

**LASALLE COMMUNITY ACTION ASSOCIATION, INC.**

**ANNUAL FINANCIAL REPORT  
DECEMBER 31, 2021**

**LASALLE COMMUNITY ACTION ASSOCIATION, INC.**

Financial Report  
Year Ended December 31, 2021

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**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

Eddie G. Johnson, CPA - A Professional Corporation (1927-1996)

Mark D. Thomas, CPA - A Professional Corporation  
Roger M. Cunningham, CPA - A Professional Corporation  
Jessica H. Broadway, CPA - A Professional Corporation  
Ryan E. Todtenbier, CPA - A Professional Corporation

321 Bienville Street  
Natchitoches, Louisiana 71457  
(318) 352-3652  
Fax (318) 352-4447  
[www.tcbtcpa.com](http://www.tcbtcpa.com)

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
LaSalle Community Action Association, Inc.

**Report on the Audit of the Financial Statements**

***Opinions***

We have audited the accompanying financial statements of LaSalle Community Action Association, Inc., which comprise the statement of financial position as of December 31, 2021, 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 present fairly, in all material respects, the financial position of LaSalle Community Action Association, Inc. as of December 31, 2021, 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 Opinions***

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 and the *Louisiana Governmental Audit Guide*. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of LaSalle Community Action Association, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Responsibilities of Management 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, 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 LaSalle Community Action Association, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### ***Auditor's 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 auditor's 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 LaSalle Community Action Association, 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 LaSalle Community Action Association, 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.

### ***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 Association Head or Chief Executive Officer, the accompanying combining financial statements, and Schedule of Expenditures of Federal Awards, as required by Title 2 U.S. *Code of Federal Regulations for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic 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 basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States

of America. In our opinion, the Schedule of Compensation, Benefits and Other Payments to Association Head or Chief Executive Officer, the accompanying combining financial statements, and Schedule of Expenditures of Federal Awards are 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 September 9, 2022, on our consideration of LaSalle Community Action Association, Inc.'s internal control over financial reporting and on our tests 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 effectiveness of LaSalle Community Action Association, Inc.'s 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 LaSalle Community Action Association, Inc.'s internal control over financial reporting and compliance.

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

In accordance with the requirements of the Louisiana Legislative Auditor, we have issued a report, dated September 9, 2022, on the results of our state wide agreed-upon procedures performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*. The purpose of that report is solely to describe the scope of testing performed on those control and compliance areas identified in the Louisiana Legislative Auditor's state wide agreed-upon procedures, and the results of that testing, and not to provide an opinion on control or compliance.

*Thomas, Cunningham, Broadway + Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

September 9, 2022

## BASIC FINANCIAL STATEMENTS

LaSalle Community Action Association, Inc.  
Statement of Financial Position  
For the Year ended December 31, 2021

Assets	
Current Assets:	
Cash	\$ 910,054
Due from grantors	147,224
Other receivables	<u>25,405</u>
Total Current Assets	<u>\$ 1,082,683</u>
Property & Equipment:	
	\$ 2,761,054
Accumulated Depreciation	<u>(1,952,148)</u>
Net Property & Equipment	<u>\$ 808,906</u>
Total Assets	<u>\$ 1,891,589</u>
Liabilities and Net Assets	
Current Liabilities:	
Cash Overdraft	\$ 351,993
Accounts Payable	223,289
Accrued Liabilities	217,625
Due to grantors	2,400
Short-term debt	<u>50,000</u>
Total Current Liabilities	\$ 845,307
Net Assets:	
Without donor restrictions	<u>1,046,282</u>
Total Liabilities and Net Assets	<u>\$ 1,891,589</u>

See independent auditors' report and notes to financial statements.

LaSalle Community Action Association, Inc.  
Statement of Activities  
For the Year ended December 31, 2021

Unrestricted Revenues:	
Federal/State Grants	\$ 8,321,653
Support-	
Miscellaneous Revenues	99,677
In-Kind Contributions	<u>1,199,720</u>
Total Unrestricted Revenues	<u>\$ 9,621,050</u>
Expenses:	
Program Expenses	\$ 7,717,202
General and Administrative Expenses	<u>1,384,507</u>
Total Expenses	\$ 9,101,709
Change in Net Assets	<u>519,341</u>
Net Assets - Beginning of Year	526,941
Net Assets - End of Year	<u>\$ 1,046,282</u>

See independent auditors' report and notes to financial statements.



LaSalle Community Action Association, Inc.  
Statement of Cash Flows  
For the Year ended December 31, 2021

Operating Activities:

Change in Net Assets	\$ 519,341
Adjustments to reconcile change in net assets to net cash provided by operating activities-	
Depreciation	89,360
(Increase) decrease in operating assets-	
Due from grantors	16,401
Other Receivable	(15,499)
Increase (Decrease) in operating liabilities-	
Accounts Payable	(230,464)
Accrued liabilities	<u>140,823</u>
Net Cash Provided by Operating Activities	\$ 519,962

Investing Activities:

Payments for property and equipment	(700,940)
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Financing Activities:

Repayments of long-term debt	<u>(17,848)</u>
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Net Decrease in Cash	\$ (198,826)
Cash as of Beginning of Year	<u>756,887</u>
Cash as of End of Year	<u>\$ 558,061</u>

LaSalle Community Action Association, Inc.  
Statement of Functional Expenses  
For the Year ended December 31, 2021

