

*Central Louisiana Coalition to Prevent
Homelessness, Inc.*

Alexandria, Louisiana

May 31, 2023

Central Louisiana Coalition to Prevent Homelessness, Inc.

May 31, 2023

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PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Established 1945

Independent Accountant's Review Report

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
Alexandria, Louisiana

We have reviewed the accompanying financial statements of Central Louisiana Coalition to Prevent Homelessness, Inc. (the Coalition) (a nonprofit organization), which comprise the statement of financial position as of May 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. 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 expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

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 Coalition and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

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Michael A. Juneau, C.P.A.
Cindy L. Humphries, C.P.A.

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PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
Alexandria, Louisiana

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.

Supplementary Information

The accompany schedule of compensation, benefits, and other payments to agency head or chief executive officer is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information is the representation of management. We have reviewed the information, and based on our review, we are not aware of any material modification that should be made to the information in order for it to be in accordance with accounting principles generally accepted in the United States of America. We have not audited the supplementary information and, accordingly, do not express an opinion on such information.

Payne Moore & Herrington, LLP

Certified Public Accountants
Alexandria, Louisiana

October 23, 2023

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Financial Position
May 31, 2023

Exhibit A

Assets

Current Assets

Cash and cash equivalents	\$	412
Grants receivable		54,275
Total Current Assets		54,687

Investments - Central Louisiana Community Foundation 759

Property and Equipment - Net of Accumulated Depreciation 410,749

Total Assets \$ 466,195

Liabilities and Net Assets

Current Liabilities

Bank overdraft	\$	3,737
Accounts payable		200
Accrued vacation		7,800
Payroll withholdings		3,315
Deferred revenue		1,098
Notes payable - current portion		18,980
Total Current Liabilities		35,130

Long-Term Liabilities

Notes payable		207,860
Total Liabilities		242,990

Net Assets

Without donor restrictions		223,205
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Total Liabilities and Net Assets \$ 466,195

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Activities
Year Ended May 31, 2023

Exhibit B

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues, Gains (Losses), and Other Support			
Grant income			
HUD	\$ -	\$ 236,770	\$ 236,770
HUD through Louisiana Housing Corporation	-	2,561	2,561
HUD through Louisiana Housing Corporation - CARES	-	21,080	21,080
Other	19,075	-	19,075
Contributions of other cash and financial assets	70,070	-	70,070
Contributions of nonfinancial assets	6,815	75,500	82,315
Dues and miscellaneous	4,417	-	4,417
Fees	27,024	-	27,024
Investment return, net	90	-	90
Unrealized and realized gain (loss) on investments	(503)	-	(503)
Gain (loss) on sale of assets	(400)	-	(400)
Net assets released from restrictions	335,911	(335,911)	-
Total Revenues, Gains (Losses), and Other Support	462,499	-	462,499
Expenses			
Program Services			
Continuum of Care			
Planning	31,854	-	31,854
Homeless Prevention	38,320	-	38,320
Coordinated Entry	88,879	-	88,879
Homeless Management Information System (HMIS)	78,511	-	78,511
Louisiana Integrated Treatment Services (LITS)	160,403	-	160,403
Outreach	177,458	-	177,458
Coronavirus Aid, Relief, and Economic Security (CARES)	23,169	-	23,169
Total Program Services	598,594	-	598,594
Supporting Services			
Management and general	31,291	-	31,291
Total Expenses	629,885	-	629,885
Change in Net Assets	(167,386)	-	(167,386)
Net Assets, Beginning of Year	390,591	-	390,591
Net Assets, End of Year	<u>\$ 223,205</u>	<u>\$ -</u>	<u>\$ 223,205</u>

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Functional Expenses
Year Ended May 31, 2023

