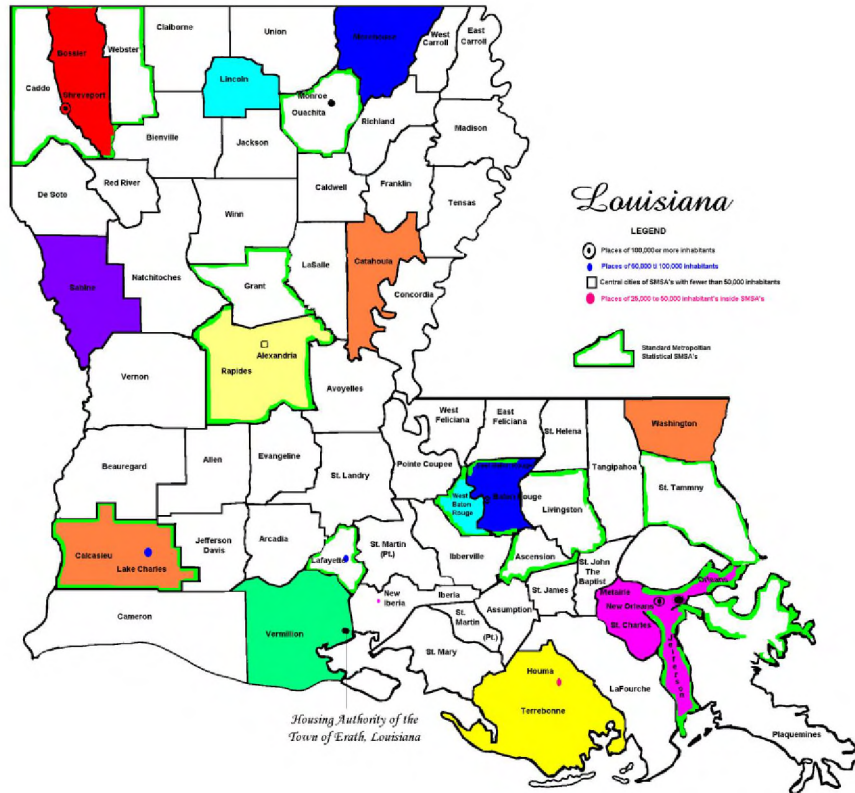


**HOUSING AUTHORITY
OF THE TOWN OF ERATH
ERATH, LOUISIANA**

**Basic Financial Statements and
Independent Auditor's Reports**

December 31, 2022

HOUSING AUTHORITY OF THE TOWN OF ERATH ERATH, LOUISIANA



Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low income housing programs in the United States. Accordingly, HUD has contracted with the entity to administer certain HUD funds. The entity is a public corporation, legally separate, fiscally independent and governed by Board of Commissioners.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**Table of Contents
December 31, 2022**

	<u>Page No.</u>
Independent Auditor's Report.....	1-3
Management's Discussion & Analysis.....	4-9
<u>Basic Financial Statements</u>	
Statement of Net Position.....	11
Statement of Revenues, Expenses and Changes in Net Position.....	12
Statement of Cash Flows.....	13
Statement of Cash Flows Reconciliation.....	14
Notes to the Basic Financial Statements.....	15-23
<u>Other Supplemental Schedules and Statements</u>	
Schedule of Compensation Paid to Board of Commissioners.....	25
Schedule of Compensation Benefits and Other Payments to Agency Head or Chief Executive Officer.....	26
Statement and Certification of Actual Modernization Cost.....	27
<u>Other Reports</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Basic Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	29-30
Schedule of Findings and Questioned Cost.....	31-32
Management's Corrective Action for Current Year Audit Findings	33
Management's Summary of Prior Year Findings.....	34
Independent Accountant's Report On Applying Agreed-Upon Procedures.....	35-45
Financial Data Schedule.....	46

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INDEPENDENT AUDITOR'S REPORT

Housing Authority of the
Town of Erath, Louisiana

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the business-type activities of the Housing Authority of the Town of Erath, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the housing authority's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Housing Authority of the Town of Erath, as of December 31, 2022, and the respective changes in financial position, and cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the 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 the Housing Authority of the Town of Erath 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 opinions.

Responsibilities of Management for the Financial Statements

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

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 the Housing Authority of the Town of Erath's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

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 opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and Government Auditing Standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

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

- Exercise professional judgement 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 the Housing Authority of the Town of Erath 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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Housing Authority of the Town of Erath'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.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the Town of Erath's basic financial statements. The accompanying Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Financial Data Schedule, the Schedule of Compensation, Benefits and Other Payments, and Supplementary Schedules and Statements are fairly stated, in all material respects, in relation to the basic 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 June 9, 2023, on our consideration of the Housing Authority of the Town of Erath'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 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 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 Housing Authority of the Town of Erath's internal control over financial reporting and compliance.

The Vercher Group

Jena, Louisiana
June 9, 2023

**Management Discussion and Analysis
(MD&A)**

**Housing Authority of The Town of Erath
Erath, Louisiana**

**Management's Discussion and Analysis (MD&A)
December 31, 2022**

As management of the Housing Authority of the Town of Erath, we offer readers of the authority's financial statements this narrative overview and analysis of the financial activities of the authority for the fiscal year ended December 31, 2022. We encourage readers to consider the information presented here in conjunction with the authority's financial statements, which are attached.

Financial Highlights

- The assets of the authority exceeded its liabilities at the close of the most recent fiscal year by \$757,993 (net position). This is a \$14,588 increase from last year.
- As of the close of the current fiscal year, the authority's ending unrestricted net position was \$90,971, which is an \$8,539 decrease from last year.
- The authority's cash and investments balance at December 31, 2022, was \$69,334, of which \$6,365 was restricted.
- The authority had total revenue of \$517,180, of which \$382,310 was operating revenues, \$10,825 was nonoperating revenues, and \$124,045 was capital contributions.
- The authority had total expenses of \$502,592, of which \$502,334 were operating expenses and \$258 was nonoperating expenses.