	<u>Program Services</u>	<u>Support Services</u> <u>General and</u> <u>Administrative</u>	<u>Total Expenses</u>
Personnel Costs			
Personnel	\$ 2,667,558	\$ 1,071,837	\$ 3,739,395
Fringe Benefits	<u>326,308</u>	<u>112,540</u>	<u>438,848</u>
 Total Personnel Costs	 <u>\$ 2,993,866</u>	 <u>\$ 1,184,377</u>	 <u>\$ 4,178,243</u>
Other Expenses			
Travel	\$ 41,661	\$ 5,449	\$ 47,110
Administrative expenses	93,622	4,117	97,739
Program costs	1,565,569	395	1,565,964
Material	86,215	-	86,215
Equipment and maintenance	304,291	6,257	310,548
Occupancy	499,221	16,362	515,583
Telephone	65,543	6,433	71,976
Insurance	146,481	29,201	175,682
Vehicle operation	26,504	24	26,528
Supplies and postage	165,205	19,708	184,913
Stipends	6,925	-	6,925
Utilities	61,128	3,072	64,200
Professional Services	4,870	102,832	107,702
Food and related supplies	186,412	1,630	188,042
Miscellaneous	19,178	4,650	23,828
Client and assistance payments	161,129	-	161,129
Grantee in-kind expenses	1,199,720	-	1,199,720
Depreciation	89,360	-	89,360
Interest	<u>302</u>	<u>-</u>	<u>302</u>
 Total Other Expenses	 <u>\$ 4,723,336</u>	 <u>\$ 200,130</u>	 <u>\$ 4,923,466</u>
 Total Functional Expenses	 <u>\$ 7,717,202</u>	 <u>\$ 1,384,507</u>	 <u>\$ 9,101,709</u>

## NOTES TO FINANCIAL STATEMENTS

LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Financial Statements  
December 31, 2021

## INTRODUCTION

LaSalle Community Action Association, Inc. (Association) is a nonprofit corporation incorporated under the laws of the State of Louisiana. The Association is governed by a Board of Directors duly elected by members. The Association operates as a community action Association administering various federal and state funded programs designed to provide assistance to the poor and disadvantaged in various parishes in Louisiana. The following programs, with their approximate percentage of total revenues indicated, are administered by the Association:

**Community Services Block Grant** - Administers programs designed to provide services and activities that will have a measurable impact on causes of poverty in the community. Funding is provided by federal funds passed through the Louisiana Workforce Commission.

**Emergency Food and Shelter** - Provides emergency food and shelter in areas of high need throughout the community to persons based upon their unemployment or poverty status. Funding is provided by U.S. Department of Homeland Security FEMA funds passed through a local governing board.

**Weatherization Program** - Provides assistance to qualifying individuals to make their home more energy efficient. Funding is provided by the Departments of Energy and Health and Human Services passed through the Louisiana Housing Finance Association, who in turn contracts with the Association to perform the services.

**Head Start Program** - Provides comprehensive early child development for disadvantaged and handicapped preschool children and their families. Funding is provided by federal funds from the U.S. Department of Health and Human Services.

**Head Start Food Reimbursement Program** - Provides a food service program in coordination with the Head Start and Summer Child Care Assistance Programs. Funding is provided by the federal funds from U.S.D.A. passed through the Louisiana Department of Education.

**Section 8 Housing Assistance Program** - Provides a housing subsidy program by making payments to participating owners on behalf of eligible tenants to provide decent, safe, and sanitary housing for low-income families at rents they can afford. Housing assistance payments are used to make up the difference between the approved rent due to the owner for the dwelling unit and the occupant family's required contribution toward the rent. Funding is provided by the U. S. Department of Housing and Urban Development to the Catahoula Association, who in turn contracts with the Association to perform the services.

**Workforce Investment Opportunity Act** - Provides job training opportunities to qualifying individuals. Funding is provided by the Department of Labor passed through the Louisiana Workforce Commission to the LaSalle Parish Association, who in turn contracts with the Association to perform the services.

**LIHEAP Energy Assistance (2%)** - Provides to qualifying individuals assistance in meeting their utility bills. Funding is provided by the Department of Health and Human Services passed through the Louisiana Housing Finance Association, who in turn contracts with the Association to perform the services.

LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Financial Statements  
December 31, 2021

**Energy Special Needs** - Provides to qualifying individuals assistance in meeting their utility bills. Funding is provided by the Department of Health and Human Services passed through the Louisiana Housing Finance Association.

**General Assistance and Other Programs** - Accounts for miscellaneous administrative activities and other small grants of the association that are not charged to another fund. Revenue consists of miscellaneous receipts collected during the year.

1. Summary of Significant Accounting Policies:

Reporting Entity-

The accounting and reporting policies of the Association conform to generally accepted accounting principles as applicable to non-profit organizations and are applied on a consistent basis between periods.

The following is a summary of certain significant accounting policies and practices:

A. Financial Statement Presentation - The Association has adopted FASB Financial Accounting Standards Update 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Under FASB ASU 2016-14, the Association is required 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. These net assets may be used at the discretion of the Association's management and the board of directors. The revenues received and expenses incurred in conducting the mission of the Association are included in this category. The Association has determined that any donor-imposed restrictions for current or developing programs and activities are generally met within the operating cycle of the Association; therefore, the Association's policy is to record these net assets as without donor restrictions.
- Net assets with donor restrictions - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Association or by the passage of time. Other donor restrictions are perpetual in nature; whereby, the donor has stipulated the funds be maintained in perpetuity.

Donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statements of Activities and Changes in Net Assets.

B. Basis of Accounting - The Association uses the accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Expenditures are generally recognized when they are incurred. Purchases of various operating supplies are regarded as expenditures at the time purchased.

LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Financial Statements  
December 31, 2021

- C. Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosures 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.
- D. Capital Assets - Assets are recorded at cost if purchased or at market value at time of donation. Depreciation on all exhaustible fixed assets is charged as an expense against the operations of the Association. Depreciation is calculated using the straight-line method over the estimated useful lives of the assets ranging from 3 to 50 years. The Association maintains a threshold level of \$5,000 or more for capitalizing capital assets. The federal government has a reversionary interest in property purchased with federal funds. Its disposition as well as the ownership of any proceeds there from is subject to federal regulations.
- E. Income Taxes - The Association is a non-profit organization that is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as “other than a private foundation”. Therefore, no provision for income taxes has been made in the financial statements, but the Association is required to file an annual information tax return. The Association’s Form 990, *Return of Organization Exempt from Income Tax*, for the years ending 2018 and beyond remains subject to examination by the Internal Revenue Service, generally for three years after they were filed.
- F. Unpaid Accumulated Vacation Pay - Employees may accrue vacation leave and sick pay. Upon an employee’s separation of employment, earned and/or accrued leave will be paid up to a maximum of 80 hours, but accumulated sick leave is forfeited. The balance of unpaid accumulated vacation pay as of December 31, 2021 was \$54,929.
- G. Cash and Equivalents - For the purpose of the statements of cash flows, the Association considers all unrestricted highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.
- H. Functional Allocation of Expenses - Functional expenses are allocated between program services and supporting services. Supporting services include general and administrative activities which are those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Association. The financial statements report certain categories of expenses that are attributed to more than one program or supporting function, which require allocation on a reasonable basis that is consistently applied. Salaries, payroll taxes, and benefits are allocated on the basis of estimates of time and effort.
- I. Revenue Recognition – Effective July 1, 2019, the Association adopted the requirements of the Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) NO. 2014-09, *Revenue from Contracts with Customers (Topic 606)*. This ASU and all subsequently issued clarifying ASUs replaced most revenue recognition guidance in U.S. GAAP and addresses how an entity should recognize revenue derived from various contracts with customers that generate revenue, along with requiring additional disclosures related to the nature, amount, and timing of revenue and cash flows arising from contracts

LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Financial Statements  
December 31, 2021

with customers. Primarily, the update requires the organization to evaluate the various performance obligations related to its contracts with customers, allocate the transaction price to the various performance obligations, and recognize revenue as performance obligations are satisfied. The standard was adopted using the modified retrospective method.

Effective July 1, 2019, the Association adopted the requirements of the FASB ASU No. 2018-08, *Not-for-Profit Entities (Topic 958), Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made*. The ASU clarifies and improves the guidance for contributions received and contributions made and provides guidance to organizations on how to account for transactions as contributions or exchange transactions. In addition, it clarifies whether a contribution is conditional.

In accordance with the above standards, the Association recognizes grant revenue as exchange transactions, and grant revenue is recognized as it is earned in accordance with approved grant contracts. Based on the Association's evaluation process and review of its grant contracts, the timing and amount of revenue recognized previously is consistent with how revenue is recognized under the new standards.

2. Cash and Cash Equivalents:

The cash and cash equivalents of the Association are subject to the following risk:

*Custodial Credit Risk:* Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Association will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal or exceed the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Association that the fiscal agent bank has failed to pay deposited funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Association's name.

Cash is held separately by each of the Association's funds. At December 31, 2021, cash totaled \$558,061 (book balances). Bank account balances at December 31, 2021, totaled \$415,353. The amount was insured by \$256,568 of federal depository insurance and the remaining balance of \$158,785 is secured by pledged securities.

LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Financial Statements  
December 31, 2021

3. Fixed Assets:

The following is a summary of changes in fixed assets for LaSalle Community Action Association for the period ended December 31, 2021:

	Estimated Depreciable Life	Balance 12/31/20	Additions	Deletions	Balance 12/31/21
Buildings	30 years	\$ 446,700	\$235,175	\$0	\$ 681,875
Equipment & Furniture	3-10 years	1,613,414	465,765	0	2,079,179
Accumulated Depreciation		<u>(1,862,788)</u>	<u>(89,360)</u>	<u>0</u>	<u>(1,952,148)</u>
Total Fixed Assets, Net		<u>\$ 197,326</u>	<u>\$611,580</u>	<u>\$0</u>	<u>\$ 808,906</u>

Depreciation expense was \$89,360 for the year ended December 31, 2021.

4. Asset Liquidity and Availability of Resources:

The Association regularly monitors the availability of resources required to meet its operating needs and other contractual commitments. For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Association considers all expenditures related to its regular, recurring, and ongoing program service activities, as well as the conduct of services undertaken to support those activities, to be general expenditures. The Association anticipates revenues to be sufficient to meet its general expenditure needs.

As of December 31, 2021, the following financial assets could be made easily available within one year of the statement of financial position date to meet general expenditures:

Cash, cash equivalents and restricted cash	\$ 112,158
Revenue receivables (current)	<u>18,651</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$130,809</u>

As part of its liquidity management, the Association has a policy to structure its financial assets to be made available as general expenditures, liabilities, and other obligations become due. This policy includes utilization of resources such as established lines of credit described in Note 5, as well as management of major receivables.

5. Short-Term Debt:

The Association entered into an agreement with Louisiana Housing Corporation for a revolving loan agreement for the Weatherization Assistance Program for an advance payment to ensure efficient operation the program with minimal financial impediment. The Association received this advancement of \$50,000 which is viewed as a single loan and will be applied to the cost reports for July, August and September 2021.



LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Financial Statements  
December 31, 2021

6. Retirement:

All employees of the Association participate in the Social Security System. The Association and its employees both contribute 6.2% of each employee's salary to the System. Retirement amounts are paid to the Social Security System, which is responsible for administration and disbursing benefits. The Association has no liability for any deficit the system may incur.