Exhibit C

	Program Services						Total Program Services		Supporting Services	Total Expenses
	CoC - Planning	CoC - Homeless Prevention	Coordinated Entry	HMIS	LITS	Outreach	CARES	Management and General		
Salaries and related employee benefits	\$ 18,961	\$ 24,087	\$ 76,200	\$ 55,771	\$ 71,191	\$ 75,306	\$ 12,563	\$ 334,079	\$ 600	\$ 334,679
Automobile	-	-	-	-	4,825	1,552	-	6,377	-	6,377
Bank charges	-	-	-	-	-	-	-	-	2,299	2,299
Buildings and grounds	1,311	1,310	1,310	1,310	1,650	1,835	587	9,313	21	9,334
Computer software and supplies	43	43	43	8,559	43	43	43	8,817	75	8,892
Depreciation	-	-	-	-	-	-	-	-	18,280	18,280
Dues and subscriptions	1,798	1,585	1,585	1,816	1,585	1,585	363	10,317	4,105	14,422
Insurance	1,712	1,712	1,712	1,712	1,712	1,712	425	10,697	-	10,697
Interest	593	593	593	593	593	593	593	4,151	4,430	8,581
Meetings	-	-	-	-	55	-	-	55	-	55
Miscellaneous	-	-	-	-	-	-	-	-	192	192
Office expense	297	297	297	297	415	1,070	89	2,762	45	2,807
Participants	-	-	-	-	70,440	86,651	7,494	164,585	210	164,795
Professional fees	4,459	4,459	4,459	4,459	4,459	4,459	-	26,754	-	26,754
Telephone	1,603	1,632	1,603	1,603	2,358	1,575	357	10,731	638	11,369
Travel and conference	-	-	-	1,314	-	-	-	1,314	396	1,710
Utilities	1,077	2,602	1,077	1,077	1,077	1,077	655	8,642	-	8,642
Total Expenses	<u>\$ 31,854</u>	<u>\$ 38,320</u>	<u>\$ 88,879</u>	<u>\$ 78,511</u>	<u>\$ 160,403</u>	<u>\$ 177,458</u>	<u>\$ 23,169</u>	<u>\$ 598,594</u>	<u>\$ 31,291</u>	<u>\$ 629,885</u>

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
Statement of Cash Flows
Year Ended May 31, 2023

Exhibit D

Cash Flows from Operating Activities

Change in net assets	\$ (167,386)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:	
Depreciation	18,280
Unrealized and realized (gain) loss on investments	503
(Gain) loss on sale of assets	400
Changes in operating assets and liabilities:	
Grants receivable	65,258
Accounts payable	60
Accrued vacation	(2,386)
Payroll withholdings	1,599
Net Cash Provided by (Used in) Operating Activities	(83,672)

Cash Flows from Investing Activities

Interest and dividends reinvested	(90)
Proceeds from sale of property and equipment	200
Redemption of investments	4,034
Net Cash Provided by (Used in) Investing Activities	4,144

Cash Flows from Financing Activities

Proceeds from line of credit	59,001
Principal payments on long-term borrowing	(5,359)
Principal payments on line of credit	(64)
Net Cash Provided by (Used in) Financing Activities	53,578

Net Increase (Decrease) in Cash and Cash Equivalents

(25,950)

Cash and Cash Equivalents, Beginning of Year

22,625

Cash and Cash Equivalents, End of Year

\$ (3,325)

Classified as

Cash	\$ 412
Bank overdraft	(3,737)
Total	\$ (3,325)

Additional Required Disclosures:

1. Management considers all highly liquid investments with a maturity of three months or less when acquired to be cash equivalents.
2. Interest paid during the year totaled \$8,581.
3. No income taxes were paid during the year.
4. There were no material noncash financing transactions during the year that affected recognized assets or liabilities.

