

**ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.**

Lafayette, Louisiana

Financial Report

Year Ended December 31, 2023

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Acadiana Regional Coalition on Homelessness & Housing, Inc.  
Lafayette, Louisiana

We have audited the accompanying financial statements of Acadiana Regional Coalition on Homelessness & Housing, Inc. (ARCH) (a nonprofit organization) which comprise the statements of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of ARCH as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of ARCH 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 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 ARCH's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of ARCH'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 ARCH'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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 6, 2024 on our consideration of ARCH'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 ARCH's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering ARCH's internal control over financial reporting and compliance.

***Darnall, Sikes & Frederick***

A Corporation of Certified Public Accountants

Eunice, Louisiana

March 6, 2024

## **FINANCIAL STATEMENTS**

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Statement of Financial Position  
December 31, 2023  
(With Comparative Totals for 2022)

**ASSETS**

	2023	2022
<b>CURRENT ASSETS</b>		
Cash	\$ 131,363	235,604
Contracts and grants receivable	6,809	174,041
Prepaid expenses	12,785	16,948
Total Current Assets	150,957	426,593
 <b>PROPERTY AND EQUIPMENT (NET)</b>	 14,538	 19,811
 <b>OTHER ASSETS</b>		
Operating lease right-of-use assets	13,616	29,956
 <b>TOTAL ASSETS</b>	 \$ 179,111	 \$ 476,360

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$ 18,422	170,925
Payroll and related liabilities	12,812	10,592
Accrued expenses	-	6,948
Note payable	-	119,406
Operating lease liabilities	14,388	16,680
Total current liabilities	45,622	324,551
 <b>LONG-TERM LIABILITIES</b>		
Note payable	79,004	-
Operating lease liabilities	-	14,388
	79,004	14,388
 <b>NET ASSETS</b>		
Net assets with donor restrictions	-	-
Net assets without donor restrictions	54,484	137,422
Total net assets	54,484	137,422

The accompanying notes are an integral part of these statements.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Statement of Activities  
For The Year Ended December 31, 2023  
(With Comparative Totals for 2022)

	2023	2022
NET ASSETS WITHOUT DONOR RESTRICTIONS		
PUBLIC SUPPORT		
Donations	(16,054)	228,838
Net assets released from restrictions	343	2,323
Total public support	(15,711)	231,161
REVENUES		
Governmental grants and contracts	755,044	1,558,001
Private grants	3,750	32,500
Program income	29,263	29,624
Interest income	70	74
Total revenues	788,128	1,620,199
TOTAL PUBLIC SUPPORT AND REVENUES	772,417	1,851,360
EXPENSES		
Program services:		
Continuum of Care Operations	183,244	111,084
Sharehouse	68,275	72,433
Non-congregate shelter	312,496	927,613
Keystone	147,735	743,185
Total program services	711,750	1,854,315
Supporting services:		
Management and general	143,605	177,317
Total expenses	855,355	2,031,632
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	\$ (82,938)	\$ (180,272)

The accompanying notes are an integral part of these statements.



ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Statement of Activities – (Continued)  
For The Year Ended December 31, 2023  
(With Comparative Totals for 2022)

	2023	2022
NET ASSETS WITH DONOR RESTRICTIONS		
Donations	\$ 343	\$ 2,629
Total net assets with donor restrictions	343	2,629
Net assets released from restrictions	(343)	(2,629)
CHANGE IN NET ASSETS WITH DONOR RESTRICTIONS	-	-
CHANGE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	(82,938)	(180,272)
INCREASE (DECREASE) IN NET ASSETS	(82,938)	(180,272)
NET ASSETS AT BEGINNING OF YEAR	137,422	317,694
NET ASSETS AT END OF YEAR	\$ 54,484	\$ 137,422

The accompanying notes are an integral part of these statements.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Statement of Functional Expenses  
Year Ended December 31, 2023  
(With Comparative Totals for 2022)