**Housing Authority of The Town of Erath
Erath, Louisiana**

**Management's Discussion and Analysis (MD&A)
December 31, 2022**

Overview of the Financial Statements

The discussion and analysis are intended to serve as an introduction to the authority's basic financial statements. The authority's basic financial statements consist of the Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows, and the notes to the financial statements.

The authority has only one fund type, namely a proprietary fund. The Statement of Net Position includes all of the authority's assets and liabilities. This fund type is unused for activities which are financed and operated in a manner similar to those in the private sector.

The authority has two main funding sources in its financial operation. These are the Low Rent Public Housing and Capital Fund Programs. Following is a brief description of each.

Low Rent Public Housing – Under the Conventional Public Housing Program, the housing authority rents units it owns to low-income families. The Conventional Public Housing Program is operated under an Annual Contribution Contract (ACC) with HUD, and HUD provides an Operating Subsidy to enable the authority to provide housing at a rent that is based upon 30% of adjusted gross household income.

Capital Fund Program – The Conventional Public Housing Program also includes the Capital Fund Program, the primary funding source for the authority's physical and management improvements. The formula funding methodology is based on size and age of the authority's units.

Reporting on the Housing Authority as a Whole

One of the most important questions asked about the Authorities finances is, "Is the housing authority as a whole, better off, or worse off, as a result of the achievements of the fiscal year 2022?" The Statement of Net Position and the Statement of Revenues, Expenses, and Changes in Net Position report information about the housing authority as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

**Housing Authority of The Town of Erath
Erath, Louisiana**

**Management's Discussion and Analysis (MD&A)
December 31, 2022**

The authority's overall financial position and operations for the past two years are summarized below based on the information in the current and prior financial statements.

The table below lists the asset and liability comparisons for the year ended December 31, 2022.

Statement of Net Position				
Category		2021	2022	% Change
Current Assets	\$	134,993	\$ 129,771	-3.9
Current Restricted Assets		5,870	6,365	8.4
Capital Assets-Net of Depreciation		643,895	667,022	3.6
Total Assets		<u>784,758</u>	<u>803,158</u>	2.3
Current Liabilities		23,128	26,445	14.3
Liabilities Payable from Restricted Assets		5,870	6,365	8.4
Non-Current Liabilities		12,355	12,355	-0-
Total Liabilities		<u>41,353</u>	<u>45,165</u>	9.2
Net Investment in Capital Assets (Net)		643,895	667,022	3.6
Unrestricted Net Position		99,510	90,971	-8.6
Total Net Position		<u>743,405</u>	<u>757,993</u>	2.0
Total Liability/Net Position	\$	<u>784,758</u>	\$ <u>803,158</u>	2.3

- Total assets increased by \$18,400 or 2.3% from last year. The primary reason for this increase is due to an increase in capital assets in the amount of \$23,127.
- Current liabilities increased by \$3,317 or 14.3%. The primary reason for this increase is due to an increase in accounts payable - other government in the amount of \$15,480.
- Non-current liabilities had no change for the year.
- Unrestricted net position decreased by \$8,539 or 8.6%. The decrease in cash & investment is the main reason for this decrease.

**Housing Authority of The Town of Erath
Erath, Louisiana**

**Management's Discussion and Analysis (MD&A)
December 31, 2022**

The table below lists the revenue and expense comparisons for the year ended December 31, 2022.

Statement of Revenues, Expenses and Changes in Net Position

Category	2021	2022	% Change
Operating Revenues:			
Tenant Revenue	\$ 145,694	\$ 147,298	1.1
HUD PHA Operating	236,477	235,012	-0.6
Total Operating Revenues	<u>382,171</u>	<u>382,310</u>	0.04
Operating Expenses:			
General & Administrative	184,985	189,591	2.5
Repairs & Maintenance	70,530	70,934	0.6
Utilities	3,714	4,228	13.8
Depreciation	102,338	100,916	1.4
Insurance	109,080	123,160	12.9
PILOT	12,990	13,305	2.4
Compensated Absences	-0-	-0-	-0-
Tenant Services	502	200	-60.1
Total Operating Expenses	<u>484,139</u>	<u>502,334</u>	3.8
Net Gain/(Loss)	(101,968)	(120,024)	-17.7
Non-Operating Revenues (Expenses)			
Investment Income	176	155	-11.9
Other Revenue	2,871	10,670	271.6
Extraordinary Maintenance	-0-	(258)	-100.0
Total Non-Operating Revenues (Expenses)	<u>3,047</u>	<u>10,567</u>	246.8
Capital Grants	-0-	124,045	100.0
Change in Net Position	(98,921)	14,588	114.7
Beginning Net Position	842,326	743,405	-11.7
Ending Net Position	\$ <u>743,405</u>	\$ <u>757,993</u>	2.0

- Operating revenues increased by \$139 or 0.04%. The primary reason for this increase is because of an increase in tenant revenue in the amount of \$1,604.
- Total operating expenses increased by \$18,195 or 3.8%. This change is due primarily to an increase in General and Administrative expenses of \$4,606 and an increase in insurance expense of \$14,080.

**Housing Authority of The Town of Erath
Erath, Louisiana**

**Management's Discussion and Analysis (MD&A)
December 31, 2022**

Capital Assets

As of December 31, 2022, the authority's investment in capital assets was \$667,002 (net \$4,584,599 of accumulated depreciation). This investment includes land, building, building improvements, office equipment, dwelling equipment, and maintenance equipment.