See accompanying notes and independent accountant's review report.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

1. Nature of Activities and Significant Accounting Policies

Nature of Activities

The Central Louisiana Coalition to Prevent Homelessness, Inc. (the Coalition) is a nonprofit corporation located in Alexandria, Louisiana, that was formed to end homelessness in the Central Louisiana area by providing sustainable housing to homeless individuals. The mission of the Coalition is to identify, advocate, and mobilize community resources to ensure all people in Central Louisiana have access to stable homes. Program activities conducted in pursuit of this mission are described as follows:

- *CoC* – The *Continuum of Care (CoC)* is a federally-recognized designation for a collective impact collaboration within a community. The Coalition serves as the CoC collaborative applicant for the Central Louisiana region, a designation by the U.S. Department of Housing and Urban Development (HUD). In this role, the Coalition is responsible for submitting the community's grant applications and homelessness reports to HUD on behalf of its members for CoC and Emergency Solutions Grant Program (ESGP) funds. Direct housing and service programs under CoC include the Planning and Homeless Prevention programs.
- *Coordinated Entry* – *Coordinated Entry* is an effort among CoC providers to assess each homeless individual and family using a uniform and standardized process. The Coalition uses this process to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their severity of needs, rather than first come/first served.
- *HMIS* – The *Homeless Management Information System (HMIS)* is a web-based database used to track and report homelessness services and shelter stays in an effort to reduce service duplications within the community and to understand local trends in homelessness.
- *LITS Housing* – *Louisiana Integrated Treatment Services (LITS)* is a permanent supportive housing program that provides housing and supportive services for individuals who are considered chronically homeless with a co-occurring disability (diagnosis of a mental illness and a history of, or current, substance abuse disorder.) The goal is to assist chronically homeless individuals and families with maintaining permanent housing.
- *Outreach* – The *Outreach* program conducts street outreach activities to locate and identify individuals who regularly sleep unsheltered or in places not meant for human habitation. The program provides case management and support to assist individuals with locating appropriate housing and/or shelter and accessing services. The *Outreach* program also provides a one-stop homelessness resource center organized for the purpose of assisting homeless persons and families with obtaining an income, providing a hygiene center for people experiencing homelessness, and meeting some basic needs of homeless individuals to assist them with securing income and housing.
- *CARES* - *Coronavirus Aid, Relief, and Economic Security (CARES)* is a special allocation program funding amounts to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

Significant Accounting Policies

The significant accounting policies followed are described below to enhance the usefulness of the financial statements to the reader.

New Accounting Standard

The Financial Accounting Standards Board issued Accounting Standards Update No. 2020-07 – *Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets* (ASU 2020-07) to improve transparency of contributed nonfinancial assets for not-for-profit entities through enhancements to presentation and disclosure. The ASU is applicable and was adopted by the Coalition during the fiscal year ended May 31, 2023. The new standard requires that contributed nonfinancial assets be presented separately in the statement of activities. New disclosures are also required to disaggregate contributed nonfinancial assets by category type and other qualitative information about utilization, policies, and valuation techniques. The Coalition adopted and implemented this pronouncement in the current fiscal year using the prospective method of application. The amendment will not change the recognition and measurement requirements.

Basis of Accounting

The accompanying financial statements have been prepared on an accrual basis in accordance with accounting principles generally accepted in the United States of America (GAAP). Under this method, revenues are recognized when earned and expenses are recorded at the time liabilities are incurred.

Basis of Presentation

The Coalition reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net Assets without Donor Restrictions

Net assets without donor restrictions generally result from revenues generated by receiving contributions that have no donor-imposed restrictions and from receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions. Net assets without donor restrictions are available for use at the discretion of the Board of the Coalition and management for general operating purposes. The Board may designate a portion of these net assets for specific purposes which makes them unavailable for use at management's discretion.

Net Assets with Donor Restrictions

Net assets with donor restrictions result from restrictions imposed by grant agreements and gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires. The expiration of the restriction occurs when the stipulated time restriction ends or the purpose of the restriction is accomplished. The Coalition reports gifts of cash and other assets as revenue with donor restrictions if they are received with donor stipulations that limit the use of the donated assets.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

Some net assets with donor restrictions may include a stipulation that assets provided be maintained permanently (perpetual in nature) while permitting the Coalition to expend the income generated by the assets in accordance with the provisions of additional donor-imposed stipulations or a Board-approved spending policy. The Coalition does not have any net assets with donor restrictions that are perpetual in nature.

There were no net assets with donor restrictions at year-end.

Promises to Give

As required by GAAP, unconditional promises to give are reported as revenue when the promise is made. Conditional promises to give are recognized as revenue when the necessary conditions are fulfilled.

