

**Options for Independence, Inc.**

Financial Statements  
and Independent Auditor's Report  
Year Ended June 30, 2024

# Options for Independence, Inc.

## Financial Statements and Independent Auditor's Report Year Ended June 30, 2024

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Options for Independence, Inc.  
Houma, Louisiana

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

***Opinion***

We have audited the financial statements of Options for Independence, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Options for Independence, Inc. as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Basis for Opinion***

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

***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Options for Independence, Inc.'s ability to continue as a going concern for 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 GAAS 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 GAAS, 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 Options for Independence, 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 Options for Independence, 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.

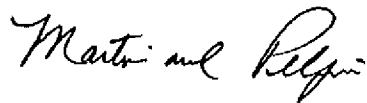
### **Supplementary Information**

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 the Executive Director on page 20 is presented for purposes of additional analysis

and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 10, 2024 on our consideration of Options for Independence, 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



Houma, Louisiana  
December 10, 2024

## **FINANCIAL STATEMENTS**

# Options for Independence, Inc.

## Statement of Financial Position June 30, 2024

### ASSETS

#### Current assets:

Cash and cash equivalents	\$ 1,242
Promises to give	50,330
Medicaid receivable	375,052
Other receivable	4,515
Related party receivable	29,792
Prepaid expenses	82,236

Total current assets 543,167

Property and equipment, net of accumulated depreciation of \$255,711 4,283,079

Intangible right-to-use lease asset, net 25,266

#### Other assets:

Deposits	1,335
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**TOTAL ASSETS** \$ 4,852,847

### LIABILITIES AND NET ASSETS

#### Current liabilities:

Cash overdraft	\$ 10,211
Line of credit	225,000
Accounts payable	76,496
Accrued payroll and related liabilities	14,720
Due to MacDonell Children's Services	67,760
Current maturities of notes payable	49,682
Lease liability	16,485

Total current liabilities 460,354

#### Long-term liabilities:

Notes payable, net of current maturities	1,403,930
Lease liability	8,781

Total long-term liabilities 1,412,711

**TOTAL LIABILITIES** 1,873,065

#### Net assets:

Without donor restrictions	(220,505)
With donor restrictions	3,200,287

**TOTAL NET ASSETS** 2,979,782

**TOTAL LIABILITIES AND NET ASSETS** \$ 4,852,847

See accompanying notes.

# Options for Independence, Inc.

## Statement of Activities Year Ended June 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
Medicaid service fees	\$ 506,848	\$ -	\$ 506,848
Contract income	-	469,421	469,421
Rental income	286,908	-	286,908
Governmental grants	281,806	-	281,806
Other funding	49,489	-	49,489
Other income	40,483	-	40,483
Supportive services	36,000	-	36,000
Affordable housing subsidies	-	16,145	16,145
Donations	500	-	500
<b>TOTAL REVENUES AND OTHER SUPPORT</b>	<u>1,202,034</u>	<u>485,566</u>	<u>1,687,600</u>
<b>FUNCTIONAL EXPENSES</b>			
Program services			
Clinical expenses	545,934	-	545,934
Community supports	392,552	-	392,552
Total program services	<u>938,486</u>	<u>-</u>	<u>938,486</u>
Management and general	<u>416,142</u>	<u>-</u>	<u>416,142</u>
<b>TOTAL FUNCTIONAL EXPENSES</b>	<u>1,354,628</u>	<u>-</u>	<u>1,354,628</u>
<b>OTHER INCOME</b>			
Dividend income	<u>18,393</u>	<u>-</u>	<u>18,393</u>
<b>INCREASE/(DECREASE) IN NET ASSETS</b>	(134,201)	485,566	351,365
<b>NET ASSETS, BEGINNING OF PERIOD</b>	<u>(86,304)</u>	<u>2,714,721</u>	<u>2,628,417</u>
<b>NET ASSETS, END OF PERIOD</b>	<u>\$ (220,505)</u>	<u>\$ 3,200,287</u>	<u>\$ 2,979,782</u>

See accompanying notes.



# Options for Independence, Inc.

## Statement of Functional Expenses Year Ended June 30, 2024

	<b>PROGRAM SERVICES</b>		<b>Management and General</b>	<b>Total</b>
	<b>Clinical Expenses</b>	<b>Community Supports</b>		
Salaries and wages	\$ 317,153	\$ 187,330	\$ 169,860	\$ 674,343
Professional fees	110,262	5,529	14,402	130,193
Operating expenses - housing	-	128,923	-	128,923
Depreciation	-	-	122,138	122,138
Payroll taxes	24,941	14,841	13,122	52,904
Direct aid	7,683	37,878	2,119	47,680
Insurance - health	20,358	7,213	8,472	36,043
Travel	24,218	988	2,019	27,225
Training and education	3,708	1,379	18,947	24,034
Interest	-	-	22,033	22,033
Rent	-	-	20,639	20,639
Insurance - general	13,746	1,698	308	15,752
Insurance - workers' compensation	6,209	4,564	3,638	14,411
Bank charges	-	-	9,304	9,304
Other	1,227	262	7,149	8,638
Dues and subscriptions	5,723	439	1,115	7,277
Phone	4,444	1,344	77	5,865
Supplies	3,105	51	11	3,167
Automobile	2,220	-	-	2,220
Postage	937	88	25	1,050
Finance charges	-	-	685	685
Advertising	-	25	19	44
Penalties	-	-	33	33
Repairs and maintenance	-	-	27	27
<b>Total</b>	<b>\$ 545,934</b>	<b>\$ 392,552</b>	<b>\$ 416,142</b>	<b>\$ 1,354,628</b>

See accompanying notes.