	2023					2022		Total Expenses
	Program Services				Total Program Expenses	Supporting Services		
	Continuum of Care Operations	Sharehouse	Non-Congregate Shelter	Keystone		Management and General	Total Expenses	
Compensation and related expenses								
Salaries	\$ 135,792	\$ 46,731	\$ -	\$ 58,310	\$ 240,833	\$ 68,171	\$ 309,004	\$ 565,713
Worker's compensation	3,837	-	-	-	3,837	-	3,837	6,948
Payroll taxes	9,463	3,514	-	4,273	17,250	5,414	22,664	46,170
	<u>149,092</u>	<u>50,245</u>	<u>-</u>	<u>62,583</u>	<u>261,920</u>	<u>73,585</u>	<u>335,505</u>	<u>618,831</u>
Advertising	-	-	-	-	-	232	232	152
Bank charges	-	-	-	-	-	74	74	240
Contract personnel	-	-	-	-	-	-	-	7,671
Depreciation	-	-	-	-	-	5,273	5,273	5,274
Direct client assistance	-	319	312,496	79,244	392,059	4,282	396,341	1,107,674
Equipment	-	-	-	-	-	-	-	148
Funds to subrecipients	-	-	-	-	-	-	-	119,291
Health insurance	5,318	2,875	-	4,868	13,061	4,763	17,824	23,288
Insurance	6,898	960	-	-	7,858	-	7,858	8,109
Interest charges	-	-	-	-	-	8,150	8,150	19,817
Accounting	-	-	-	-	-	24,685	24,685	44,982
Mileage reimbursement	-	-	-	-	-	131	131	21,361
Pest control	849	-	-	-	849	-	849	920
Postage	-	-	-	-	-	390	390	887
Printing	-	-	-	-	-	261	261	596
Professional fees	-	-	-	-	-	775	775	575
Rent	7,580	10,080	-	-	17,660	-	17,660	17,612
Repairs and maintenance	-	761	-	-	761	110	871	2,239
Security/building upgrades	-	900	-	-	900	-	900	128
Supplies and materials	-	1,021	-	95	1,116	215	1,331	3,384
Technology	5,213	-	-	-	5,213	7,323	12,536	15,425
Travel, training and seminars	-	-	-	-	-	2,789	2,789	433
Utilities and telephone	8,294	1,114	-	945	10,353	10,567	20,920	12,595
	<u>\$ 183,244</u>	<u>\$ 68,275</u>	<u>\$ 312,496</u>	<u>\$ 147,735</u>	<u>\$ 711,750</u>	<u>\$ 143,605</u>	<u>\$ 855,355</u>	<u>\$ 2,031,632</u>
Total								

The accompanying notes are an integral part of these statements.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Statement of Cash Flows  
Year Ended December 31, 2023  
(With Comparative Totals for 2022)

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ (82,938)	\$ (180,272)
Adjustments to reconcile change in net assets to net cash used in operating activities:		
Depreciation	5,273	5,274
Changes in current assets and liabilities:		
Contracts receivable	167,232	684,720
Prepaid expenses	4,163	(13,226)
Operating lease right of use assets	16,340	(29,956)
Accounts payable	(152,503)	(55,320)
Accrued payroll related liabilities	2,220	(44,118)
Accrued expenses	(6,948)	6,948
Operating lease liabilities	(16,679)	31,068
Net cash provided (used) in operating activities	(63,839)	405,117
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	-	-
Net cash used for investing activities	-	-
CASH FLOWS FROM FINANCING ACTIVITIES		
Net proceeds (Repayments) on debt	(40,402)	(222,975)
Net cash provided by financing activities	(40,402)	(222,975)
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	(104,241)	182,142
CASH, BEGINNING OF YEAR	235,604	53,462
CASH, END OF YEAR	\$ 131,363	\$ 235,604

The accompanying notes are an integral part of these statements.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

Acadiana Coalition on Homelessness and Housing, Inc. (ARCH) is a client-centered organization dedicated to ensuring that everyone in Acadiana has access to safe, affordable, stable housing and that all episodes of homelessness are rare, brief, and non-recurring. The entity has been serving Region IV, which consists of eight parishes, for over 29 years.

Basis of Presentation

The Organization is required to report information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Basis of Accounting

The financial statements of ARCH, Inc. have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Net Assets

Net Assets without Donor Restrictions Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. These net assets may be used at the discretion of the Organization's management and the board of directors.

Net Assets with Donor Restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Organization or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds be maintained in perpetuity.