Grants Receivable

The Coalition uses the allowance method to determine uncollectible grants receivable. Receivables are recorded net of an allowance for doubtful accounts based on management's estimate using a specific identification method. In the opinion of management, all receivables at May 31, 2023, are considered collectible.

Investments

On December 31, 2001, the Coalition established a non-endowed agency fund at the Central Louisiana Community Foundation (the Foundation), by transferring \$1,000 into this fund. The fund is held by the Foundation for the purpose of administering funds for various charitable, cultural, educational, and scientific purposes and organizations primarily in the Central Louisiana community. These funds are not subject to restrictions whether by donor or otherwise, nor are they required to be held permanently or for any designated purposes other than charitable purposes within the corporate powers of the Coalition. The principal and earnings may be expended in whole or in part as stated in the agreement.

Central Louisiana Coalition to Prevent Homelessness, Inc. reports all investments in marketable securities with readily determinable values and all investments in debt securities at their fair value in the statement of financial position. Investments in cash management funds are stated at cost, which approximates fair value. Net realized and unrealized gains and losses on investments are reported in the statement of activities as increases or decreases in the respective net asset classes.

The Coalition may request distribution of all or part of the principal it contributes to the fund as well as any income from the fund. The Board of the Foundation will grant such a request if it concludes that such a distribution is consistent with the charitable purposes of the fund. If the Foundation ceases to be a qualified charitable organization or if the Foundation proposes to dissolve, the assets of the fund shall be distributed to the Coalition. At that time, if the Coalition is not then a qualified charitable organization, the Foundation shall distribute the assets of the fund in a manner and to any organization serving the Central Louisiana community that satisfies the requirements of a qualified charitable organization and serves purposes similar to those of the Coalition. The investments are presented in the financial statements at fair value of \$759 at May 31, 2023, as reported by the Central Louisiana Community Foundation.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

Property and Equipment

Property and equipment are stated at cost or, if donated, at the approximate fair market value, if material and reasonably determinable, at the time of donation. The Coalition capitalizes property and equipment if its value is \$500 or more and its useful life is more than one year. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. Those lives range from 3 to 40 years. The cost of maintenance and repairs is charged to expense as incurred; however, significant maintenance and repairs that improve or extend the useful lives of the respective assets are capitalized at cost.

Accrued Vacation

Vacation is earned at varying rates by qualifying full-time and part-time employees depending on length of service. Employees are allowed to carry forward a maximum of 5 to 20 days of unused vacation from the previous year, depending on their employment status (i.e., full-time or part-time). The liability at year-end is shown as a current liability in the statement of financial position. Qualifying full-time and part-time employees may also accrue up to 30 days of sick leave, but they are not paid for unused sick leave upon termination of employment. Therefore, no liability for accrued sick leave is reflected in the accompanying financial statements.

Deferred Revenue

Payments for membership dues received on or before the financial statement date for subsequent membership periods are reported as deferred revenue in the statement of financial position. Payments received in advance for Homeless Management Information System (HMIS) access fees are also reported as deferred revenue in the statement of financial position. Such membership dues and HMIS access fees are recognized as revenue in the applicable membership or access period.

Revenue Recognition

The Coalition reports contributions and grants as support with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor 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.

The Coalition reports gifts of land, buildings, and equipment as support without donor restrictions unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as support with donor restrictions. Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Coalition reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Funds with donor restrictions are used to differentiate the resources whose use is restricted by donors or grantors from the resources on which donors or grantors have placed no restriction or the resources that arise as a result of the operations of the Coalition for its stated purpose.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

Donated Services

Volunteers are utilized extensively for both program and supporting services. Contributed services are recognized if the services require specialized skills and the Coalition would be required to purchase these services if donated services were not available. Contributed services received and recognized as revenue during the year ended May 31, 2023, in the amount of \$4,417 were related to labor for the Outreach program.