# Options for Independence, Inc.

## Statement of Cash Flows Year Ended June 30, 2024

### CASH FLOWS FROM OPERATING ACTIVITIES

Increase in net assets	\$ 351,365
Adjustments to reconcile increase in net assets to net cash provided by operating activities:	
Depreciation	122,138
(Increase)/decrease in operating assets:	
Promises to give	(11,837)
Medicaid receivable	(86,284)
Other receivable	10,780
Prepaid expenses	(53,528)
Increase/(decrease) in operating liabilities:	
Cash overdraft	10,211
Accounts payable	(11,523)
Accrued payroll and related liabilities	(747)
Due to MacDonell Children's Services	37,760
Deferred revenue	(37,074)

**NET CASH PROVIDED BY OPERATING ACTIVITIES** 331,261

### CASH USED IN INVESTING ACTIVITIES

Purchases of property and equipment	<u>(306,334)</u>
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### CASH FLOWS FROM FINANCING ACTIVITIES

Repayments from affiliate, net	4,618
Principal payment of short-term debt	(322,800)
Proceeds from long-term debt	225,000
Principal payments of long-term debt	<u>(37,913)</u>

**NET CASH USED IN FINANCING ACTIVITIES** (128,727)

**NET DECREASE IN CASH AND CASH EQUIVALENTS** (103,800)

**BEGINNING CASH AND CASH EQUIVALENTS** 105,042

**ENDING CASH AND CASH EQUIVALENTS** \$ 1,242

### SUPPLEMENTAL CASH FLOW INFORMATION

Cash paid during the year for interest	<u>\$ 22,033</u>
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See accompanying notes.

## Options for Independence, Inc.

Notes to Financial Statements  
Year Ended June 30, 2024

### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

- A. Nature of the Organization – Options for Independence, Inc., a not-for-profit, voluntary health and welfare agency, provides a variety of community-based programs to assist children and adults facing significant barriers to achieving meaningful outcomes in the areas of mental health, housing, employment, substance abuse prevention and treatment, disaster recovery, and financial independence. Major programs, which are primarily funded by Medicaid and governmental grants, offered by the Organization include:

Clinical Expenses – The Organization offers research-based interventions to help families strengthen bonding, manage conflict, and set clear expectations for behavior and responsible living. Services include case management, life skills training, individual and group counseling, parenting, and substance abuse prevention and treatment.

Community Supports – Housing supportive services are designed to provide case management services to persons living in transitional housing and to assist them in developing the resources and skills necessary to find and maintain permanent housing. The goal is to end the cycles of homelessness that prevent many people from achieving stability in the community.

- B. Basis of Presentation – The financial statements are prepared on the accrual basis in accordance with U. S. generally accepted accounting principles.
- C. Cash and Cash Equivalents – For the purpose of the statement of cash flows, Options for Independence, Inc. considers all unrestricted cash and other highly liquid investments with initial maturities of three months or less to be cash equivalents.
- D. Promises to Give – Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.
- E. Bad Debts – The financial statements of Options for Independence, Inc. contain no allowance for uncollectible receivables. Uncollectible accounts are recognized as an expense at the time information becomes available that indicates the amounts are uncollectible. While accounting principles generally accepted in the United States of

## Options for Independence, Inc.

### Notes to Financial Statements Year Ended June 30, 2024

#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

America require that bad debts be recorded utilizing the allowance method, the difference between the two methods is immaterial to the Organization, as management considers all receivables to be fully collectible.

- F. Property and Equipment – Property and equipment of the Organization, excluding donated property and equipment, are valued at cost. All donated property and equipment are recorded at estimated fair market value on the date of the donation. Depreciation is computed utilizing the straight-line method over the estimated useful lives of the assets. Depreciation expense for the year ended June 30, 2024 was \$122,138. Property and equipment acquisitions are capitalized if the purchase exceeds \$1,000 and the asset has a useful life of greater than one year.
- G. Net Assets – Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of Options for Independence, Inc. and changes therein are classified and reported as follows:
- Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations.
- Net assets with donor restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of Options for Independence, Inc. and/or the passage of time. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and are reported in the statement of activities as net assets released from restrictions.
- H. Functional Allocation of Expenses – The costs of providing the various programs and other activities have been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.
- I. Advertising – Advertising costs are expensed as incurred. Advertising expense totaled \$44 for the year ended June 30, 2024.
- J. Income Taxes – Options for Independence, Inc. is a not-for-profit, voluntary health and welfare agency exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. It has been classified as an organization that is not a private foundation under Section 509(a)(1) of the Internal Revenue Code and qualifies for the 50% charitable contributions deduction for individual donors.

## **Options for Independence, Inc.**

### **Notes to Financial Statements Year Ended June 30, 2024**

#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)**

- K. Estimates – The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
- L. Leases – The Organization determines if an arrangement is a lease at the inception of the contract. The Organization's right-of-use assets represent their right to use the underlying assets for the lease term, and the lease liabilities represent their obligation to make lease payments arising from the leases. Right-of-use assets and lease liabilities are recognized at the commencement date based on the present value of lease payments over the lease term. If the lease's implicit interest rate is not readily determinable, the Organization will use a risk-free rate in lieu of determining the incremental borrowing rate. The Organization has no financing leases. The Organization's operating leases are for space for its administrative offices. Operating leases with a term of twelve months or less are not recorded in the statement of financial position. Leases with a term of one month or less do not meet the definition of a short-term lease.