Cash and Cash Equivalents

For the purposes of the statements of cash flows, the organization considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.

Accounts Receivable and Allowance for Doubtful Accounts

An allowance for doubtful accounts has not been established as it is ARCH's policy to use the direct write-off method for accounts that are deemed to be uncollectible.

Use of this method does not result in a material difference from the valuation method required by generally accepted accounting principles of the United States of America. The organization generally does not require collateral, and majority of its receivables are unsecured. The carrying amount for accounts receivable approximates fair value.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates

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

Federal Financial Awards

Revenues for direct and indirect federal contracts are recorded based on expenses incurred for contracts that are on a cost reimbursement basis. In the Statement of Activities, these revenues are referred to as 'governmental grants and contracts'. Related contract receivables are referred to as 'contracts and grants receivable' in the Statement of Financial Position.

Donated Services

ARCH receives volunteer services in areas such as receiving and distribution. No amounts have been reflected on the statements for donated services because no objective basis is available to measure the value of such services.

Property and Equipment

The Organization capitalizes all expenditures in excess of \$2,500 for property and equipment at historical cost. Donated property and equipment are valued at fair market value at the time of donation. If donors stipulate how the assets must be used, the contributions are recorded as with donor restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as without donor restricted support.

Depreciation is computed using the straight-line method over the assets' useful lives. Depreciation expense was \$5,274 for the year ended December 31, 2023.

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.

Compensated Absences

Employees accrue eighty (80) hours of vacation leave after a ninety-day (90) probationary period. Employees with over two (2) years of service accrue one hundred and twenty (120) hours of vacation leave annually. At the time of termination of employment, employees are entitled to receive payment for earned vacation leave not yet taken. There was no accumulated vacation leave reported as of December 31, 2023.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Advertising

The Organization uses advertising to promote its programs among the community it serves. The cost of this advertising is expensed as incurred. Advertising costs totaled \$232 for the year ended December 31, 2023.

Income Taxes

ARCH qualifies as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes. In addition, ARCH has been determined by the Internal Revenue Service to be a public charity within the meaning of Section 509(a)(1) and 170(b)(1)(A)(vi) of the code.

The Organization is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Organization believes it is no longer subject to tax return examinations for the periods prior to 2020.

Revenue Recognition

Grants and Contributions

The Organization recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

The Organization receives support in the form of grants from federal, state, and local governmental agencies, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as refundable advances in the Statement of Financial Position. No amounts were received in advance under the Organization's grants in 2023.

Grants and contributions are recorded depending on the existence or nature of any donor restrictions. Support that is restricted by a donor is reported as an increase in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or a purpose restriction is accomplished), net assets are reclassified to net assets without donor restrictions and reported in the Statement of Activities and Changes in Net Assets as net assets released from restrictions. Donor restricted contributions whose restrictions are met in the same reporting period are reported as revenue without donor restrictions.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue Recognition

Membership Dues

Members transmit dues annually to the Organization for use as program income when applying for Continuum of Care and Emergency Shelter funding. Dues are collected in the year due. Membership dues are recognized as income when earned. Dues attributable to future periods are recorded as deferred income.

Fair Value Considerations

Fair value is used to measure financial and certain nonfinancial assets and liabilities measured or disclosed at fair value on a recurring basis (at least annually). Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants. The fair value hierarchy established and prioritized fair value measurements into three levels based on the nature of the inputs. The hierarchy gives the highest priority to inputs based on market data from independent sources (observable inputs – Level 1) and the lowest priority to a reporting entity's internal assumptions based upon the best information available when external market data is limited or unavailable (unobservable inputs – Level 3).

The fair value option allows entities to choose, at specified election dates, to measure eligible financial assets and financial liabilities at fair value that are not otherwise required to be measured at fair value. If an entity elects the fair value option for an eligible item, changes in that item's fair value in subsequent reporting periods must be recognized in current earnings. The fair value option was not elected for the measurements of any eligible assets or liabilities.

The estimated fair values of each entity's short-term instruments (primarily cash and cash equivalents, receivables, accounts payables, accrued expenses, short-term debt and lines of credit) approximate their individual carrying amounts due to the relative short period between their origination and expected realization or payment. Based on market rates for similar loans, the fair value of long-term debt approximates their carrying value.

