above. Specifically, the business/public purpose and the individuals participating in meals were not documented.

Management Response:

A change will be made to the Policies and Procedures Manual requiring all travel and meal receipts contain the business purpose and if a meal receipt, all individuals attending be listed.

14c. 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 that each reimbursement was not supported by proper documentation of the business/public purpose.

Management Response:

See answer #13.

15b. Observe whether the contract was approved by the governing body/board, if required by policy or law.

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:

VIA LINK will update the Polices and Procedures to accurately depict appropriate and current processes.

Memorandum of Advisory Comments

VIA LINK, INC.

June 30, 2022

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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, 2022, and have issued our report thereon dated December 21, 2022. 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 21, 2022

VIA LINK, INC.
MANAGEMENT LETTER COMMENTS
June 30, 2022

COMMENTS

2022-01

The Organization has a policies and procedures manual that has not been updated since 2018. There are many policies contained within that are not completely being followed. During our testing of internal controls for the year ended June 30, 2022, we noted the following policies that are not being followed:

- All checks for more than \$1,000 require two signatures.
- Purchases of more than \$5,000 must be approved by the Finance Committee and noted in the monthly meeting minutes.
- Check Reimbursement forms must be signed by the employee, their immediate supervisor and the CEO.
- Travel requests for the CEO are approved by the Board President.

Recommendation

We recommend the Organization follow the policies as laid out in their policies and procedures manual or begin the process of creating a new manual to match policies with the Organization's current operating practice.

Management's Response

See Management's Corrective Action Plan

2022-02

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 an instance where employee flights for training contained up-charges for early-bird check-in. We also noted that the supplemental insurance was purchased on a rental car also. Without documenting the business purpose of these transactions, we are not sure that they are in compliance with the requirements of the State of Louisiana Constitution, Article 7, Section 14.

- All expenses for meals must contain the business purpose and a listing of the participants in the meal. During our testing, we noted that no reimbursements for meals contained this documentation.

Recommendation

We recommend that the Organization setup a separate bank account and/or accounting for the revenue and expenses of State or Local Assistance to avoid commingling with nonpublic revenue so as to ensure compliance with the Law. 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

BOARD OF DIRECTORS	Louisiana Legislative Auditor 1600 North Third Street Baton Rouge, LA 70802
PRESIDENT Beverly Gariepy	December 19, 2022
VICE PRESIDENT Sarah Louise Ham	Findings – Internal Controls and Related Matters ending June 30, 2022 2022-01
SECRETARY John Girault	Recommendation: Kushner LaGraize recommends that the Organization follow the policies as laid out in their Policies and Procedures manual or begin the process of creating a new manual to match policies with the Organization’s current operating practice.
TREASURER Nancy Livaudais	
PAST PRESIDENT William Kearney, IV	Management Response: Management concurs with the recommendation. Management’s corrective action plan is to create a new manual to update appropriate operating practices by the end of the first quarter of 2023. This manual will be approved by the Board of Directors.
DIRECTORS Robin Carruba Aaron Greenbaum Trilby Lenfant Rev. Gordon Taylor Lucie Thornton Kay Wilkins Artis Williams	2022-02 Recommendation: Kushner LaGraize recommends that the Organization setup a separate bank account and/or accounting for the revenue and expenses of State or Local Assistance to avoid commingling with nonpublic revenue to ensure compliance with the Law. 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.
DIRECTORS EMERITUS Steven Ellis J. William Groomer Anne LaBranche Mark D. Latham Carol Merlin Mary Beth Meyer Ted Ruddock Kim VanGeffen, Ph.D. K. Todd Wallace	Management Response: Management concurs with the recommendation. Management’s corrective action plan is to establish in the accounting system a separate section for grants or subgrants and corresponding expenses received from the state of Louisiana.
PRESIDENT & CEO LaVondra Dobbs	