<u>Category</u>	<u>Capital Assets</u>		
	<u>2021</u>	<u>2022</u>	<u>% Change</u>
Capital Assets *	\$ 5,127,538	\$ 5,251,581	2.4
Less Accumulated Depreciation	(4,483,643)	(4,584,599)	-2.2
Capital Assets, Net	\$ 643,895	\$ 667,002	3.6

* Land in the amount of \$57,707 is not being depreciated.

Long Term Liabilities

Long term liabilities consist of compensated absences of \$12,355. The authority does not have any long-term debt at this time.

Future Events that will impact the Authority

The authority relies heavily upon HUD operating subsidies. The amount appropriated has not currently been approved for the FYE 2023 year. Therefore, any results of budget shortfalls cannot be determined.

The authority is under a contract through its Capital Fund Program to continue with the work as stated above and incorporate any new work items into its operation.

Contacting the Authority's Financial Management

The financial report is designed to provide a general overview of the authority's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the following address:

Housing Authority of the Town of Erath
P.O. Drawer 324
Erath, LA 70533

Basic Financial Statements

**Housing Authority of the Town of Erath
Erath, Louisiana
Statement of Net Position
December 31, 2022**

CURRENT ASSETS	
Cash & Investments	\$ 62,969
Receivables (Net)	1,762
Prepaid Insurance	65,040
RESTRICTED ASSETS:	
Restricted Cash	6,365
TOTAL CURRENT ASSETS	<u>136,136</u>
 NON-CURRENT ASSETS	
Capital Assets	5,251,581
Less Accumulated Depreciation	<u>(4,584,559)</u>
TOTAL NON-CURRENT ASSETS	<u>667,022</u>
 TOTAL ASSETS	 <u><u>803,158</u></u>
 CURRENT LIABILITIES	
Accrued Wages/Payroll Taxes Payable	2,885
Accrued Compensated Absences	4,493
Accounts Payable	2,645
Accounts Payable – Other Government	15,480
Other Current Liabilities	942
TOTAL CURRENT LIABILITIES	<u>26,445</u>
 LIABILITIES PAYABLE FROM RESTRICTED ASSETS	
Tenant Security Deposits	6,365
TOTAL LIABILITIES PAYABLE FROM RESTRICTED ASSETS	<u>6,365</u>
 NON-CURRENT LIABILITIES	
Accrued Compensated Absences	12,355
TOTAL NON-CURRENT LIABILITIES	<u>12,355</u>
 TOTAL LIABILITIES	 <u>45,165</u>
 NET POSITION	
Net Investment in Capital Assets	667,022
Unrestricted	90,971
TOTAL NET POSITION	<u><u>\$ 757,993</u></u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Erath
Erath, Louisiana
Statement of Revenues, Expenses & Changes in Net Position
Year Ended December 31, 2022**

OPERATING REVENUES	
HUD Operating Grants	\$ 235,012
Tenant Rental Revenue	147,298
TOTAL OPERATING REVENUES	<u>382,310</u>
OPERATING EXPENSES	
General & Administrative	189,591
Repairs & Maintenance	70,934
Tenant Services	200
Utilities	4,228
Insurance	123,160
PILOT	13,305
Compensated Absences	-0-
<i>Depreciation</i>	100,916
TOTAL OPERATING EXPENSES	<u>502,334</u>
OPERATING INCOME (LOSS)	<u>(120,024)</u>
NONOPERATING REVENUES (EXPENSES)	
Other Revenue	10,670
Interest Revenue	155
Extraordinary Maintenance	(258)
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>10,567</u>
Capital Contributions	124,045
CHANGE IN NET POSITION	14,588
TOTAL NET POSITION – BEGINNING	<u>743,405</u>
TOTAL NET POSITION – ENDING	<u>\$ 757,993</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Erath
Erath, Louisiana
Statement of Cash Flows
Year Ended December 31, 2022**

CASH FLOWS FROM OPERATING ACTIVITIES	
Cash Received from Tenants	\$ 148,935
Cash Received from Operating Subsidy	235,012
Cash Payments to Suppliers for Goods & Services	(268,766)
Cash Payments to Employees for Services	(124,772)
Cash Payments to Local Governments (PILOT)	(10,812)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>(20,403)</u>
 CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES	
Extraordinary Maintenance	(258)
Other Income	10,670
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	<u>10,412</u>
 CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES	
Capital Grants	124,045
Acquisition of Capital Assets	(124,045)
NET CASH PROVIDED (USED) BY CAPITAL & RELATED FINANCING ACTIVITIES	<u>-0-</u>
 CASH FLOWS FROM INVESTING ACTIVITIES	
Cash Provided by Interest From Investments	155
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>155</u>
 NET INCREASE (DECREASE) IN CASH & CASH EQUIVALENTS	 (9,836)
 CASH, BEGINNING OF YEAR	 <u>79,170</u>
CASH, END OF YEAR	<u><u>69,334</u></u>
 RECONCILIATION TO BALANCE SHEET	
Cash and Cash Equivalents	62,969
Tenant Security Deposits	6,365
TOTAL CASH AND CASH EQUIVALENTS	<u>\$ 69,334</u>

The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Erath
Erath, Louisiana
Statement of Cash Flows
Year Ended December 31, 2022**

Reconciliation

**RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH
PROVIDED (USED) BY OPERATING ACTIVITIES**

Operating Income (Loss)	\$ <u>(120,024)</u>
Depreciation Expense	100,916
(Increase) Decrease in Accounts Receivable	1,142
(Increase) Decrease in Prepaid Insurance	(6,251)
Increase (Decrease) in Accounts Payable	1,740
Increase (Decrease) in Accrued Wages/Payroll Taxes Payable	(911)
Increase (Decrease) in Payment in Lieu of Taxes	2,490
Increase (Decrease) in Tenant Security Deposit	<u>495</u>
TOTAL ADJUSTMENTS	<u>99,621</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u><u>(20,403)</u></u>

LISTING OF NONCASH INVESTING, CAPITAL, & FINANCIAL ACTIVITIES

Contributions of Capital Assets From Government	\$ <u><u>-0-</u></u>
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The accompanying notes are an integral part of this statement.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

INTRODUCTION

The Housing Authority of the Town of Erath is an apartment complex for persons of low income located in Erath, Louisiana. The authority is chartered as a public corporation for the purpose of administering decent, safe, and sanitary dwelling for persons of low-income.