Donated Materials and Supplies

The Coalition receives various materials and supplies which are distributed to homeless individuals. Most of the items distributed by the Coalition have little or no fair market value; however, large quantities of food and hygiene products are collected, stored, and distributed. The distribution of food and hygiene products is an important component of the Coalition's program activities. Donated materials and supplies are reflected as contributions of nonfinancial assets at their estimated value at the date of receipt and are recorded as expenses for current operations.

Functional Allocation of Expenses

Costs incurred by the Coalition from providing various program and supporting services have been presented on a functional basis in the statement of functional expenses. Accordingly, costs have been allocated on a reasonable and consistent basis among the functional areas benefited. Most expenses are charged directly to program or supporting services based on specific identification. Certain categories of expenses attributable to administrative support include salaries and related employee benefits, buildings and grounds, office expense, professional fees, telephone, and utilities. These expenses are allocated based on estimates of time and effort. Expenses related to more than one function are charged to programs and supporting services using management's estimate of the activities benefited.

Advertising Costs

Advertising costs are expensed when incurred.

Tax-Exempt Status and Tax Positions

The Coalition qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and comparable Louisiana law. The Coalition is not classified as a private foundation. Since the Coalition is exempt from federal and state income tax liability, no provision is made for current or deferred income tax expense. For the year ended May 31, 2023, management of the Coalition believes it has adequate support for all material tax positions, and that it is more likely than not, based on the technical merits, that the positions will be sustained upon examination.

All tax-exempt entities are subject to review and audit by federal, state, and other applicable agencies. Such agencies may review the taxability of unrelated business income or the qualification of the tax-exempt entity under the Internal Revenue Code and applicable state statutes. With few exceptions, the Coalition is no longer subject to U.S. federal tax examinations for the years ending before May 31, 2019.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

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 and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

Management has evaluated subsequent events through October 23, 2023, the date which the financial statements were available for issue. The following item of interest was identified: On August 25, 2023, the Coalition refinanced the remaining balance of the balloon payment and the line of credit, through First Guaranty Bank, in the amount of \$215,161. The future maturities of the note payable are shown in Note 5.

2. Cash and Cash Equivalents

Cash on hand	\$	46
Non-interest bearing checking accounts		365
Interest bearing money market account		1
	\$	412

Bank overdraft is shown under current liabilities in the amount of \$3,737.

3. Grants Receivable

Grants receivable consisted entirely of unconditional promises to give. Details regarding the amount reported on the statement of financial position at May 31, 2023, are provided as follows:

HUD Emergency Solutions Grant (ESG) passed through Louisiana Housing Corporation	\$	33,370
HUD Louisiana Integrated Treatment Services (LITS)		14,567
HUD Homeless Management Information System (HMIS)		6,338
	\$	54,275

4. Property and Equipment

Building	\$	483,792
Furniture and equipment		67,259
Vehicles		21,358
Total property and equipment		572,409
Less: accumulated depreciation		(161,660)
Property and equipment, net of accumulated depreciation	\$	410,749

Depreciation expense for the year ended May 31, 2023, was \$18,280.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

5. Note Payable

On February 21, 2018, the Coalition entered into an installment note in the amount of \$170,131 with First Federal Bank of Louisiana with the following terms: payments of \$991, including interest at three and one-half percent (3.50%), shall be made monthly through January 21, 2023; the loan is secured by the real estate shown in Note 4. The loan was extended month by month until refinanced. On August 25, 2023, the Coalition refinanced the remaining balance of the balloon payment and the line of credit, through First Guaranty Bank, in the amount of \$215,161. The terms of the loan include payments of \$1,981, including interest at seven and one-quarter percent (7.25%), shall be made monthly through September 4, 2028. Beginning October 4, 2028, the terms of the loan include payment of \$2,162, including interest at nine and one-quarter percent (9.25%), shall be made monthly through September 4, 2038.

On May 22, 2023, the Coalition entered into a short-term installment note, with two board members, in the amount of \$14,000. The loan shall be paid back within the year and no interest rate is included.