The Association maintains a retirement account for its employees. The Association contributes 2% of the participating employee compensation to the retirement account.

7. Compensation Paid to Members of the Board of Directors:

Members of the Board of Directors of the Association receive no compensation and are reimbursed only for any expenses incurred relating to the Association's business, which must have appropriate supporting documentation.

8. In-Kind Revenue and Expenses:

The Head Start Program requires the Association to contribute at least 20% of the program's operating expenses which can be accomplished by soliciting contributions from businesses, organizations, and individuals for the use of facilities, services, materials, and food. The use of contributed facilities is valued at the fair rental value of the space used. Contributed services, materials, and food are valued at what these items would cost if not provided by donation. Contributed facilities, services, materials, and food for the Head Start Program are reflected in the financial statements as Grantee in-kind contributions and expenses at fair value, which amounted to \$1,199,720 for the year ended December 31, 2021.

9. Pending Litigation:

The Association has no legal action or threatening litigation pending at December 31, 2021.

10. Related Party Transactions:

There were no related party transactions for the period ended December 31, 2021.

11. Concentrations and Economic Dependency:

The Association receives the majority of its revenue from funds provided through federal and state grants administered by the State of Louisiana. The grant amounts are appropriated each year by the federal and state governments. If significant budget cuts are made at the federal and/or state level, the amount of the funds the Association receives could be reduced significantly. Either of these conditions could have an adverse impact on its operations. Management is not aware of any actions that will adversely affect the amount of funds the Association will receive in the next fiscal year.

12. Subsequent Events:

Management has evaluated events through September 9, 2022, the date on which the financial statements were available to be issued and determined that there are no events that require disclosure.

## SUPPLEMENTARY INFORMATION

LaSalle Community Action Association, Inc.  
Combining Schedule of Financial Position  
For the Year ended December 31, 2021

	Community Service Block Grant	Emergency Food and Shelter	Weatherization Assistance	Head Start	Child and Adult Care Food Program	Head Start Miscellaneous Projects	HUD Section 8	WIA	LIHEAP Energy Assistance	Strategies to Empower People	General Services	Total
<u>Assets</u>												
Current Assets:												
Cash	\$ 507	\$ 17,894	\$ 91,800	\$ 480,418	\$ 24,413	\$ 13,315	\$ 85,675	\$ 53,536	\$ 20,714	\$ 23	\$ 121,759	\$ 910,054
Due from grantors	-	-	49,937	12	17,737	265	-	70,529	-	-	8,744	147,224
Due from other funds	-	-	-	-	-	-	-	-	-	-	-	-
Other receivables	-	-	-	-	-	-	15,498	-	-	-	9,907	25,405
Total Current Assets	<u>\$ 507</u>	<u>\$ 17,894</u>	<u>\$ 141,737</u>	<u>\$ 480,430</u>	<u>\$ 42,150</u>	<u>\$ 13,580</u>	<u>\$ 101,173</u>	<u>\$ 124,065</u>	<u>\$ 20,714</u>	<u>\$ 23</u>	<u>\$ 140,410</u>	<u>\$ 1,082,683</u>
Property & Equipment:												
Property & Equipment:	\$ 3,636	\$ -	\$ 249,164	\$ 2,425,958	\$ 9,954	\$ 1,349	\$ 919	\$ 2,141	\$ 303	\$ -	\$ 67,630	\$ 2,761,054
Accumulated Depreciation	(2,969)	-	(224,063)	(1,681,396)	(9,954)	(1,349)	(835)	(1,851)	(135)	-	(29,596)	(1,952,148)
Net Property & Equipment	<u>\$ 667</u>	<u>\$ -</u>	<u>\$ 25,101</u>	<u>\$ 744,562</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 84</u>	<u>\$ 290</u>	<u>\$ 168</u>	<u>\$ -</u>	<u>\$ 38,034</u>	<u>\$ 808,906</u>
Total Assets	<u>\$ 1,174</u>	<u>\$ 17,894</u>	<u>\$ 166,838</u>	<u>\$ 1,224,992</u>	<u>\$ 42,150</u>	<u>\$ 13,580</u>	<u>\$ 101,257</u>	<u>\$ 124,355</u>	<u>\$ 20,882</u>	<u>\$ 23</u>	<u>\$ 178,444</u>	<u>\$ 1,891,589</u>
<u>Liabilities and Net Assets</u>												
Current Liabilities:												
Cash Overdraft	\$ 20,229	\$ -	\$ 58,421	\$ 84,010	\$ 8,998	\$ 13	\$ -	\$ 59,275	\$ 110,879	\$ 567	\$ 9,601	\$ 351,993
Accounts Payable	26,536	-	58,932	71,997	15,510	-	361	34,847	10,327	-	4,779	223,289
Accrued Liabilities	17,191	-	14,558	144,095	732	-	231	27,700	10,874	-	2,244	217,625
Due to grantors	-	-	-	-	-	-	2,400	-	-	-	-	2,400
Due to other funds	-	-	-	-	-	-	-	-	-	-	-	-
Short-term debt	-	-	50,000	-	-	-	-	-	-	-	-	50,000
Current portion of long-term debt	-	-	-	-	-	-	-	-	-	-	-	-
Total Current Liabilities	<u>\$ 63,956</u>	<u>\$ -</u>	<u>\$ 181,911</u>	<u>\$ 300,102</u>	<u>\$ 25,240</u>	<u>\$ 13</u>	<u>\$ 2,992</u>	<u>\$ 121,822</u>	<u>\$ 132,080</u>	<u>\$ 567</u>	<u>\$ 16,624</u>	<u>\$ 845,307</u>
Net Assets:												
Without donor restrictions	\$ (62,782)	\$ 17,894	\$ (15,073)	\$ 924,890	\$ 16,910	\$ 13,567	\$ 98,265	\$ 2,533	\$ (111,198)	\$ (544)	\$ 161,820	\$ 1,046,282
Total Liabilities and Net Assets	<u>\$ 1,174</u>	<u>\$ 17,894</u>	<u>\$ 166,838</u>	<u>\$ 1,224,992</u>	<u>\$ 42,150</u>	<u>\$ 13,580</u>	<u>\$ 101,257</u>	<u>\$ 124,355</u>	<u>\$ 20,882</u>	<u>\$ 23</u>	<u>\$ 178,444</u>	<u>\$ 1,891,589</u>