Legal title to the authority is held by the Housing Authority of the Town of Erath, Louisiana, a non-profit corporation. The authority is engaged in the acquisition, modernization, and administration of low-rent housing. The authority is administered by a governing Board of Commissioners (the Board), whose members are appointed by the Mayor of Erath, Louisiana. Each member serves a four-year term and receives no compensation for their services. Substantially all of the authority's revenue is derived from subsidy contracts with the U. S. Department of Housing and Urban Development (HUD). The annual contributions contracts entered into by the authority and HUD provide operating subsidies for authority-owned public housing facilities for eligible individuals.

Under the United States Housing Act of 1937, as amended, the U.S. Department of Housing and Urban Development (HUD) has direct responsibility for administering low-income housing programs in the United States. Accordingly, HUD has entered into a contract with the entity to make annual contributions (subsidies) for the purpose of funding its programs for low-income families.

GASB Statement No. 14 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Because the housing authority is legally separated and fiscally independent, the housing authority is a separate governmental reporting entity. The housing authority includes all funds, account groups, activities, etc., that are within the oversight responsibility of the housing authority.

The housing authority is a related organization of the Town of Erath because the Town of Erath appoints a voting majority of the housing authority's governing board. The Town of Erath is not financially responsible for the housing authority, as it cannot impose its will on the housing authority and there is no possibility for the housing authority to provide financial benefit to, or impose financial burdens on, the Town of Erath. Accordingly, the housing authority is not a component unit of the financial reporting entity of the Town of Erath.

BASIS OF PRESENTATION

As required by Louisiana State Reporting Law (LSA-R.S. 24:514) and HUD regulations, financial statements are presented in accordance with accounting principles generally accepted in the United States of America.

The accounts of the PHA are accounted for under the proprietary fund. Accordingly, the accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America applied to governmental units.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS – (CONTINUED)
DECEMBER 31, 2022**

Proprietary Fund Type – Proprietary fund is accounted for on the flow of economic resources measurements focus and uses the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred. The PHA applies all applicable FASB pronouncements in accounting and reporting for its proprietary operations. The PHA’s funds include the following type:

Enterprise Fund – Enterprise fund is used to account for those operations that are financed and operated in a manner similar to private business or where the board has decided that the determination of revenues earned, costs incurred and/or net income is necessary for management accountability.

1. SUMMARY OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

A. BASIC FINANCIAL STATEMENTS

The basic financial statements (i.e., the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position) report information on all of the activities of the authority.

B. MEASUREMENT FOCUS, BASIS OF ACCOUNTING, & FINANCIAL STATEMENT PRESENTATION

The basic financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The accompanying financial statements include the activities of several housing programs subsidized by HUD. A summary of each significant program is provided below.

- **Low Income Housing Program** – The purpose of the low-income housing program is to provide decent and affordable housing to low income families at reduced rents. The developments are owned, maintained, and managed by the authority. The developments are acquired, developed, and modernized under HUD’s capital funds programs. Funding of the program operations is provided via federal annual contribution contracts (operating subsidies) and tenant rents (determined as a percentage of family income, adjusted for family composition).
- **Capital Fund Program** – The Conventional Public Housing Program also includes the Capital Fund Program, the primary funding source for the housing authority’s physical and management improvements. The funding calculation is based on the size and age of the housing authority’s units.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS – (CONTINUED)
DECEMBER 31, 2022**

As a general rule, the effect of Interfund activity has been eliminated from the basic financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the government's enterprise operations. Elimination of these charges would distort the direct cost and program revenues reported for the various functions concerned.

Operating revenues and expenses have been reported separately from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. The primary operating revenue of the housing authority is derived from tenant revenue. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the housing authority's policy to use restricted resources first, then unrestricted resources as they are needed.

Equity Classifications – In the Government-Wide Financial Statements, equity is classified as Net Position and displayed in three components as applicable. The components are as follows:

Net Investment in Capital Assets – Capital assets including restricted capital assets, when applicable, net of accumulated depreciation.

Restricted Net Position – Net position with constraints placed on their use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or (2) law through constitutional provisions or enabling legislation.

Unrestricted Net Position – All other net positions that does not meet the definition of "restricted" or "net investment in capital assets".

C. DEPOSITS & INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)

The authority's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. State law and the authority's investment policy allow the housing authority to invest in collateralized certificates of deposit, government backed securities, commercial paper, the state sponsored investment pool, and mutual funds consisting solely of government backed securities.

Investments (bank certificates of deposit in excess of 90 days) for the authority are reported at fair value.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
DECEMBER 31, 2022**

D. RECEIVABLES & PAYABLES

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year referred to as either “due to/from other funds” (i.e., the current portion of Interfund loans) or “advances to/from other funds” (i.e., the non-current portion of Interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.”

Advances between funds, as reported in the accompanying financial statements, are offset by a restriction on net position. All trade and other receivables are shown net of an allowance for uncollectible.

E. INVENTORIES & PREPAID ITEMS

All inventories are valued at cost using the first-in/first out method. Inventories are recorded as expenditures when consumed rather than when purchased. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both basic and fund financial statements.

F. RESTRICTED ASSETS

Cash equal to the amount of tenant security deposits is reflected as restricted.