Leases

In January 2016, the FASB issued ASU 2016-02, Leases (Topic 842). ASU 2016-02 requires that a lessee recognize the assets and liabilities that arise from leases classified as finance or operating. A lessee should recognize on the balance sheet a liability to make lease payments (the lease liability) and a right-of-use asset representing its right to use the underlying asset for the lease term. For leases with a term of 12 months or less, a lessee is permitted to make an accounting policy election by class of underlying asset not to recognize lease assets and lease liabilities. In transition, lessees and lessors are required to recognize and measure leases at the beginning of the earliest period presented using a modified retrospective approach.

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Organization elected the optional transition method that allows the Organization to apply the provisions of the standard at the effective date without adjusting the comparative periods. The lease asset is reflected within other concurrent assets, and the current and noncurrent portions of the lease liability are reflected within other liabilities and other concurrent liabilities, respectively on the statement of net position.

The adoption of ASU 2016-02 resulted in the recognition of an operating lease right-of-use asset of \$13,316 and an operating lease liability of \$14,388 as of December 31, 2023.

NOTE 2 PROPERTY AND EQUIPMENT

Property and equipment consists of the following:

Equipment	\$ 12,363
Vehicles	16,551
Less: accumulated depreciation	<u>(14,376)</u>
Net property and equipment	<u>\$ 14,538</u>

NOTE 3 NOTE PAYABLE

The Organization has a note payable to Home Bank, dated April 25, 2023, in the amount of \$119,011, secured by deposit accounts. The note is payable in two annual principal payments of \$40,000 and one final principal and interest payment of \$39,280. The note bears interest at a rate of 8.00 percent per annum payable in regular monthly installments of all accrued unpaid interest as of each payment date. The note has a maturity date of April 25, 2026. As of December 31, 2023, the balance on the note was \$79,011.

Maturities of long-term debt are as follows:

2024	\$ -
2025	40,000
2026	39,011
2027	-
2028	-
	<u>\$ 79,011</u>

NOTE 4 CONCENTRATION OF CREDIT RISK

The majority of ARCH's revenues and accounts receivable are from contracts with the Louisiana Housing Corporation (LHC). The contracts are administered by LHC under programs which are funded primarily by federal government grants. If federal funding levels for the programs are reduced, or if the contracts are not renewed, the impact on ARCH could be severe.



ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 5 FINANCIAL INSTRUMENTS

Financial instruments that potentially subject ARCH to concentrations of credit risk consisted principally of temporary cash investments. The Organization places its temporary cash investments with two high quality financial institutions. At times, amounts may be in excess of the FDIC insurance limit of \$250,000. As of December 31, 2023, ARCH had no uninsured cash balances.

The fair values of ARCH's financial instruments are as follows:

Cash and short-term investments – The carrying amount approximates fair value because of the short maturities of those investments.

Bank loans payable – Fair value approximates carrying value since stated rates are similar to rates currently available to the Organization for debt with similar terms and remaining maturities.

NOTE 6 OPERATING LEASE

The Organization leased office space under an operating lease agreement for two years. As the Organization's lease does not contain a readily determinable implicit rate, the organization has determined the present value of the lease liability using its incremental borrowing rate at the lease commencement date. Monthly rental payments are \$1,500. The rental expense under the lease was \$18,000 for the year ended December 31, 2023.

The following summarizes the line items in the statement of position, which includes the amounts of the operating lease as of December 31, 2023:

Operating lease right- of -use asset	<u>\$</u> 13,616
Current portion of operating lease liabilities	\$ 14,388
Non-current portion of operating lease liabilities	-
Total operating lease liabilities	<u>\$</u> 14,388

The components of operating lease expense that are included in rent expenses in the statement of functional activities for the year ended December 31, 2023 were as follows:

Operating lease cost	<u>\$</u> 17,660
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The following summarizes the cash flow information related to operating leases for the year ended December 31, 2023:

Cash paid for amounts included in the measurement of lease liabilities:

Operating cash flows for operating leases	<u>\$</u> (340)
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Lease assets obtained in exchange for lease liabilities:

Operating leases	<u>\$</u> 13,616
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ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 6 OPERATING LEASE (Continued)

Lease term and discount rate as of December 31, 2023 were as follows:

Remaining lease term	1 year
Discount rate	4.250%

The maturities of operating lease liabilities as of December 31, 2023, were as follows:

2024	<u>15,000</u>
Total lease payments	15,000
Less: present value discount	<u>(612)</u>
Present value of lease liability	<u><u>\$ 14,388</u></u>

Rent expense totaled \$18,000 for the year ended December 31, 2023.