See independent auditors' report and notes to financial statements.

LaSalle Community Action Association, Inc.  
Combining Statement of Activities  
For the Year ended December 31, 2021

	Community Service Block Grant	Emergency Food and Shelter	Weatherization Assistance	Head Start	Child and Adult Care Food Program	Head Start Miscellaneous Projects	HUD Section 8	WIA	LIHEAP Energy Assistance	Strategies to Empower People	General Services	Total
<b>Revenues and Other Support:</b>												
Contracted revenue - grants	\$ 638,826	\$ -	\$ 692,626	\$ 4,467,948	\$ 229,052	\$ -	\$ 221,266	\$ 1,756,096	\$ 197,439	\$ -	\$ 118,400	\$ 8,321,653
Miscellaneous Revenues	123	-	-	8,167	37,543	10,424	-	536	-	7	42,877	99,677
Grantee in-kind contributions	-	-	-	1,199,720	-	-	-	-	-	-	-	1,199,720
<b>Total Unrestricted Revenues</b>	<b>\$ 638,949</b>	<b>\$ -</b>	<b>\$ 692,626</b>	<b>\$ 5,675,835</b>	<b>\$ 266,595</b>	<b>\$ 10,424</b>	<b>\$ 221,266</b>	<b>\$ 1,756,632</b>	<b>\$ 197,439</b>	<b>\$ 7</b>	<b>\$ 161,277</b>	<b>\$ 9,621,050</b>
<b>Expenses:</b>												
Personnel	\$ 242,162	\$ -	\$ 232,224	\$ 2,457,633	\$ 54,302	\$ -	\$ 2,845	\$ 589,487	\$ 137,751	\$ -	\$ 22,991	\$ 3,739,395
Fringe Benefits	26,576	-	39,504	289,577	6,690	-	480	57,152	15,054	-	3,815	438,848
Travel	7,134	-	2,036	15,192	-	-	20	14,675	7,336	-	717	47,110
Administrative expenses	4,548	-	11,999	17,315	-	2,959	704	48,306	11,908	-	-	97,739
Program costs	229,524	-	333,748	249,306	-	2,000	99	732,312	18,951	-	24	1,565,964
Material	-	-	-	45,563	-	-	-	-	-	-	40,652	86,215
Equipment and maintenance	14,011	-	14,296	130,534	-	-	1,172	19,192	4,361	-	126,982	310,548
Occupancy	50,662	-	7,074	382,181	-	-	178	70,707	4,251	-	530	515,583
Telephone	23,285	-	4,968	1,590	-	-	634	36,228	5,271	-	-	71,976
Insurance	11,912	-	24,075	125,966	1,495	-	40	7,182	5,012	-	-	175,682
Vehicle operation	23	-	278	26,211	-	-	-	9	7	-	-	26,528
Supplies and postage	11,908	-	7,678	91,040	16,664	-	4,809	31,600	20,116	-	1,098	184,913
Stipends	-	-	-	926	-	-	-	5,999	-	-	-	6,925
Utilities	14,301	-	875	22,390	-	-	24	24,705	1,905	-	-	64,200
Professional Services	11,683	-	1,009	41,823	-	-	10,650	22,017	10,520	-	10,000	107,702
Publications	-	-	-	-	-	-	-	-	-	-	-	-
Food and related supplies	429	-	4	36,540	149,089	-	-	1,976	4	-	-	188,042
Miscellaneous	1,243	4,222	7,154	3,304	-	4,460	3,039	-	58	-	348	23,828
Client and assistance payments	27,519	-	-	-	-	-	131,210	-	2,400	-	-	161,129
Grantee in-kind expenses	-	-	-	1,199,720	-	-	-	-	-	-	-	1,199,720
Depreciation	121	-	4,185	83,875	-	-	15	53	30	-	1,081	89,360
Interest	-	-	-	-	-	-	-	-	-	-	302	302
<b>Total Expenses</b>	<b>\$ 677,041</b>	<b>\$ 4,222</b>	<b>\$ 691,107</b>	<b>\$ 5,220,686</b>	<b>\$ 228,240</b>	<b>\$ 9,419</b>	<b>\$ 155,919</b>	<b>\$ 1,661,600</b>	<b>\$ 244,935</b>	<b>\$ -</b>	<b>\$ 208,540</b>	<b>\$ 9,101,709</b>
<b>Change in Net Assets</b>	<b>\$ (38,092)</b>	<b>\$ (4,222)</b>	<b>\$ 1,519</b>	<b>\$ 455,149</b>	<b>\$ 38,355</b>	<b>\$ 1,005</b>	<b>\$ 65,347</b>	<b>\$ 95,032</b>	<b>\$ (47,496)</b>	<b>\$ 7</b>	<b>\$ (47,263)</b>	<b>\$ 519,341</b>
<b>Net Assets - Beginning of Year</b>	<b>\$ (24,690)</b>	<b>\$ 22,116</b>	<b>\$ (16,592)</b>	<b>\$ 469,741</b>	<b>\$ (21,445)</b>	<b>\$ 12,562</b>	<b>\$ 32,918</b>	<b>\$ (92,499)</b>	<b>\$ (63,702)</b>	<b>\$ (551)</b>	<b>\$ 209,083</b>	<b>\$ 526,941</b>
<b>Net Assets - End of Year</b>	<b>\$ (62,782)</b>	<b>\$ 17,894</b>	<b>\$ (15,073)</b>	<b>\$ 924,890</b>	<b>\$ 16,910</b>	<b>\$ 13,567</b>	<b>\$ 98,265</b>	<b>\$ 2,533</b>	<b>\$ (111,198)</b>	<b>\$ (544)</b>	<b>\$ 161,820</b>	<b>\$ 1,046,282</b>