G. CAPITAL ASSETS

Capital assets, which include land, buildings, improvements, and equipment, are reported in columns in the basic financial statements. Capital assets are capitalized at historical cost. The PHA maintains a threshold level of \$500 or more for capitalizing capital assets.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

All capital assets, other than land, are depreciated using the straight-line method over the following useful lives:

Buildings	20 Years
Buildings Improvements	10 Years
Nondwelling Structures	10 Years
Vehicles & Equipment	5 Years

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
DECEMBER 31, 2022**

H. COMPENSATED ABSENCES

The authority follows the civil service guidelines for vacation and sick leave. Employees' time is accumulated in accordance with hours worked per month. At year-end, time not used is accumulated.

At December 31, 2022, employees of the PHA have accumulated and vested \$16,848 of employee leave benefits, computed in accordance with GASB Codification Section C60. The balance of accrued compensated absences at December 31, 2022 was \$4,493 recorded as current obligation and \$12,355 recorded as non-current obligation.

I. LONG-TERM OBLIGATIONS

In the basic financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

J. ESTIMATES

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

2. CASH & INVESTMENTS (CD'S IN EXCESS OF 90 DAYS)

At December 31, 2022, the housing authority had cash and investments (bank balances) totaling \$105,415 as follows:

Demand deposits	\$	99,269
Time deposits		6,146
Total	\$	<u>105,415</u>

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
DECEMBER 31, 2022**

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the government will not be able to recover its deposits. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Entity that the fiscal agent bank has failed to pay deposit funds upon demand. Further, Louisiana Revised Statute 39:1224 states that securities held by a third party shall be deemed to be held in the Entity's name.

Deposits

It is the authority's policy for deposits to be 100% secured by collateral at market or par, whichever is lower, less the amount of the Federal Deposit Insurance Corporation insurance. The authority's deposits are categorized to give an indication of the level of risk assumed by the authority at year end. The categories are described as follows:

- ***Category 1*** – Insured or collateralized with securities held by the authority or by its agent in the authority's name.
- ***Category 2*** – Collateralized with securities held by the pledging financial institution's trust department or agent in the authority's name.
- ***Category 3*** – Uncollateralized.

Amounts on deposit are secured by the following pledges:

FDIC (Category 1)	\$	105,415
Securities Pledged		-0-
Total	\$	<u>105,415</u>

These deposits are stated at cost, which approximated market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance, or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

For purposes of the Statement of Net Position, cash and interest-bearing deposits include all demand accounts, savings accounts, and certificates of deposit of Erath Housing Authority. For the purpose of the proprietary fund Statement of Cash Flows, "Cash and Cash Equivalents" include all demand savings accounts and certificates of deposit under 90 days.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
DECEMBER 31, 2022**

3. ACCOUNTS RECEIVABLE

The receivables of \$1,762 as of December 31, 2022, are as follows:

Accounts Receivable Tenants	\$	1,762
Allowance for Doubtful Accounts		-0-
Total	\$	<u>1,762</u>

4. CAPITAL ASSETS

Capital assets activity for the year ended December 31, 2022, was as follows:

Capital Assets	Beginning Balance	Addition	Deletions	Ending Balance
		\$		
Land *	\$ 57,707	\$ -0-	\$ -0-	\$ 57,707
Building & Improvements	4,973,410	124,043	-0-	5,097,453
Furniture & Equipment	96,421	-0-	-0-	96,421
Construction in Progress	-0-	-0-	-0-	-0-
Total Capital Assets	<u>5,127,538</u>	<u>124,043</u>	<u>-0-</u>	<u>5,251,581</u>
Less Accumulated Depreciation	<u>(4,483,643)</u>	<u>(100,916)</u>	<u>-0-</u>	<u>(4,584,559)</u>
Capital Assets, Net of Accum. Depr.	<u>\$ 643,895</u>	<u>\$ 23,127</u>	<u>\$ -0-</u>	<u>\$ 667,022</u>

*Land in the amount of \$57,707 is not being depreciated.

5. PREPAID ITEMS

The housing authority's prepaid items as of December 31, 2022, consist of the following:

Prepaid Insurance	\$	65,040
Total	\$	<u>65,040</u>

6. ACCOUNTS, SALARIES, & OTHER PAYABLES

The payables of \$24,270 as of December 31, 2022, are as follows:

Accrued Wage/Payroll Taxes Payable	\$	2,885
Accounts Payable		2,645
Accrued Compensated Absences		4,493
Accrued Pilot		13,305
Other Liabilities		942
Total	\$	<u>24,270</u>

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
DECEMBER 31, 2022**

7. COMPENSATED ABSENCES

The following is a summary of changes in compensated absences payable at December 31, 2022:

	<u>Current</u>	<u>Noncurrent</u>	<u>Total</u>
Beginning of year	\$ 4,493	\$ 12,355	\$ 16,848
Additions/(Retirements)	-0-	-0-	-0-
End of year	<u>\$ 4,493</u>	<u>\$ 12,355</u>	<u>\$ 16,848</u>

8. FEDERAL COMPLIANCE CONTINGENCIES

The authority is subject to possible examinations made by federal regulators who determine compliance with terms, conditions, laws and regulations governing grants given to the entity in the current and prior years. These examinations may result in required refunds by the entity to federal grantors and/or program beneficiaries.

9. ECONOMIC DEPENDENCY

Statement of Financial Accounting Standard (SFAS) No. 14 requires disclosure in financial statements of a situation where one entity provides more than 10% of the audited entity's revenues. The Department of Housing & Urban Development provided \$359,057 to the housing authority, which represents approximately 69.4% of the housing authority's revenues for the year.

10. RISK MANAGEMENT

The housing authority is exposed to various risks of loss related to torts; theft of damage to and destruction of assets; errors and omissions; and natural disasters for which the housing authority carries commercial insurance.