Notes payable	\$ 226,840
Less: current portion	<u>18,980</u>
Long-term portion	\$ 207,860

Future maturities of the notes payable are as follows:

Years ending <u>May 31,</u>	
2024	\$ 18,980
2025	8,603
2026	9,257
2027	9,961
2028	10,683
Thereafter	<u>169,356</u>
Total	\$ 226,840

6. Donated Materials and Supplies

Donated materials and supplies, consisting of food and hygiene products, received and recognized as revenue for the year ended May 31, 2023, have been included in the statement of activities as contributions of nonfinancial assets. Since the materials and supplies inventory on hand at year-end was not material to the financial statements taken as a whole, no amount has been reflected in the accompanying statement of financial position for the value of materials and supplies inventory at May 31, 2023. Contributions of nonfinancial assets consist of the following:

Fundraising income	\$ 6,815
Other contributions	<u>75,500</u>
	\$ 82,315

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

7. Liquidity and Availability of Financial Assets

The following reflects the Coalition's financial assets as of May 31, 2023, reduced by amounts not available for general use within one year from the date of the statement of financial position because of contractual or donor-imposed restrictions or internal designations.

Financial assets:	
Cash and cash equivalents	\$ 412
Grants receivable, net, collected in less than one year	54,275
Investments – Central Louisiana Community Foundation	<u>759</u>
Financial assets at year-end	55,446
Less: those unavailable for general expenditure within one year	<u>-</u>
Total financial assets available to meet cash needs for general expenditures within one year	\$ 55,446

The Coalition must maintain sufficient resources to meet responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of the Coalition's liquidity management, it structures its financial assets to be available as general expenditures, liabilities, and other obligations come due. The Coalition also invests cash in excess of daily requirements in short-term investments such as money market accounts. In addition, the Coalition operates with a balanced budget and anticipates covering its general expenditures by collecting sufficient revenues, and by utilizing donor-restricted resources from current year contributions and grant funds.

8. Conditional Promises to Give

The Coalition is the recipient of U.S. Department of Housing and Urban Development (HUD) and Louisiana Housing Corporation (LHC) funds, both of which are available on a cost reimbursement basis. Based on the terms of the grant agreements, the HUD and LHC awards are not considered revenue until expenses qualifying for reimbursement are incurred. Accordingly, the unexpended portions of HUD and ESG awards are considered to be conditional promises to give. At May 31, 2023, conditional promises to give from HUD is \$50,473 and none for ESG.

9. Related Party Transactions

One of the Coalition's board members is the vice president of business development at First Federal Bank of Louisiana, which is the bank that the Coalition has borrowed their note payable and line of credit through. The total owed to First Federal Bank of Louisiana at May 31, 2023 is \$212,840, and the total paid during the year was \$5,424.

The Coalition entered into a short-term installment note with two board members. The balance as of May 31, 2023, was \$14,000.

10. Contingent Liabilities

Under the terms of federal and state grants, periodic audits are required, and certain costs may be questioned as not being appropriate expenditures under the terms of the grants. Any disallowed claims, including amounts already collected, could become a liability of the Coalition. The Coalition's management believes disallowances, if any, will not be material.

Central Louisiana Coalition to Prevent Homelessness, Inc.
May 31, 2023
Notes to Financial Statements

11. Significant Concentrations

Credit Risk

The Coalition maintains its cash balances with financial institutions in the Central Louisiana area. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation (FDIC). As provided under the FDIC, interest-bearing and non-interest-bearing deposit accounts and money market accounts are insured up to \$250,000. There were no uninsured cash balances at May 31, 2023.

The Coalition's investment in the Central Louisiana Community Foundation of \$759 is uninsured.

Funding Sources

The U.S. Department of Housing and Urban Development (HUD) provided \$260,411 in grants during the year ended May 31, 2023, which is approximately forty-six percent (56%) of total revenue and support. Without these grants, programs would be significantly affected.

Supplementary Information

**Central Louisiana Coalition to Prevent Homelessness, Inc.
 Schedule of Compensation, Benefits, and Other Payments
 to Agency Head or Chief Executive Officer
 Year Ended May 31, 2023**

Schedule 1

Katherine Wynn, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary and related payroll taxes	\$ 8,203
Benefits - Insurance	-
Total	\$ 8,203

Joseph Buzzetta, Executive Director

<u>Purpose</u>	<u>Amount</u>
Salary and related payroll taxes	\$ 50,637
Benefits - Insurance	3,748
Total	\$ 54,385

See independent accountant's review report.