LaSalle Community Action Association, Inc.  
Schedule of Compensation, Benefits and Other Payments to Executive Director  
For the Year ended December 31, 2021

Executive Director - Dorothy C. Oliver

Salary	\$	92,654
Benefits - Insurance		765
Benefits - Retirement/Social Security		8,911
Reimbursements		302
Travel		<u>1,353</u>
Total	\$	<u>103,985</u>

See independent auditors' report.

LaSalle Community Action Association, Inc.  
 Schedule of Expenditures of Federal Awards  
 For the Year ended December 31, 2021

	<u>Federal CFDA</u> <u>Number</u>	<u>2021</u> <u>Expenditures</u>
Department of Agriculture:		
LA Dept. of Education/Child and Adult Care Food Program	10.558	\$ <u>229,052</u>
Department of Health and Human Services:		
U.S. Treasury/Head Start	93.600	\$ 4,467,949
LA Housing Finance Agency/Temporary Energy Assistance	93.558	197,437
LA Workforce Commission/Community Services Block Grant Programs - Entitlement Grants	93.569	<u>638,826</u>
Total Department of Health and Human Services		\$ <u>5,304,212</u>
Department of Housing and Urban Development:		
Catahoula Parish Police Jury/Lower Income Housing Program (Section 8 - Existing Housing and State Agency Program)	14.871	\$ <u>221,266</u>
Department of Labor:		
Louisiana Workforce Commission/LaSalle Parish Police Jury Workforce Investment Act-		
Adult	17.258	\$ 549,716
Youth	17.259	528,356
Dislocated Workers	17.277	164,996
Dislocated Workers	17.278	<u>513,028</u>
Total Department of Labor		\$ <u>1,756,096</u>
Department of Energy:		
LA Housing Finance Agency- Weatherization Assistance Program	81.042	\$ <u>692,626</u>
Total Federal Expenditures		<u>\$ 8,203,252</u>

The accompanying notes to schedule of expenditures of federal awards is an integral part of this schedule.  
 See independent auditors' report and notes to financial statements.

LASALLE COMMUNITY ACTION ASSOCIATION, INC.  
Notes to Schedule of Expenditures of Federal Awards  
December 31, 2021

Basis of Presentation

The accompanying schedule of expenditures of federal funds includes the federal grant activity of the LaSalle Community Action Association, Inc., the reporting entity as defined in Note 1 to the financial statements of the LaSalle Community Action Association, Inc., which is included in another section of this financial report.

Basis of Accounting

The accompanying schedule of expenditures of federal funds is presented using the accrual basis of accounting, which is described in Note 1 to the financial statements of the LaSalle Community Action Association, Inc., and is included in another section of this report.

Indirect Cost Rate

The LaSalle Community Action Association, Inc. has not elected to use the 10 percent de minimis indirect cost as allowed under the Uniform Guidance.

Subrecipients

There were no awards passed through to subrecipients.

OTHER REPORTS/SCHEDULES



**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
*Certified Public Accountants*

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321 Bienville Street  
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(318) 352-3652  
Fax (318) 352-4447  
[www.tcbtcpa.com](http://www.tcbtcpa.com)

INDEPENDENT AUDITOR'S 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 Board of Directors of  
LaSalle Community Action Association, Inc.

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 and the *Louisiana Governmental Audit Guide*, the financial statements of the LaSalle Community Action Association, Inc. (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 9, 2022.

**Report on Internal Control over Financial Reporting**

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

## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether LaSalle Community Action Association, 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 determination of 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 test disclosed an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of finding and questioned costs item 2021-001.

## LaSalle Community Action Association, Inc.'s Response to Findings

*Government Auditing Standards* require the auditor to perform limited procedures on LaSalle Community Action Association, Inc.'s response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. The Association's response was not subjected to 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record, and its distribution is not limited. Under Louisiana Revised Statute 25:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

September 9, 2022

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM  
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY  
THE UNIFORM GUIDANCE

To the Board of Directors of  
LaSalle Community Action Association, Inc.

**Report on Compliance for Each Major Federal Program**

***Opinion on Each Major Federal Program***

We have audited LaSalle Community Action Association, Inc. compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the LaSalle Community Action Association, Inc.'s major federal program for the year ended December 31, 2021. The LaSalle Community Action Association, Inc.'s major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the LaSalle Community Action Association, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2021.

***Basis for Opinion on Each Major Federal Program***

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the LaSalle Community Action Association, Inc. and to meet our other ethical responsibilities, in accordance with 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 opinion on compliance for each major federal program. Our audit does not provide a legal determination of the LaSalle Community Action Association, Inc.'s compliance with the compliance requirements referred to above.

### ***Responsibilities of Management for Compliance***

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the LaSalle Community Action Association, Inc.'s federal programs.