11. SUBSEQUENT EVENTS

Management has evaluated events and transactions subsequent to the Statement of Net Position date though, June 9, 2023, of the independent auditor's report for potential recognition or disclosure in the financial statements.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**NOTES TO THE BASIC FINANCIAL STATEMENTS - (CONTINUED)
DECEMBER 31, 2022**

12. COMMITMENTS & CONTINGENCIES

Litigation - The housing authority is not presently involved in litigation.

Construction Projects - There are certain major construction projects in progress as of December 31, 2022. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

Grant Disallowances - The housing authority participates in a number of federally assisted grant programs. Although the grant programs have not been audited in accordance with the Single Audit Act Amendments of 1996 and OMB Uniform Guidance through December 31, 2020, these programs are still subject to compliance audits. The housing authority management believes that the number of disallowances, if any, which may arise from future audits will not be material.

**Other Supplemental Schedules and
Statements**

**Housing Authority of the Town of Erath
Erath, Louisiana
Schedule of Compensation Paid to Board of Commissioners
Year Ended December 31, 2022**

<u>Board Commissioner</u>	<u>Title</u>	<u>Salary</u>
Cory Duplantis	Chairman	-0-
Brenda Allen	Vice-Chairman	-0-
Chasity Touchet	Commissioner	-0-
Clarence Fusilier	Commissioner	-0-
Pinkie Kinard	Commissioner	-0-

See independent auditor's report.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**Schedule of Compensation Benefits and Other Payments
to Agency Head or Chief Executive Officer
For the Year Ended December 31, 2022**

Housing Authority of the Town of Erath
-Melissa Landry, Executive Director

Purpose	Amount
Salary	\$ 57,297
Benefits-Insurance	23,500
Medical Life	1,422
Benefits (List any other here)	2,797
Car Allowance	-0-
Vehicle Provided by Government	-0-
Per Diem	-0-
Reimbursements	-0-
Travel	-0-
Registration Fees	-0-
Conference Travel	-0-
Professional Organization Dues	-0-
Housing	-0-
Un-vouchered Expenses*	-0-
Special Meals	\$ -0-

*An example of an un-vouchered expense would be a travel advance.

See independent auditor's report.

**Housing Authority of the Town of Erath
Erath, Louisiana**

**Statement and Certification of Actual Modernization Cost
Annual Contribution Contract
December 31, 2022**

	(Complete) CFP Project 501-19	(Incomplete) CFP Project 501-20	(Incomplete) CFP Project 501-21	(Incomplete) CFP Project 501-22	Total
The Actual Modernization Costs are as follows:					
1. Funds Authorized Total	\$ 121,137	\$ 121,320	\$ 133,798	\$ 167,849	\$ 544,104
Funds Expended	<u>(121,137)</u>	<u>(120,853)</u>	<u>(73,001)</u>	<u>(78,100)</u>	<u>(393,091)</u>
Excess of Funds Approved	<u>-0-</u>	<u>467</u>	<u>60,797</u>	<u>89,749</u>	<u>151,013</u>
2. Funds Advanced	121,137	120,853	73,001	78,100	393,091
Funds Expended	<u>(121,137)</u>	<u>(120,853)</u>	<u>(73,001)</u>	<u>(78,100)</u>	<u>(393,091)</u>
Excess of Funds Advanced	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>	<u>\$ -0-</u>

See independent auditor's report.



Other Reports

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Association of
Certified Fraud Examiners

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*

Housing Authority of the
Town of Erath, 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 the business-type activities of the Housing Authority of the Town of Erath, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Housing Authority of the Town of Erath's basic financial statements, and have issued our report thereon dated June 9, 2023.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Housing Authority of the Town of Erath's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the Town of Erath's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the Town of Erath's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any

deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Housing Authority of the Town of Erath's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. 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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the audit committee, management, federal awarding agencies and Legislative Auditor's Office and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a public document, and its distribution is not limited.

The Vercher Group

Jena, Louisiana
June 9, 2023

**HOUSING AUTHORITY OF THE TOWN OF ERATH
ERATH, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended December 31, 2022**

We have audited the basic financial statements which collectively comprise the Housing Authority of the Town of Erath, Louisiana, as of and for the year ended December 31, 2022, and have issued our report thereon dated June 9, 2023. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Section I Summary of Auditor's Results

Our audit of the basic financial statements as of December 31, 2022, resulted in an unmodified opinion.

a. Report on Internal Control and Compliance Material to the Basic Financial Statements

Internal Control

Material Weaknesses Yes Significant Deficiencies Yes

Compliance

Compliance Material to Basic Financial Statements Yes

b. Federal Awards – (Not Applicable)

Internal Control

Material Weaknesses Yes Other Conditions Yes

Type of Opinion on Compliance Unmodified Qualified
For Major Programs Disclaimer Adverse

Are the findings required to be reported in accordance with Uniform Guidance?

Yes No

c. Identification of Major Programs:

<u>CFDA Number (s)</u>	<u>Name Of Federal Program (or Cluster)</u>
------------------------	---

Dollar threshold used to distinguish between Type A and Type B Programs: \$ 750,000

Is the auditee a 'low-risk' auditee, as defined by OMB Uniform Guidance? Yes No

**HOUSING AUTHORITY OF THE TOWN OF ERATH
ERATH, LOUISIANA**

**SCHEDULE OF FINDINGS AND QUESTIONED COST
For the Year Ended December 31, 2022**

Section II Financial Statement Findings

No items identified.

Section III Federal Awards Findings and Questioned Costs

Not applicable.

**HOUSING AUTHORITY OF THE TOWN OF ERATH
ERATH, LOUISIANA**

MANAGEMENT LETTER COMMENTS

During the course of our audit, we observed conditions and circumstances that may be improved. Below are findings noted for improvement, our recommendation for improvement and the Housing Authority's plan for corrective action.