*Central Louisiana Coalition to Prevent
Homelessness, Inc.*

*Agreed-Upon Procedures Report on
Federal, State, and Local Awards*

Alexandria, Louisiana

May 31, 2023



PAYNE, MOORE & HERRINGTON, LLP

CERTIFIED PUBLIC ACCOUNTANTS
Established 1945

**Independent Accountant's Report
on Applying Agreed-Upon Procedures
on Federal, State, and Local Awards**

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Attestation Questionnaire. Central Louisiana Coalition to Prevent Homelessness, Inc.'s (the Coalition) management is responsible for its financial records and compliance with applicable laws and regulations.

The Coalition has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the Coalition's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended May 31, 2023, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for their 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 are appropriate for their purposes.

The procedures and associated results are as follows:

Federal, State, and Local Awards

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

Results:

- a) The Coalition provided us with the following list of expenditures made for federal grant awards received during the fiscal year ended May 31, 2023. No exceptions were noted as a result of performing this procedure.





PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

<u>Grant Name</u>	<u>Grant Year</u>	<u>Assistance Listing/CFDA No.</u>	<u>Amount</u>
U.S. Department of Housing and Urban Development Continuum of Care – LITS	2022-2023	14.267	\$ 134,740
U.S. Department of Housing and Urban Development Continuum of Care – HMIS	2022-2023	14.267	45,523
U.S. Department of Housing and Urban Development Continuum of Care – Planning Activities	2022-2023	14.267	21,507
U.S. Department of Housing and Urban Development Continuum of Care – Coordinated Entry	2022-2023	14.267	35,000
Grant Program (ESGP) – Prevention, passed through Louisiana Housing Corporation	2021-2023	14.231	2,561
U.S. Department of Housing and Urban Development – Emergency Solutions Grant Program (ESGP) – Cares Act, passed through Louisiana Housing Corporation	2021-2023	14.231	<u>21,080</u>
Total Expenditures			\$ 260,411

- b) The Coalition represented that they received no state government grant awards during the fiscal year ended May 31, 2023.
- c) The Coalition represented that they received no local government grant awards during the fiscal year ended May 31, 2023.



PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

2. **Procedure:** For each federal, state, and local government grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than thirty disbursements are selected.

Results: No exceptions were noted as a result of performing this procedure.

3. **Procedure:** 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.

Results: No exceptions were noted as a result of performing this procedure.

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

Results: No exceptions were noted as a result of performing this procedure.

5. **Procedure:** Report whether the selected disbursements were approved in accordance with the Organization's policies and procedures.

Results: No exceptions were noted as a result of performing this procedure.

6. **Procedure:** 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.

Results: No exceptions were noted as a result of performing this procedure.

7. **Procedure:** 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 Organization's financial records; and report whether the amounts in the close-out reports agree with the Organization's financial records.

Results: Four grants contained a requirement for close-out reports. No close-out reports were filed for any of these four grants.



PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

Management's response: After further investigation regarding close out reports and a telephone conversation with our New Orleans HUD field office Representative, Denise Delay on 11/09/2023, I learned that this process is no longer done as a paper document, the APR's and Close out reports are done in the HUD system known as SAGE. Ms. Delay also acknowledged that HUD is behind in completing their portion of the process for the closeout report. As such, I am unable to provide a copy of these reports until such time that HUD completes the process. I have also been working with our HMIS Coordinator for our LA-507 CoC who has confirmed that all of CLHC's APR's are up to date, with the Exception of the FY22 Coordinated Entry Program which is not due until later in November.

Open Meetings

8. **Procedure:** 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.

Results: This procedure is not applicable for nonprofit organizations.

Budget

9. **Procedure:** For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the Organization 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.

Results: Budgets for three of the seven grants were not submitted to the grantor agency.