### ***Auditor's Responsibilities for the Audit of Compliance***

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and to express an opinion on the LaSalle Community Action Association, Inc.'s compliance based on our audit. 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, *Government Auditing Standards*, and the Uniform Guidance will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance 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. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user based on the report on compliance about the LaSalle Community Action Association, Inc.'s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, 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 LaSalle Community Action Association, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the LaSalle Community Action Association, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures, that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the LaSalle Community Action Association, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

### **Report on Internal Control Over Compliance**

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control*

*over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Thomas, Cunningham, Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

September 9, 2022

LaSalle Community Action Association, Inc.  
Schedule of Findings and Questioned Costs  
Year Ended December 31, 2021

I. SUMMARY OF AUDIT RESULTS

The following summarize the audit findings:

1. An unmodified opinion was issued on the financial statements of the LaSalle Community Action Association, Inc. as of and for the year ended December 31, 2021.
2. The audit disclosed no instances of material weaknesses in internal control.
3. The audit disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards*.
4. The audit disclosed no instances of material weaknesses in internal control over major programs.
5. An unmodified opinion was issued on compliance for major programs.
6. The audit disclosed no findings related to federal awards that are required to be reported under the Uniform Guidance.
7. The following program was major for the year ended December 31, 2021:
  - a. Head Start – CFDA# 93.600.
8. \$750,000 was the threshold used to distinguish Type A from Type B programs.
9. The LaSalle Community Action Association, Inc. does qualify as a low-risk auditee.

II. FINDINGS IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Noncompliance-

*2021-001 Late Submission of Report*

*Criteria* – Louisiana state law requires that the Association have an annual audit performed and submitted to the Legislative Auditor within six (6) months after the close of the fiscal year.

*Condition* – For the year ended December 31, 2021, the Association did not submit the annual audit within six months after the close of their fiscal year.

*Cause* – The Association was unable to provide the auditors with the necessary financial information by June 30, 2022.

LaSalle Community Action Association, Inc.  
Schedule of Findings and Questioned Costs  
Year Ended December 31, 2021

*Effect* – The Association is not in compliance with state law, and as a result, some state funds are being withheld from the Association until the audit report is filed with the Legislative Auditor.

*Recommendation* – The Association should institute procedures to ensure that the books and records are prepared, reconciled and available for the auditors within 45 days after the end of their fiscal year.

*Response* – The Association will institute procedures to ensure that books and records are prepared, reconciled, and available to the auditor's within 45 days of the close of the fiscal year.

III. FINDINGS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

None identified.

IV. PRIOR YEAR AUDIT FINDINGS

None identified.

**T | C | B | T**  
**THOMAS, CUNNINGHAM, BROADWAY & TODTENBIER**  
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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING  
STATEWIDE AGREED-UPON PROCEDURES

To the LaSalle Community Action Association, 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 Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2021 through December 31, 2021. The LaSalle Community Action Association, Inc. management is responsible for those C/C areas identified in the SAUPs.

LaSalle Community Action Association, Inc. 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 January 1, 2021 through December 31, 2021. 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 for 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***

---

1. We obtained and inspected the entity's written policies and procedures and observed that they address each of the following categories and subcategories (or noted that the entity does not have any written policies and procedures), as applicable:
  - ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
  - ***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.
  - ***Disbursements***, including processing, reviewing, and approving.
  - ***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 Association fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, Association fund forfeiture monies confirmation.)



- **Payroll/Personnel**, including (1) payroll processing, and (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 schedule.
- **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- **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).
- **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 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.
- **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- **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.
- **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) Association responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

a) Procedure Results - We noted no exceptions.

#### ***Board or Finance Committee***

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2. We obtained and inspected the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documents in effect during the fiscal period, and:
  - Observed 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.
  - Observed that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

a) Procedure Results - We noted no exceptions.

### ***Bank Reconciliations***

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3. We obtained a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Management identified the entity's main operating account. We selected the entity's main operating account and randomly selected 4 additional accounts (or all if less than 5). We randomly selected one month from the fiscal period, and obtained and inspected the corresponding bank statement and reconciliation for the selected accounts, and observed that:
  - Bank reconciliations include evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - 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
  - Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

a) Procedure Results – We noted no exceptions.

### ***Collections (excluding electronic funds transfers)***

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4. We obtained a listing of deposit sites for the fiscal period where deposits for cash/check/money order (cash) are prepared and management's representation that the listing is complete. We randomly selected 5 deposit sites (or all deposit sites if less than 5).
5. We obtained a listing of collection locations and management's representation that the listing is complete. We randomly selected one collection location for each deposit site selected. We obtained and inspected written policies and procedures relating to employee job duties (if no written policies or procedures, inquired of employees about their job duties) at each collection location, and observed that job duties were properly segregated at each collection location such that:
  - Employees that are responsible for cash collections do not share cash drawers/registers.
  - 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.
  - 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.
  - The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or Association fund additions, are not responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. We obtained from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. We observed that the bond or insurance policy for theft was enforced during the fiscal period.
7. We randomly selected two deposit dates for each of the bank accounts selected for procedure #3 under "Bank Reconciliations" above (selected the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly selected a deposit if multiple deposits were made on the same day). We obtained supporting documentation for each of the deposits selected and:

- We observed that receipts are sequentially pre-numbered.
- We traced sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
- We traced the deposit slip total to the actual deposit per the bank statement.
- We observed that 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).
- We traced the actual deposit per the bank statement to the general ledger.
  - a) Procedure Results – We noted no exceptions.