NOTE 7 NET ASSETS WITH DONOR RESTRICTIONS

As of December 31, 2023, net assets with donor restrictions totaled \$0.

NOTE 8 GOVERNMENTAL GRANTS AND CONTRACTS

Governmental grants and contracts consisted of the following at December 31, 2023:

U.S. Department of Housing and Urban Development	\$ 87,379
United Way Worldwide	53,692
Louisiana Housing Corporation	<u>613,973</u>
Total	<u><u>\$ 755,044</u></u>

NOTE 9 NONCOMPLIANCE WITH GRANTOR RESTRICTIONS

Financial awards from federal, state, and local governmental entities in the form of grants are subject to special audit. Such audits could result in claims against the organization for disallowed costs or noncompliance with grantor restrictions. No provision has been made for any liabilities that may arise from such audits since the amounts, if any, cannot be determined at this date.

NOTE 10 REVENUE RECOGNITION

We have analyzed the provisions of the FASB's ASC Topic 606, Revenue from Contracts with Customers, and have concluded that no changes are necessary to conform with the new standard. Program Income relates to membership dues. Membership dues are recognized when 1) grant funding has been awarded and 2) invoices have been sent to the participants.

The following table presents the Organization's net revenue disaggregated based on the revenue source:

Program Income	\$ 29,263
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ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

Notes to Financial Statements

NOTE 11 COMPENSATION, BENEFITS AND OTHER PAYMENTS TO EXECUTIVE DIRECTOR

A detail of compensation, benefits, and other payments paid to the Executive Director, Elsa Dimitriadis, for the year ended December 31, 2023:

<u>Purpose</u>	
Salary and related expenses	\$ 74,800

NOTE 12 LIQUIDITY AND AVAILABILITY

The Organization has \$145,571 of financial assets available within one year of the balance sheet date to meet cash needs for general expenditures consisting of cash of \$131,363 and receivables of \$14,209. None of the financial assets are subject to donor or other contractual restrictions that make them unavailable for general expenditure within one year of the balance sheet date.

NOTE 13 SUBSEQUENT EVENTS

Subsequent events were evaluated through March 6, 2024, which is the date the financial statements were available to be issued.

SUPPLEMENTAL INFORMATION

INTERNAL CONTROL, COMPLIANCE  
AND OTHER MATTERS

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*

The Board of Directors  
Acadiana Regional Coalition  
on Homelessness & Housing, Inc.  
Lafayette, 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 Acadiana Regional Coalition on Homelessness & Housing, Inc. (ARCH) (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated March 6, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered ARCH’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of ARCH’s internal control. Accordingly, we do not express an opinion on the effectiveness of ARCH’s internal control. Accordingly, we do not express an opinion on the effectiveness of the ARCH’s internal control.

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

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

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

As part of obtaining reasonable assurance about whether ARCH'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*.

### **ARCH's Response to Findings**

*Government Auditing Standards* requires the auditor to perform limited procedures on ARCH's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. ARCH's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

### **Purpose of this Report**

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

***Darnall, Sikes, & Frederick***

A Corporation of Certified Public Accountants

Eunice, Louisiana

March 6, 2024

ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2023

Section I Summary of Auditor's Results

FINANCIAL STATEMENTS

Auditor's Report

An unmodified opinion has been expressed on the financial statements of the Acadiana Regional Coalition on Homelessness and Housing, Inc. as of and for the year ended December 31, 2023.

Significant Deficiencies - Financial Reporting

There were no significant deficiencies or material weaknesses noted during the audit.

Material Noncompliance - Financial Reporting

No instance of noncompliance material to the financial statements was noted during the audit of the financial statements.

FEDERAL AWARDS

This section is not applicable for the fiscal year ended December 31, 2023.