Management's response: The current Executive Director has made attempts to locate the record of the budgets that were prepared by the Previous Executive Director and has been unable to locate any budgets other than that directly related to CLHC annual budget, HRC annual budget and the LITs Program Grant budget.

State Audit Law

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

Results: No exceptions were noted as a result of performing this procedure.



PAYNE, MOORE & HERRINGTON, LLP

To the Board of Directors of
Central Louisiana Coalition to Prevent Homelessness, Inc.
and the Louisiana Legislative Auditor

11. **Procedure:** Inquire of management and report whether the Organization entered into any contracts that utilized state funds as defined in R.S. 37:72.1 A. (2); and that were subject to the public bid law (R.S.38:2211, et seq.), while the Organization was not in compliance with R.S. 24:513 (the audit law).

Results: This procedure is not applicable. No state funds were received.

Prior Year Comments

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

Results: This procedure is not applicable. There were no prior year suggestions, recommendations, or comments.

We were engaged by the Coalition 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. 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 Coalition's compliance with the foregoing matters. Accordingly, we do not express such 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 Coalition and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

The purpose of this report is solely to describe the scope of testing performed on the Coalition'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 results 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.

Payne, Moore & Herrington, LLP
Certified Public Accountants
Alexandria, Louisiana

October 23, 2023



CENTRAL LOUISIANA HOMELESS COALITION

1515 Jackson Street Alexandria, LA 71301

(318) 443-0500

www.centralhomeless.org

**LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Quasi-Public Agencies)**

07/12/2023 (Date Transmitted)

Payne, Moore & Herrington, LLP (CPA Firm Name)

P.O. Box 13200 (CPA Firm Address)

Alexandria, LA 71315-3200 (City, State Zip)

In connection with your engagement to apply agreed-upon procedures to the control and compliance matters identified below, as of 07/12/2023 (date) and for the year then ended, and as required by Louisiana Revised Statute (R.S.) 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you.

Public Bid Law

It is true that we have complied with the state procurement code (R.S. 39:1551 – 39:1755); the public bid law (R.S. 38:2211-2296), and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes No N/A

Code of Ethics for Public Officials and Public Employees

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

Yes No N/A

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

Yes No N/A

Budgeting

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

Yes No N/A

Accounting and Reporting

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

Yes No N/A

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

Yes No N/A

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

Yes No N/A

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

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

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

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes No N/A

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60- 1410.65.

Yes No N/A

Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No N/A

Prior-Year Comments

We have resolved all prior-year recommendations and/or comments.

Yes No N/A

General

We acknowledge that we are responsible for the Agency's compliance with the foregoing laws and regulations and the internal controls over compliance with such laws and regulations.

Yes No N/A

We acknowledge that we are responsible for determining that the procedures performed are appropriate for the purposes of this engagement.

Yes No N/A

We have evaluated our compliance with these laws and regulations prior to making these representations.

Yes No N/A

We have provided you with all relevant information and access under the terms of our agreement.

Yes No N/A

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations.

Yes No N/A

We are not aware of any material misstatements in the information we have provided to you.

Yes No N/A

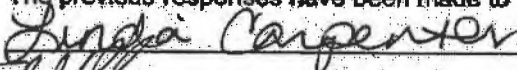
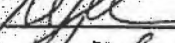
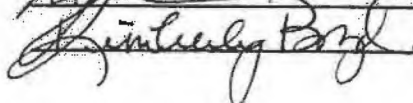
We have disclosed to you any communications from regulatory agencies, internal auditors, other independent practitioners or consultants, and others concerning noncompliance with the foregoing laws and regulations, including communications received during the period under examination; and will disclose to you any such communication received between the end of the period under examination and the date of your report.

Yes No N/A

We will disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies all known noncompliance and other events subsequent to the date of this representation and the date of your report that could have a material effect on our compliance with laws and regulations and the internal controls with such laws and regulations, or would require adjustment or modification to the results of the agreed-upon procedures.

Yes No N/A

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

	Secretary	7/14/23	Date
	Treasurer	7/14/23	Date
	President	7/14/23	Date