#### **NOTE 2 – FAIR VALUES OF FINANCIAL INSTRUMENTS**

The Organization's financial instruments, none of which are held for trading purposes, include cash and cash equivalents, promises to give, receivables, line of credit, accounts payable, and notes payable. Management estimates that the fair value of all financial instruments as of June 30, 2024, does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial position.

#### **NOTE 3 – UNCERTAIN INCOME TAXES**

The Organization's 2022 tax return was filed appropriately. As of December 2024, the Organization had not filed its 2023 tax return as the filing due date had been extended to May 15, 2025. The Organization recognizes interest and penalties, if any, related to unrecognized tax benefits in income tax expense. The Organization's tax filings are subject to audit by various taxing authorities. The Organization's open audit period is 2020 to 2023. Management has evaluated the Organization's tax position and concluded that the Organization has taken no uncertain tax positions that require adjustment to the financial statements to comply with provisions of this guidance.

## Options for Independence, Inc.

Notes to Financial Statements  
Year Ended June 30, 2024

### **NOTE 4 – CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject the Organization to concentrations of credit risk consist principally of promises to give due from federal, state, and local governments. As such, the Organization requires no collateral for these amounts.

Options for Independence, Inc. maintains its cash in two financial institutions located in Louisiana. The Federal Deposit Insurance Corporation (FDIC) insures the balances up to \$250,000 at these institutions. Bank balances did not exceed the \$250,000 insurance limits during the year ended June 30, 2024.

### **NOTE 5 – PROMISES TO GIVE**

As of June 30, 2024, promises to give consist of the following:

State of Louisiana -	
Department of Health and Hospitals -	
Office of Public Health -	
Nutrition Health Educators	\$ 27,439
U.S. Department of Housing an Urban Development -	
Office of Community Planning and Development -	
Continuum of Care Program	19,639
Lafourche Parish School Board	1,856
Chitimacha Tribe of Louisiana	1,236
Houma City Court	160
	<u>\$ 50,330</u>

### **NOTE 6 – RELATED PARTY RECEIVABLE**

Options for Affordable Housing (OAH), a Louisiana non-profit organization, is related to Options for Independence (OFI) as certain individuals provide management to both organizations. OAH constructs single-family residences for sale and/or lease to low-income families in Terrebonne Parish, Louisiana. OFI oversees the construction of such houses and is paid a fee for such services. Also, OFI pays for certain costs of construction and is reimbursed by OAH.

OFI received a grant for the Visions Program during the year ended June 30, 2024. The Visions Program offers housing to individuals between the ages of 18 and 30 who have mental or physical disabilities. OFI and OAH are under a written agreement specifying that OAH will cover the indirect costs of this program. During the year ended June 30, 2024, OAH provided OFI \$36,000 in supportive services. As of June 30, 2024, OAH owes a total of \$29,792 to OFI for these supportive services.

## Options for Independence, Inc.

### Notes to Financial Statements Year Ended June 30, 2024

#### **NOTE 7 – PROPERTY AND EQUIPMENT**

A summary of changes in property and equipment follows:

	July 1, 2023	Additions	Retirements/ Reclassifications	June 30, 2024
Furniture and fixtures	\$ 32,599	\$ -	\$ -	\$ 32,599
Rent houses	3,183,679	610,806	-	3,794,485
Transportation equipment	18,878	-	-	18,878
Storage shed	7,051	-	-	7,051
Land	678,436	-	-	678,436
Construction in process	311,813	274,383	(578,855)	7,341
	4,232,456	885,189	(578,855)	4,538,790
Accumulated depreciation	(133,573)	(122,138)	-	(255,711)
Net property and equipment	<u>\$ 4,098,883</u>	<u>\$ 763,051</u>	<u>\$ (578,855)</u>	<u>\$ 4,283,079</u>

Construction in progress consists of the building of houses which will be rented to low-income families upon completion.

#### **NOTE 8 – LINE OF CREDIT**

The Organization had a revolving line of credit agreement with a local bank to aid in cash flow management. The agreement, dated December 13, 2023, includes a borrowing limit of \$225,000, an interest rate of Wall Street Journal prime plus 1.00% point (9.50% as of June 30, 2024) on outstanding balances, is secured by real estate, and is due upon demand, when all outstanding principal and interest is due. As of June 30, 2024, the Organization has an outstanding balance of \$225,000 on this line of credit.

#### **NOTE 9 – NOTES PAYABLE**

On March 27, 2020, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government. The note bears no interest and is collateralized by a rental house and land. 50% of the note is payable in monthly installments of \$208 through June 1, 2050. The remaining 50%, or \$75,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$64,792 as of June 30, 2024.

On May 15, 2020, the Organization received a COVID-19 Economic Injury Disaster Loan from the U.S. Small Business Administration. The agreement includes an interest rate of 2.75%, 360 monthly payments of \$624 beginning May 15, 2022, a maturity date of May 16, 2050, and is collateralized by all tangible property. The outstanding balance on this loan is \$145,900 as of June 30, 2024.

## Options for Independence, Inc.

### Notes to Financial Statements Year Ended June 30, 2024

#### **NOTE 9 – NOTES PAYABLE (Cont.)**

On August 20, 2020, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$150,000. The note bears no interest and is collateralized by a rental house and land. 50% of the note is payable in monthly installments of \$208 through October 1, 2050. The remaining 50%, or \$75,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$65,625 as of June 30, 2024.

On December 18, 2020, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$190,000. The note bears no interest and is collateralized by a rental house and land. 50% of the note is payable through January 1, 2051. The remaining 50%, or \$95,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$95,000 as of June 30, 2024.