***Non-Payroll Disbursements – General (excluding card purchases/payments, travel reimbursements, and petty cash purchases)***

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8. We obtained a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. We randomly selected the required amount of disbursement locations (up to five).
9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. We obtained written policies and procedures relating to employee job duties (if the Association has no written policies and procedures, inquire of employees about their job duties), and we observed that job duties are properly segregated such that:
  - At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
  - At least two employees are involved in processing and approving payments to vendors.
  - 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.
  - 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.
10. For each location selected under #8 above, we obtained the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtained management's representation that the population is complete. We randomly selected 5 disbursements for each location, and obtained supporting documentation for each transaction and:
  - We observed that the disbursement matched the related original itemized invoice, and that documentation indicates that deliverables included on the invoice were received by the entity.
  - We observed that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
  - a) Procedure Results – We noted no exceptions.

### *Credit Cards/Debit Cards/Fuel Cards/P-Cards*

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11. We obtained 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. We obtained management's representation that the listing is complete.
12. Using the listing prepared by management, we randomly selected the required amount of cards (up to five) that were used during the fiscal period. We randomly selected one monthly statement or combined statement for each card (for a debit card, randomly selected one monthly bank statement), and obtained supporting documentation, and:
  - We observed that 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) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
  - We observed that finance charges and late fees were not assessed on the selected statements.
13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, we randomly selected the required amount transactions (up to ten) from each statement, and obtained supporting documentation for the transactions. For each transaction, we observed that it is supported by (1) an original itemized receipt that identified 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, we described the nature of the transaction and noted whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.
  - a) Procedure Results – We noted no exceptions.

### *Travel and Expense Reimbursement*

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14. We obtained 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. We randomly selected five reimbursements and obtained the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:
  - If reimbursed using a per diem, we observed that the approved reimbursement rate is no more than those rates established by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - If reimbursed using actual costs, we observed that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - We observed that each reimbursement was supported by documentation of the business/public purpose (for meal charges, we observed that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).
  - We observed that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
  - b) Procedure Results – We noted no exceptions.

### *Contracts*

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15. We obtained 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. We obtained management's representation that the listing is complete. We randomly selected the required amount of contracts (up to five) from the listing, excluding our contract, and:
- We observed that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
  - We observed that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - If the contract was amended (e.g. change order), we observed that 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).
  - We randomly selected one payment from the fiscal period for each of the selected contracts, obtained the supporting invoice, agreed the invoice to the contract terms, and observed that the invoice and related payment agreed to the terms and conditions of the contract.
- c) Procedure Results – We noted no exceptions.

### *Payroll and Personnel*

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16. We obtained a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. We randomly selected five employees/officials, obtained related paid salaries and personnel files, and agreed paid salaries to authorized salaries/pay rates in the personnel files.
17. We randomly selected one pay period during the fiscal period. For the five employees/officials selected under #16 above, we obtained attendance and leave documentation for the pay period, and:
- We observed that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - We observed that supervisors approved the attendance and leave of the selected employees/officials.
  - We observed that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - We observed that the rate paid to the employees or officials agree to the authorized salary/pay rate found with the personnel file.
18. We obtained a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. If applicable, we selected two employees or officials, and obtained related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. If applicable, we agreed the hours to the employees or officials' cumulative leave records, and the pay rates to the employee or official's authorized pay rates in the employee or officials' personnel files, and the termination payment to entity policy.

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

a) Procedure Results – We noted no exceptions.

### *Ethics*

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

- We observed that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.
- We observed that 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.

a) Procedure Results – Not applicable to nonprofit organizations.

### *Debt Service*

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21. We obtained a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. We selected all debt instruments on the listing, obtained supporting documentation, and observed that State Bond Commission approval was obtained for each bond/note issued.

22. We obtained a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. We randomly selected one bond/note, inspected debt covenants, obtained supporting documentation for the reserve balance and payments, and agreed 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).

a) Procedure Results – Not applicable; no long-term debt.

### *Fraud Notice*

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23. We obtained a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. We selected all misappropriations on the listing, obtained supporting documentation, and observed that the entity reported the misappropriation(s) to the legislative auditor and LaSalle Community Action Association, Inc. attorney of the parish in which the entity is domiciled.

24. We observed whether 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.

a) Procedure Results – We noted no exceptions.

### *Information Technology Disaster Recovery/Business Continuity*

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25. We performed the following procedures:

- We obtained and inspected the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquired of personnel responsible for backing up critical data) and observed that such backup occurred within the past week. If backups are stored on the physical medium (e.g., tapes, CDs), we observed that backups are encrypted before being transported.
  - We obtained and inspected the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquired of personnel responsible for testing/verifying backup restoration) and observed evidence that the test/verification was successfully performed within the past 3 months.
  - We obtained a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. We randomly selected the required number of computers (at least 5) and observed 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.
- a) Procedure Results – We noted no exceptions.

### *Sexual Harassment*

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

27. We observed that the entity has posted its sexual harassment policy and complaint procedures on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

28. We obtained the entity's annual sexual harassment report for the current fiscal period, observed that the report was dated on or before February 1, and observed that it includes the applicable requirements of R.S. 42:344:

- Number and percentage of public servants in the Association who have completed the training requirements;
- Number of sexual harassment complaints received by the Association;
- Number of complaints which resulted in a finding that sexual harassment occurred;
- Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- Amount of time it took to resolve each complaint.

a) Procedure Results – We noted no exceptions.

We were engaged by LaSalle Community Action Association, Inc. 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 LaSalle Community Action Association, Inc. 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.

*Thomas, Cunningham Broadway & Todtenbier, CPA's*

Thomas, Cunningham, Broadway & Todtenbier, CPA's  
Natchitoches, Louisiana

September 9, 2022