Section II Findings Relating to an Audit in Accordance With *Government Auditing Standards*

This section is not applicable for the year ended December 31, 2023.

Section III Findings and Questioned Costs Relating to Federal Programs

This section is not applicable for the year ended December 31, 2023.



ACADIANA REGIONAL COALITION  
ON HOMELESSNESS & HOUSING, INC.

SCHEDULE OF PRIOR AUDIT FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2022

Section I Internal Control and Compliance Material to the Financial Statements

There were no prior year findings.

MANAGEMENT'S CORRECTIVE ACTION PLAN  
YEAR ENDED DECEMBER 31, 2023

Section I Internal Control and Compliance Material to the Financial Statements

This section not applicable for the year ended December 31, 2023.

Section II Internal Control and Compliance Material to Federal Awards

This section not applicable for the year ended December 31, 2023.

Section III Management Letter

This section not applicable for the year ended December 31, 2023.



**DARNALL SIKES  
& FREDERICK**

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED-UPON PROCEDURES

To the Governing Board of Acadiana Regional Coalition on Homelessness & Housing, Inc. (ARCH) and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 31, 2023. The ARCH's management is responsible for those C/C areas identified in the SAUPs.

The ARCH 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, 2023 through December 31, 2023. 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:

***1) Written Policies and Procedures***

---

- A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:
- i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.  
No exceptions noted.
  - ii. ***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.  
No exceptions noted.
  - iii. ***Disbursements***, including processing, reviewing, and approving.  
No exceptions noted.

- iv. **Receipts/Collections**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

No exceptions noted.

- v. **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.

No exceptions noted.

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

No exceptions noted.

- vii. **Travel and Expense Reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

No exceptions noted.

- viii. **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 (e.g., determining the reasonableness of fuel card purchases).

No exceptions noted.

- ix. **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.

This section is not applicable. The ARCH is a private non-profit entity.

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

No exceptions noted.

- xi. **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.

No exceptions noted.

- xii. **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.

This section is not applicable. The ARCH is a private non-profit entity.

## 2) Board or Finance Committee

---

- A. 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
- i. 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.  
No exceptions noted.
  - ii. For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-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.*  
No exceptions noted.
  - iii. 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.  
This section is not applicable. The ARCH is a private non-profit entity.
  - iv. 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.

## 3) Bank Reconciliations

---

- A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:
- i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);  
No exceptions noted.
  - ii. 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 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and  
No exceptions noted.

- iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

The ARCH did not have any reconciling items that have been outstanding for more than 12 months from the statement closing date.

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

---

- A. 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).

Obtained a listing of deposit sites for the fiscal period, and management provided representation that the listing is complete. Selected all deposit sites as there were less than 5.

- B. 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 (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then 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

- i. Employees responsible for cash collections do not share cash drawers/registers;

No exceptions noted.

- ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

No exceptions noted.

- iii. 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; and

No exceptions noted.

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

No exceptions noted.

- C. 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.

No exceptions noted.

- D. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (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). *Alternatively, 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

- i. Observe that receipts are sequentially pre-numbered.  
Not applicable as all collections tested were noncash and are checks through the mail.
- ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.  
No exceptions noted.
- iii. Trace the deposit slip total to the actual deposit per the bank statement.  
No exceptions noted.
- iv. 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 and the cash is stored securely in a locked safe or drawer).  
No exceptions noted.
- v. Trace the actual deposit per the bank statement to the general ledger.  
No exceptions noted.

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

---

- A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).  
Obtained a listing of locations that process payments for the fiscal period, and management provided representation that the listing is complete. Selected all locations that process payments as there were less than 5.
- B. For each location selected under procedure #5A 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, then inquire of employees about their job duties), and observe that job duties are properly segregated such that
  - i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;  
No exceptions noted.
  - ii. At least two employees are involved in processing and approving payments to vendors;  
No exceptions noted.
  - iii. 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;  
No exceptions noted.
  - iv. 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; and  
No exceptions noted.

- v. 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.

No exceptions noted.

- C. For each location selected under procedure #5A 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

- i. 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, and

No exceptions noted.

- ii. Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

No exceptions noted.

- D. 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.

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

---

- A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase 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.

Obtained from management a listing of all active cards for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards, and management provided representation that the listing is complete.