On August 31, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$231,000. The note bears no interest and is collateralized by a rental house and land. 32% of the note is payable in monthly installments of \$208 through December 1, 2052. The remaining 68%, or \$156,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$71,458 as of June 30, 2024.

On October 3, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$190,000. The note bears no interest and is collateralized by a rental house and land. 39% of the note is payable in monthly installments of \$208 through November 1, 2052. The remaining 61%, or \$115,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$70,625 as of June 30, 2024.

On October 3, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$190,000. The note bears no interest and is collateralized by a rental house and land. 39% of the note is payable in monthly installments of \$208 through November 1, 2052. The remaining 61%, or \$115,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$70,625 as of June 30, 2024.

On October 3, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$190,000. The note bears no interest and is collateralized by a rental house and land. 39% of the note is payable in monthly installments of \$208 through November 1, 2052. The remaining 61%, or \$115,000, will



## **Options for Independence, Inc.**

### **Notes to Financial Statements Year Ended June 30, 2024**

#### **NOTE 9 – NOTES PAYABLE (Cont.)**

be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$70,625 as of June 30, 2024.

On December 8, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$232,552. The note bears no interest and is collateralized by a rental house and land. 32% of the note is payable in monthly installments of \$208 through March 1, 2053. The remaining 68%, or \$157,552, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$71,667 as of June 30, 2024.

On December 8, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$232,343. The note bears no interest and is collateralized by a rental house and land. 32% of the note is payable in monthly installments of \$208 through March 1, 2053. The remaining 68%, or \$157,343, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$71,667 as of June 30, 2024.

On December 8, 2022, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$232,569. The note bears no interest and is collateralized by a rental house and land. 32% of the note is payable in monthly installments of \$208 through March 1, 2053. The remaining 68%, or \$157,568, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$71,667 as of June 30, 2024.

On January 1, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$209,000. The note bears no interest and is collateralized by a rental house and land. 36% of the note is payable in monthly installments of \$208 through May 1, 2053. The remaining 64%, or \$134,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$72,083 as of June 30, 2024.

On March 9, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$232,595. The note bears no interest and is collateralized by a rental house and land. 32% of the note is payable in monthly installments of \$208 through June 1, 2053. The remaining 68%, or \$157,595, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$72,292 as of June 30, 2024.

## **Options for Independence, Inc.**

### **Notes to Financial Statements Year Ended June 30, 2024**

#### **NOTE 9 – NOTES PAYABLE (Cont.)**

On May 12, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$199,000. The note bears no interest and is collateralized by a rental house and land. 38% of the note is payable in monthly installments of \$208 through September 1, 2053. The remaining 62%, or \$124,000, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$72,917 as of June 30, 2024.

On May 26, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$233,727. The note bears no interest and is collateralized by a rental house and land. 32% of the note is payable in monthly installments of \$208 through September 1, 2053. The remaining 68%, or \$158,727, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$72,917 as of June 30, 2024.

On June 16, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$219,693. The note bears no interest and is collateralized by a rental house and land. 34% of the note is payable in monthly installments of \$208 through September 1, 2053. The remaining 66%, or \$144,693, will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$72,917 as of June 30, 2024.

On August 15, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$221,022. The note bears no interest and is collateralized by a rental house and land. \$75,000 of the note is payable through November 1, 2053. The remaining \$146,022 will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$73,335 as of June 30, 2024.

On October 13, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$221,005. The note bears no interest and is collateralized by a rental house and land. \$75,000 of the note is payable through January 1, 2054. The remaining \$146,005 will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$73,750 as of June 30, 2024.

On October 13, 2023, the Organization entered into a promissory note with Terrebonne Parish Consolidated Government for \$252,394. The note bears no interest and is collateralized by a rental house and land. \$75,000 of the note is payable through

## Options for Independence, Inc.

### Notes to Financial Statements Year Ended June 30, 2024

#### **NOTE 9 – NOTES PAYABLE (Cont.)**

January 1, 2054. The remaining \$177,394 will be a deferred, interest-free loan that will be forgiven upon expiration of the compliance period, determination of which will be within the sole discretion of TPCG. The outstanding balance on this loan is \$73,750 as of June 30, 2024.

Maturities of long-term debt are as follows:

<u>June 30,</u>	
2025	\$ 49,682
2026	49,801
2027	49,914
2028	50,019
2029	50,147
2030-2034	252,622
2035-2039	256,119
2040-2044	260,129
2045-2049	264,738
2050	170,441
	<u>\$ 1,453,612</u>

#### **NOTE 10 – RESTRICTIONS ON NET ASSETS**

As discussed in Notes 9 and 11, the restrictions on net assets of \$3,200,287 relate to contract income recognized as part of loan agreements with the Terrebonne Parish Consolidated Government (\$2,406,899) and Affordable Housing Program grants (\$793,388). These restrictions will be satisfied by compliance with certain requirements included in the agreements.

#### **NOTE 11 – AFFORDABLE HOUSING SUBSIDIES**

The Organization has been awarded \$1,250,000 of Affordable Housing Program grants through the Federal Home Loan Bank of Dallas. The proceeds of these grants will be used for the construction of ten homes to be rented to local residents who meet certain household income criteria. Under the terms of the grants, if certain program guidelines are met, these funds are not subject to repayment. During the year ended June 30, 2024, the Organization received no direct subsidies under this program. To date, the Organization has received \$759,124 related to this program.