CURRENT YEAR MANAGEMENT LETTER COMMENTS

No items identified.

**HOUSING AUTHORITY OF THE TOWN OF ERATH
ERATH, LOUISIANA**

**MANAGEMENT'S SUMMARY
OF PRIOR YEAR FINDINGS**

Legislative Auditor
State of Louisiana
Baton Rouge, Louisiana 70804-9397

The management of the Housing Authority of the Town of Erath, Louisiana has provided the following action summaries relating to audit findings brought to their attention as a result of their financial audit for the year ended December 31, 2021.

PRIOR YEAR FINDINGS:

No items identified.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

Housing Authority of the Town of Erath
Po Box Drawer 324
Erath, LA 70533

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2022, through December 31, 2022. The Housing Authority of the Town of Erath's management is responsible for those C/C areas identified in the SAUPs.

The Housing Authority of the Town of Erath has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2022, through December 31, 2022. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Written Policies and Procedures

- 1) Obtain and inspect the entity'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.
 - 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.
 - c) **Disbursements**, including processing, reviewing, and approving.

- d) **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or fiduciary fund additions (e.g. periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, fiduciary fund forfeiture monies confirmation).
- e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.
- 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.
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- 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.
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
- 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.
- 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.

Exception: The PHA did not have a complete Information Technology Disaster Recovery/Business Continuity policy.

Management's Response: The PHA will adopt a complete Information Technology Disaster Recovery/Business Continuity policy.

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 meets with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
- b) For those entities reporting on the governmental accounting model, observe that the minutes referenced or included monthly budget-to-actual comparisons on the general fund and major special revenue funds, as well as monthly financial statements (or budget-to-actual comparisons, if budgeted) for major proprietary funds. Alternately, for those entities reporting on the non-profit accounting model, 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.
- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
- d) 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.

No exceptions noted in the procedures performed.

Bank Reconciliations

- 3) Obtain a listing of client bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
 - a) Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged).
 - b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged).
 - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement's closing date, if applicable.

No exceptions noted in the procedures performed.

Collections (excluding EFTs)

- 4) Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).
- 5) For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
 - a) Employees that are responsible for cash collections do not share cash drawers/registers.
 - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.
 - c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
 - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or fiduciary fund additions are not responsible for collecting cash, unless another employee verifies the reconciliation.
- 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.
- 7) Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc. Obtain supporting documentation for each of the 10 deposits and:
 - a) Observe that receipts are sequentially pre-numbered.
 - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - c) Trace the deposit slip total to the actual deposit per the bank statement.
 - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100).

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

No exceptions noted in the procedures performed.

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

- 8) Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).
- 9) For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.
 - b) At least two employees are involved in processing and approving payments to vendors.
 - 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.
 - 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.
 - 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.
- 10) For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:
 - a) Observe whether the disbursement, 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.
 - b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
 - c) Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. Note: If no electronic payments were made from the main operating account during the month selected the

practitioner should select an alternative month and/or account for testing that does include electronic disbursements.

No exceptions noted in the procedures performed.

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

- 11) Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.
- 12) Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
 - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.)]
 - b) Observe that finance charges and late fees were not assessed on the selected statements.
- 13) Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. each card should have 10 transactions subject to testing). For each transaction, observe 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 (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

No exceptions noted in the procedures performed.

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

- 14) Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:
 - a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).
 - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

- 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 policy (procedure #1h).
- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted in the procedures performed.

Contracts

- 15) Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Alternately, the practitioner may use an equivalent selection source, such as an active vendor list. Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:
- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
 - b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
 - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval).
 - d) Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

No exceptions noted in the procedures performed.

Payroll and Personnel

- 16) Obtain a listing of employees/officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

No exceptions noted in the procedures performed.

- 17) Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:
- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

- b) Observe that supervisors approved the attendance and leave of the selected employees/officials.
 - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
 - d) Observe the rate paid to the employees or officials agrees to the authorized salary/pay rate found within the personnel file.
- 18) Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials 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 employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.
- 19) Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

No exceptions noted in the procedures performed.

Ethics

- 20) Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
 - b) Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
 - c) Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

Exception: Not all employees/officials completed one hour of ethics training during the fiscal period.

Management's Response: All employees/officials will have one hour of ethics training completed during each fiscal period.

Debt Service

- 21) Obtain a listing of bonds/notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.
- 22) Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

No exceptions noted in the procedures performed.

Fraud Notice

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

No exceptions noted in the procedures performed.

Information Technology Disaster Recovery/Business Continuity

- 25) Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."
- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.
 - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
 - c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have active antivirus

software and that the antivirus, operating system, and accounting system software are the most recent versions available (i.e. up-to-date).

We performed the procedures and discussed the results with management.

Prevention of Sexual Harassment

- 26) Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe 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.
- 27) Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity’s premises if the entity does not have a website).
- 28) Obtain the entity’s annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe 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;
 - 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.

Exceptions: The selected employees/officials did not complete one hour of sexual harassment training during the calendar year and the sexual harassment report was not completed.

Management’s Response: All employees/elected officials will complete at least one hour of sexual harassment training each calendar year and the entity will issue a sexual harassment report before February 1.

We were engaged by the Housing Authority of the Town of Erath 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 Housing Authority of the Town of Erath 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.