- B. 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

- i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and



No exceptions noted.

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

No exceptions noted.

- C. Using the monthly statements or combined statements selected under procedure #7B 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 (e.g., each card should have 10 transactions subject to inspection). 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 observe 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.

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

---

- A. 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 and 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

- i. 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));

No exceptions noted.

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

All reimbursements tested were transactions reimbursed using a per diem, and not actual costs.

- iii. 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 #1A(vii); and

No exceptions noted.

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

Reimbursements tested was not reviewed and approved, in writing, by someone other than the person receiving reimbursement.

Managements Response: Only one employee, the CoC Manager requested mileage in 2023 and the Executive Director was present in the vehicle with her for all reimbursed trips. ARCH usually has the supervisor sign off on the mileage reimbursements, but for these particular instances this didn’t happen, since it was known the trips had taken place. All travel reimbursements will be reviewed and signed in the future.

## 8) *Contracts*

---

This section is not applicable. There were no contracts initiated or renewed during the year.

- A. 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. *Alternatively, 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
- i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;
  - ii. Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);
  - iii. 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); and
  - iv. 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.

## 9) *Payroll and Personnel*

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- A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
- Obtained a listing of employees and officials employed during the fiscal period, and management provided representation that the listing is complete. Randomly selected 5 employees, and agreed paid salaries to authorized salaries/pay rates in personnel files.
- B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and
- i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);  
No exceptions noted.
  - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;  
No exceptions noted.
  - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and  
No exceptions noted.

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

No exceptions noted.

- C. 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.

Management asserted that there were no employees or officials that received termination payments during the fiscal year.

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

Management provided 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.

## **10) Ethics**

---

This section is not applicable. The ARCH is a private non-profit entity.

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and
  - i. 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; and
  - ii. 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.
- B. Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

## **11) Debt Service**

---

- A. 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.

Obtained a listing of notes issued during the fiscal period. The only debt was a commercial loan; therefore, it is not applicable to be approved.

- B. 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).

Obtained a listing of notes outstanding at the end of the fiscal period, and management provided representation that the listing is complete. Inspected debt covenants noting no reserve balance required. Agreed payments to those required by debt covenants.

## ***12) Fraud Notice***

---

- A. 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.

Management asserted that there were no misappropriations of public funds and assets during the fiscal period.

- B. 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.

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

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

- i. 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 evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

We performed the procedure and discussed the results with management.

- ii. 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 3 months.

We performed the procedure and discussed the results with management.

- iii. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

- B. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

Management asserted that there were no terminated employees during the fiscal period.

- C. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials 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:
1. Hired before June 9, 2020 - completed the training; and
  2. Hired on or after June 9, 2020 - completed the training within 30 days of initial service or employment.

This section is not applicable. The ARCH is a private non-profit entity.

#### ***14) Prevention of Sexual Harassment***

---

This section is not applicable. The ARCH is a private non-profit entity.

- A. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, 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.
- B. 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).
- C. 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 the report includes the applicable requirements of R.S. 42:344:
- i. Number and percentage of public servants in the agency who have completed the training requirements;
  - ii. Number of sexual harassment complaints received by the agency;
  - iii. Number of complaints which resulted in a finding that sexual harassment occurred;
  - iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - v. Amount of time it took to resolve each complaint.

We were engaged by the ARCH 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 ARCH 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.

*Darnall, Sikes & Frederick*

A Corporation of Certified Public Accountants

Eunice, Louisiana

March 6, 2024



March 4, 2024

Darnall, Sikes & Frederick  
A Corporation of Certified Public Accountants  
Eunice, Louisiana

The following is management's response to the 2023 AUP report submitted for the Acadiana Regional Coalition on Homelessness and Housing, Inc.

Travel

7Aiv. Observed that there was no documentation to support the travel reimbursements were reviewed and approved, in writing, by someone other than the person receiving the reimbursement.

Response: Only one employee, Nicole, CoC Manager requested mileage in 2023 and Elsa, Executive Director was present in the vehicle with her for all reimbursed trips. ARCH usually has the supervisor sign off on the mileage, but for the particular instances this didn't happen since it was known the trips had taken place.

All travel reimbursements will be reviewed and signed in the future.