## Options for Independence, Inc.

### Notes to Financial Statements Year Ended June 30, 2024

#### **NOTE 12 – GOVERNMENTAL GRANTS**

During the year ended June 30, 2024, the Organization recognized grant revenue in the form of reimbursements for actual expenses and on a unit of service basis from the following sources:

State of Louisiana -	
Department of Health and Hospitals -	
Office of Public Health -	
Nutrition Health Educators	\$ 161,177
U.S. Department of Housing and Urban Development	88,744
Lafourche Parish School Board	14,906
Houma City Court	12,890
Chitimacha Tribe of Louisiana	4,089
	<u>\$ 281,806</u>

#### **NOTE 13 – LEASES**

The Organization leases the main premises from which it operates from an unrelated third party under two written agreements dated September 1, 2022 and January 1, 2024. The first agreement expired on December 31, 2023 and required monthly lease payments of \$1,500. The second agreement expires on December 31, 2025 and requires monthly lease payments of \$1,500. Under both leases, utilities are paid by the Organization.

The administrative offices on the main premises are considered right-of-use assets. Total right-of-use assets and lease liabilities as of June 30, 2024 are \$25,266, original value of \$32,999 less accumulated amortization of \$7,733. For the year ended June 30, 2024, operating lease costs for the administrative offices totaled \$20,639.

As of June 30, 2024, the weighted-average discount rate for operating leases was 25.50%, and the weighted-average remaining lease term was 1.50 years.

Future minimum lease payments required under this lease in effect as of June 30, 2024 that has an initial lease term in excess of one year are as follows:

Year Ended			
June 30,	Principal	Interest	Total
2025	\$ 16,485	\$ 1,515	\$ 18,000
2026	8,781	219	9,000
	<u>\$ 25,266</u>	<u>\$ 1,734</u>	<u>\$ 27,000</u>

## Options for Independence, Inc.

Notes to Financial Statements  
Year Ended June 30, 2024

### **NOTE 14 – RETIREMENT PLAN**

The Organization maintains a 403b (annuity) plan for the benefit of its employees. Under the plan, employees may elect to defer a portion of their salary, subject to Internal Revenue Service limits. The Organization does not make employer contributions to the plan.

### **NOTE 15 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects the Organization's financial assets as of June 30, 2024, reduced by any amounts not available for general use within one year of the statement of financial position date because of contractual or donor-imposed restrictions or internal designations:

Current assets	\$ 543,167
Less those unavailable for general expenditures within one year:	
Prepaid expenses	(82,236)
Amounts payable for current maturities of long-term debt and lease	<u>(66,167)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 394,764</u>

### **NOTE 16 – COLLABORATION, SERVICES, AND TRANSFER AGREEMENT**

Effective January 1, 2023, the Organization (Options) entered into a collaboration agreement with MacDonnell United Methodist Children's Services, Inc. (MUMCS), a 501(c)(3) entity with shared values and goals, whereby certain services will be provided by MUMCS to Options. Options will compensate MUMCS \$4,600 per month for the providing of such services. As of June 30, 2024, \$67,760 is owed by Options to MUMCS. This agreement includes a provision that Options will adopt a plan of dissolution, and upon settling all of its debts, the remaining assets will be transferred to MUMCS. The agreement expired on September 30, 2023 at which time it automatically extended on a month-to-month basis until the transfer of assets is executed or is otherwise terminated by either party.

**Options for Independence, Inc.**

Notes to Financial Statements  
Year Ended June 30, 2024

**NOTE 17 – SUBSEQUENT EVENTS**

Subsequent events were evaluated through December 10, 2024, which is the date the financial statements were available to be issued, and it was determined that no events occurred that require disclosure. No subsequent events occurring after this date have been evaluated for inclusion in these financial statements.

## **SUPPLEMENTAL INFORMATION**

**Options for Independence, Inc.**

Schedule of Compensation, Benefits, and  
Other Payments to the Executive Director  
Year Ended June 30, 2024

**Agency Head Name:** Sherl Turner, Executive Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$ 74,999
Benefits - insurance	4,829
Travel	-
Reimbursements	-
Benefits - retirement	-
Membership fees	-
Special meals	-
Benefits - other	-
Cell phone	-
Conference travel	-
Registration fees	-
Per diem	-
Dues	-
Unvouchered expenses	-
Deferred compensation	-
Car allowance/automobile expense	-
Service fees	-
Vehicle provided by government	-
Housing	-

This form satisfies the reporting requirements of R.S. 24:513(A)(3).



**SPECIAL REPORT OF CERTIFIED PUBLIC ACCOUNTANTS**

**Martin  
and  
Pellegrin**

*Certified Public Accountants  
(A Professional Corporation)*

103 Ramey Road  
Houma, Louisiana 70360

Ph. (985) 851-3638  
Fax (985) 851-3951

**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  
Options for Independence, Inc.  
Houma, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Options for Independence, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated December 10, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting (internal control) as a basis for designing 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 the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization'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 Organization'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

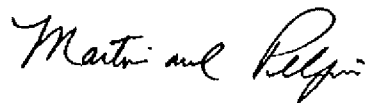
our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Houma, Louisiana  
December 10, 2024

## OTHER INFORMATION

## **Options for Independence, Inc.**

### **Schedule of Findings and Responses Year Ended June 30, 2024**

#### **Summary of Auditor's Results**

1. The auditor's report expresses an unmodified opinion on the financial statements of Options for Independence, Inc.
2. No deficiencies in internal control were noted during the audit of the financial statements.
3. No instances of noncompliance required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
4. No instances of noncompliance under the provisions of the *Louisiana Governmental Audit Guide* were noted during the audit of the financial statements.
5. A management letter was not issued.

#### **Findings – Financial Statement Audit**

None noted.

#### **Findings – Internal Control**

None noted.

#### **Findings and Questioned Costs – Major Federal Award Program Audit**

Not applicable.