The Vercher Group

Jena, Louisiana
June 9, 2023

Financial Data Schedule

Housing Authority of the Town of Erath (LA047)
Erath, LA

Entity Wide Balance Sheet Summary

Submission Type: Audited/Non Single Fiscal Year End: 12/31/2022

	Project Total	Subtotal	Total
111 Cash - Unrestricted	\$10,336	\$10,336	\$10,336
114 Cash - Tenant Security Deposits	\$6,365	\$6,365	\$6,365
100 Total Cash	\$16,701	\$16,701	\$16,701
126 Accounts Receivable - Tenants	\$1,762	\$1,762	\$1,762
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$1,762	\$1,762	\$1,762
131 Investments - Unrestricted	\$52,633	\$52,633	\$52,633
142 Prepaid Expenses and Other Assets	\$65,040	\$65,040	\$65,040
150 Total Current Assets	\$136,136	\$136,136	\$136,136
161 Land	\$57,707	\$57,707	\$57,707
162 Buildings	\$3,190,739	\$3,190,739	\$3,190,739
163 Furniture, Equipment & Machinery - Dwellings	\$44,195	\$44,195	\$44,195
164 Furniture, Equipment & Machinery - Administration	\$52,226	\$52,226	\$52,226
165 Leasehold Improvements	\$1,906,714	\$1,906,714	\$1,906,714
166 Accumulated Depreciation	\$4,584,559	\$4,584,559	\$4,584,559
160 Total Capital Assets, Net of Accumulated Depreciation	\$667,022	\$667,022	\$667,022
180 Total Non-Current Assets	\$667,022	\$667,022	\$667,022
290 Total Assets and Deferred Outflow of Resources	\$803,158	\$803,158	\$803,158
312 Accounts Payable <= 90 Days	\$2,645	\$2,645	\$2,645
321 Accrued Wage/Payroll Taxes Payable	\$2,885	\$2,885	\$2,885
322 Accrued Compensated Absences - Current Portion	\$4,493	\$4,493	\$4,493
333 Accounts Payable - Other Government	\$15,480	\$15,480	\$15,480
341 Tenant Security Deposits	\$6,365	\$6,365	\$6,365
345 Other Current Liabilities	\$942	\$942	\$942
310 Total Current Liabilities	\$32,810	\$32,810	\$32,810
354 Accrued Compensated Absences - Non Current	\$12,355	\$12,355	\$12,355
350 Total Non-Current Liabilities	\$12,355	\$12,355	\$12,355
300 Total Liabilities	\$45,165	\$45,165	\$45,165
508.4 Net Investment in Capital Assets	\$667,022	\$667,022	\$667,022
512.4 Unrestricted Net Position	\$90,971	\$90,971	\$90,971
513 Total Equity - Net Assets / Position	\$757,993	\$757,993	\$757,993
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$803,158	\$803,158	\$803,158

Entity Wide Revenue and Expense Summary

Submission Type: Audited/Non Single Audit Fiscal Year End: 12/31/2022

	Project Total	Subtotal	Total
70300 Net Tenant Rental Revenue	\$147,298	\$147,298	\$147,298
70500 Total Tenant Revenue	\$147,298	\$147,298	\$147,298
70600 HUD PHA Operating Grants	\$235,012	\$235,012	\$235,012
70610 Capital Grants	\$124,045	\$124,045	\$124,045
71100 Investment Income - Unrestricted	\$155	\$155	\$155
71500 Other Revenue	\$10,670	\$10,670	\$10,670
70000 Total Revenue	\$517,180	\$517,180	\$517,180
91100 Administrative Salaries	\$91,543	\$91,543	\$91,543
91200 Auditing Fees	\$8,375	\$8,375	\$8,375
91310 Book-keeping Fee	\$5,819	\$5,819	\$5,819
91500 Employee Benefit contributions - Administrative	\$73,370	\$73,370	\$73,370
91700 Legal Expense	\$100	\$100	\$100
91900 Other	\$10,384	\$10,384	\$10,384
91000 Total Operating - Administrative	\$189,591	\$189,591	\$189,591
92400 Tenant Services - Other	\$200	\$200	\$200
92500 Total Tenant Services	\$200	\$200	\$200
93100 Water	\$710	\$710	\$710
93200 Electricity	\$2,446	\$2,446	\$2,446
93300 Gas	\$775	\$775	\$775
93600 Sewer	\$297	\$297	\$297
93000 Total Utilities	\$4,228	\$4,228	\$4,228
94100 Ordinary Maintenance and Operations - Labor	\$32,315	\$32,315	\$32,315
94200 Ordinary Maintenance and Operations - Materials and Other	\$11,824	\$11,824	\$11,824
94300 Ordinary Maintenance and Operations Contracts	\$26,795	\$26,795	\$26,795
94000 Total Maintenance	\$70,934	\$70,934	\$70,934
96110 Property Insurance	\$73,896	\$73,896	\$73,896
96120 Liability Insurance	\$28,327	\$28,327	\$28,327
96130 Workmen's Compensation	\$20,937	\$20,937	\$20,937
96100 Total insurance Premiums	\$123,160	\$123,160	\$123,160
96300 Payments in Lieu of Taxes	\$13,305	\$13,305	\$13,305
96000 Total Other General Expenses	\$13,305	\$13,305	\$13,305
96900 Total Operating Expenses	\$401,418	\$401,418	\$401,418
97000 Excess of Operating Revenue over Operating Expenses	\$115,762	\$115,762	\$115,762
97100 Extraordinary Maintenance	\$258	\$258	\$258
97400 Depreciation Expense	\$100,916	\$100,916	\$100,916
90000 Total Expenses	\$502,592	\$502,592	\$502,592
10010 Operating Transfer In	\$67,548	\$67,548	\$67,548
10020 Operating transfer Out	-\$67,548	-\$67,548	-\$67,548
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$14,588	\$14,588	\$14,588
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0

11030 Beginning Equity	\$743,405	\$743,405	\$743,405
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	696	696	696
11210 Number of Unit Months Leased	694	694	694
11270 Excess Cash	\$4,835	\$4,835	\$4,835
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$124,045	\$124,045	\$124,045
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0