## REPORT BY MANAGEMENT

**Options for Independence, Inc.**

Schedule of Prior Findings and Resolution Matters  
Year Ended June 30, 2024

Note: All prior findings relate to the June 30, 2023 audit engagement.

**Section I – Internal Control and Compliance Material to the Financial Statements**

This section is not applicable.

**Section II – Internal Control and Compliance Material to Federal Awards**

This section is not applicable.

**Section III – Management Letter**

This section is not applicable.

## **STATEWIDE AGREED-UPON PROCEDURES**



**Martin  
and  
Pellegrin**

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(A Professional Corporation)*

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Ph. (985) 851-3638  
Fax (985) 851-3951

**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors and the  
Louisiana Legislative Auditor  
Options for Independence, Inc.  
Houma, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period July 1, 2023 through June 30, 2024. The Organization's management is responsible for those C/C areas identified in the SAUPs.

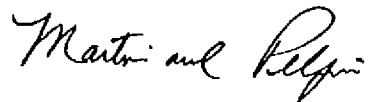
The Organization has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period July 1, 2023 through June 30, 2024. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are described on pages 27-46.

We were engaged by the Organization to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

A handwritten signature in cursive script, appearing to read "Martin and Kelly".

Houma, Louisiana  
December 10, 2024

**Options for Independence, Inc.**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended June 30, 2024**

The required procedures and our findings are as follows:

Procedures performed on the Organization's written policies and procedures:

**Written Policies and Procedures**

1. Obtain and inspect the Organization's written policies and procedures and observe that they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

- a) Budgeting, including preparing, adopting, monitoring, and amending the budget

Performance: Obtained and inspected the written policy for budgeting.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Purchasing, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes

Performance: Inquired management of its written policy for purchasing.

Exceptions: The Organization does not have written purchasing policies.

Management's response: Management will consider drafting a written purchasing policy.

- c) Disbursements, including processing, reviewing, and approving

Performance: Obtained and read the written procedures for disbursements and found them to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Receipts/Collections, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue additions

Performance: Obtained and read the written procedures for receipts and found them to contain the requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Options for Independence, Inc.**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended June 30, 2024**

- e) Payroll/Personnel, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules

Performance: Obtained and read the written policy for payroll and personnel and found it to contain all requirements included above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- f) Contracting, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process

Performance: Inquired management of its written policies related to contracting.

Exceptions: The Organization does not have a written policy for contracting.

Management's response: Management will consider drafting a policy for contracting.

- g) Travel and expense reimbursement, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers

Performance: Determined that the Organization follows the state travel and expense reimbursement policy. Obtained and read that travel and expense reimbursement policy and found it contained all requirements listed above.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- h) Credit Cards (and debit cards, fuel cards, purchase 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

Performance: Inquired management of its written policies related to credit cards.

Exceptions: The Organization does not have a written policy for credit cards.

Management's response: Management will consider drafting a written policy for credit cards.

**Options for Independence, Inc.**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended June 30, 2024**

- i) Ethics, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy

Performance: Obtained and read the written code of conduct policy which addresses ethics.

Exceptions: The policy does not include a requirement that documentation is to be maintained demonstrating that all employees and officials were notified of any changes to the entity's ethics policy.

Management's response: Management will consider adding such a provision.

- j) Debt Service, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements

Not applicable for not-for-profits.

- k) Information Technology Disaster Recovery/Business Continuity, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event

Performance: Inquired management of its written policies related to disaster recovery/business continuity.

Exceptions: While the Organization has a contract with an I/T company that address these items, it does not have its own written policy for information technology disaster recovery/business continuity.

Management's response: Management will consider drafting a written policy for disaster recovery/business continuity.

- l) Prevention of Sexual Harassment, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

Performance: Obtained and read the written code of conduct policy which addresses sexual harassment.

Exceptions: The policy does not address the preparation of an annual report.

Management's response: This provision does not apply to not-for-profit entities.

**Options for Independence, Inc.**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended June 30, 2024**

**Board or Finance Committee**

2. Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:

- a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

Performance: Determined that the board (with a quorum) and finance committee are to meet bi-annually in accordance with the board's by-laws.

Exceptions: No meetings were held during the fiscal year.

Management's response: Official meetings will be held bi-annually, and minutes will be taken at all future meetings.

- b) Observe 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.

Performance: Determined whether the minutes referenced or included financial activity relating to public funds and determined that financial statements are provided at board meetings and finance committee meetings.

Exceptions: There were no minutes to review as no meetings were held during the fiscal year.

Management's response: Financial activity relating to public funds will be discussed at future meetings.

- c) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

Performance: Determined that there were no audit findings in the previous year.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Bank Reconciliations**

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select four additional accounts (or all accounts if less than five). Randomly select one month from the fiscal period, obtain and inspect the

**Options for Independence, Inc.**

**Houma, Louisiana**

**Schedule of Procedures and Associated Findings of the**

**Statewide Agreed-Upon Procedures**

**Year Ended June 30, 2024**

corresponding bank statement and reconciliation for each selected account, and observe that:

Performance: Obtained the listing of bank accounts from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Bank reconciliations include evidence that they were prepared within two months of the related statement closing date;

Performance: Determined that randomly selected bank statements were reconciled within two months of the related statement closing date.

Exceptions: Three of the five bank accounts were not reconciled within two months.

Management's response: Management will reconcile all bank accounts within two months of their statement closing dates.

- b) Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within one month of the date the reconciliation was prepared; and

Performance: Inspected documentation for management approvals of each randomly selected bank reconciliation within one month of being reconciled.

Exceptions: The February 2024 construction account reconciliation showed no proof of approval. There was no proof of when any of the reconciliations were approved.

Management's response: One of the board members or members of management will document his/her review of each bank reconciliation within one month of the date each reconciliation was prepared.

- c) 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.

Performance: Inspected documents for items outstanding for more than twelve months and determined that these items were cleared.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Collections (excluding electronic funds transfers)**

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select five deposit sites (or all deposit sites if less than five).

**Options for Independence, Inc.**

**Houma, Louisiana**

Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended June 30, 2024

Performance: Observed the listing of deposit sites from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site, obtain and inspect written policies and procedures relating to employee job duties at each collection location, and observe that job duties are properly segregated at each collection location, and observe that job duties are properly segregated at each collection location such that:

Performance: Observed the listing of collection locations from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Employees responsible for cash collections do not share cash drawers/registers.

Performance: Inspected policy manual and inquired of client to determine that cash drawers/registers are not shared by employees.

Exceptions: Employees use one lockbox.

Management's response: Only one employee has access to the lockbox key.

- b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation to the deposit.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees preparing/making bank deposits.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) Each employee responsible for collecting cash is not also 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.

Performance: Inquired of client to ensure separation of duties for those employees collecting cash and those employees posting collection entries to the general ledger or subsidiary ledgers.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.



**Options for Independence, Inc.**

**Houma, Louisiana**

Schedule of Procedures and Associated Findings of the  
Statewide Agreed-Upon Procedures  
Year Ended June 30, 2024

- d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source, is (are) not responsible for collecting cash, unless another employee/official verifies the reconciliation.

Performance: Inspected policy manual and inquired of client to ensure separation of duties for those employees collecting cash and those employees reconciling cash collections to the general ledger and/or subsidiary ledgers.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

Performance: Determined whether employees who have access to cash are covered by a bond or insurance policy for theft.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

7. Randomly select two deposit dates for each of the bank accounts selected for Bank Reconciliations procedure #3. Obtain supporting documentation for each of the ten deposits and:

- a) Observe that receipts are sequentially pre-numbered.

Performance: Inspected receipts to determine if they are sequentially pre-numbered.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

Performance: Inspected deposits from two random deposit dates to determine if they had system reports and collection documentation that agreed to the respective deposit slips. Noted that collections were supported by adequate documentation.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

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Performance: Inspected deposits from two random deposit dates to determine if the deposit slips agreed to the actual deposits per the bank statements. Determined that one bank does not include deposit slips with the bank statements.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Observe that the deposit was made within one business day of receipt at the collection location.

Performance: Determined if deposits from two random dates were deposited within one business day of receipt.

Exceptions: The majority of the cash/check transactions included in the deposits tested were not deposited within one business day of receipt.

Management's response: Management will ensure that deposits are made in a timely manner.

- e) Trace the actual deposit per the bank statement to the general ledger.

Performance: Inspected deposits from two random deposit dates to determine if the deposits per the bank statements agree to the general ledger.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select five locations (or all locations if less than five).

Performance: Obtained a listing of locations that processed payments for the fiscal period from management and received management's representation in a separate letter. Determined that only one location processed payments.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties, and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.

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Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for initiating, approving, and making purchases.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) At least two employees are involved in processing and approving payments to vendors.

Performance: Obtained a listing of those employees involved with non-payroll purchasing and payment functions along with written policies and procedures for those functions to determine if there was a proper segregation of duties for processing and approving payments to vendors.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

Performance: Inspected policy manual and inquired of management as to separation of duties related to vendor files.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Performance: Inquired of management to determine if the employee responsible for processing payments mails those respective payments.

Exceptions: One employee who signs checks also mails them out.

Management's response: Employees who are not responsible for processing payments will mail checks out in the future.

- e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

Performance: Determined whether electronic disbursements were approved by only those employees/officials authorized to sign checks.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction, and:

Performance: Obtained the completed general ledger for the fiscal period and obtained management's representations in a separate letter. Randomly selected five disbursements using a random number generator for check numbers to test the requirements below.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity.

Performance: Determined that the five random disbursements matched their respective original invoices and that the invoices indicate that deliverables were received by the entity.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

Performance: Determined whether the documentation for the five random disbursements gave evidence of the segregation of duties tested under #9 above.

Exceptions: Although there is segregation of duties based on two signatures on each check and based on the person who processes the checks, it is not apparent because payments are processed without written purchase orders and receiving reports.

Management's response: Management will consider using a formal, written purchase order/requisition system.

11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, randomly select five non-payroll-related electronic disbursements (or all electronic disbursements if less than five) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds per the entity's policy and (b) approved by the required number of authorized signers per the entity's policy.

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Performance: Determined whether the documentation for the five random electronic disbursements gave evidence of approval by only those persons authorized to disburse funds per the entity's policy and that there were the required number of authorized signers.

Exceptions: Only one authorized signer approved each disbursement.

Management's response: A second authorized signer will approve future electronic disbursements.

**Credit Cards/Debit Cards/Fuel Cards/Purchase Cards (Cards)**

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

Performance: Observed the listing of all active credit cards, bank debit cards, fuel cards, and purchase cards from management and received management's representation in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

13. Using the listing prepared by management, randomly select five cards that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and:

- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation were reviewed and approved, in writing, by someone other than the authorized card holder.

Performance: Observed written approvals of credit card transactions on monthly statements.

Exceptions: The Executive Director and another employee approved their own credit card transactions; however, a second person signed both checks related to the credit card transactions.

Management's response: All payment confirmations included with the credit card statements will be approved by someone other than the authorized card holder going forward.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

Procedures: Traced selected credit card statements to determine if any finance charges or late fees were applied to balances.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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14. Using the monthly statements or combined statements selected under procedure #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions. For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals.

Performance: Observed whether randomly selected credit card transactions were supported by the requirements listed above.

Exceptions: Two transactions were missing their respective receipts; and five transactions did not have the business purpose listed.

Management's response: One of the missing receipts was for a recurring payment each month for a service that the Organization was not using. The Executive Director canceled this service on December 19, 2023. Each receipt and business purpose will be included with all credit card transactions going forward.

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

15. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, obtain 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:

Performance: Obtained a list of all travel and related expense reimbursements. Management's representation of the listing was confirmed in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).

Performance: Determined that travel expenses were not reimbursed using a per diem.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Performance: Traced expenses to original supporting documentation.

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Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by "Written Policies and Procedures" procedure #1g.

Performance: Reviewed documentation of the business/public purpose for each expense.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Performance: Inspected each expense reimbursement request to find approval by supervisors and/or board member.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Contracts**

16. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:

Performance: Observed the listing of contracts that were initiated or renewed during the fiscal year from management and received management's representation of completeness in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- a) Observe whether the contract was bid in accordance with the Louisiana Public Bid Law, if required by law.

Performance: Determined that the Organization did not have to comply with the Public Bid Law for any of the selected contracts in place.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

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Performance: Determined that the Organization is not bound by policy or law to have board approval of contracts. The Chief Executive Officer is allowed to approve contracts.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- c) If the contract was amended, observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms.

Performance: Determined that none of the contracts were amended during the year.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Randomly select one payment from the fiscal period for each of the five contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

Performance: Inspected the randomly selected invoices and compared to each respective written contract to determine that each invoice and related payment complied with the terms of each respective contract.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Payroll and Personnel**

17. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Performance: Observed the listing of employees and received management's representation of completeness in a separate letter.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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

- a) Observe that all selected employees or officials documented their daily attendance and leave.



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Performance: Determined whether the selected employees documented their daily attendance and leave for the selected pay period.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.

Performance: Determined that the attendance and leave of each employee for the selected pay period was approved by each employee's respective supervisor.

Exceptions: One employee's timesheets of attendance and leave had no documentation of supervisor approval.

Management's response: All attendance timesheets and documentation for leave will be reviewed and documented with supervisor approval.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

Performance: Determined that any leave taken during the pay period is reflected in the entity's cumulative leave records.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.

Performance: Determined that the rates paid to the employees/officials agree to the authorized rates found in each personnel's file.

Exceptions: The authorized rate for one employee was not found in her file.

Management's response: This was an isolated incident; management includes authorized salary/pay rates in each employee's personnel file.

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

Performance: Received management's representation that no termination payments were made during the year.

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Exceptions: There were no exceptions noted.

Management's response: Not applicable.

20. Obtain management's representation that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Performance: Obtained management's representation in a separate letter that employer and employee portions of third-party payroll-related amounts have been paid, and any associated forms have been filed, by required deadlines.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Ethics**

21. Using the five randomly selected employees/officials from Payroll and Personnel procedure #17, obtain ethics documentation from management, and:

- a) Observe whether the documentation demonstrates each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.

Performance: Determined that the standard hourly ethics course training is not required for not-for-profit entities.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

- b) Observe whether the entity maintains documentation which demonstrates that each employee and official was notified of any changes to the entity's policy during the fiscal period, as applicable.

Performance: Determined that the Organization made no changes to the entity's ethics policy.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

22. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Performance: Observed that the Organization appointed an ethics designee.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

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**Debt Service**

23. Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

Performance: Obtained a listing of debt instruments issued during the period and management's representation that the listing is complete. Supporting documentation was reviewed; determined that State Bond Commission approval was not required.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

24. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balances and payments, and agree actual reserve balances and payments to those required by debt covenants.

Performance: Received management's representation that the listing of notes outstanding at the end of the fiscal period is complete and determined that the randomly selected note had no debt covenants or reserve balances.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Fraud Notice**

25. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

Performance: Inquired of management of any misappropriations of public funds or assets and determined that none were noted.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

26. Observe that 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.

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Performance: Observed such notice posted on the premises and website.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

**Information Technology Disaster Recovery/Business Continuity**

27. Perform the following procedures and verbally discuss the results with management:

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe that such backup (a) occurred within the past week, (b) was not stored on the entity's local server or network, and (c) was encrypted.
- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past three months.
- c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select five computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting software in use are currently supported by the vendor.

Performance: We performed the procedures and discussed the results with management.

28. Randomly select five terminated employees (or all terminated employees if less than five) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Performance: Observed that terminated employees were disabled from the network.

Exceptions: There were no exceptions noted.

Management's response: Not applicable.

29. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials

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with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

Procedures: Determined that the cybersecurity training documentation received from management demonstrated that the randomly selected employees who had access to the agency's information technology assets completed the cybersecurity training.

Exceptions: Two employees completed cybersecurity training after the fiscal year ended.

Management's response: All employees with access to the agency's information technology assets will complete cybersecurity training, and management will maintain documentation of the training.

**Prevention of Sexual Harassment**

30. Using the five randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

Not applicable for not-for-profit entities.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website.

Not applicable for not-for-profit entities.

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

- a) Number and percentage of public servants in the agency who have completed the training requirements;
- b) Number of sexual harassment complaints received by the agency;
- c) Number of complaints which resulted in a finding that sexual harassment occurred;

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- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- e) Amount of time it took to resolve each complaint.

Not applicable for not-for-profit entities.