

**LAND TRUST FOR LOUISIANA, INC.
HAMMOND, LOUISIANA**

FINANCIAL STATEMENTS

AS OF AND FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Table of Contents
December 31, 2023 and 2022

	<u>Page</u>
Independent Auditor's Report	1 - 3
Financial Statements:	
Statement of Financial Position	5
Statement of Activities	6
Statement of Functional Expenses	7 - 8
Statement of Cash Flows	9
Notes to the Financial Statements	10 - 15
Other Supplemental Information:	
Schedule of Expenditures of Federal Awards	17
Schedule of Compensation, Benefits, and Other Payments to Agency Head	18
Other Independent Auditor's Reports and Findings and Recommendations:	
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 <i>Government Auditing Standards</i>	20 - 21
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance as Required by the <i>Uniform Guidance</i>	22 - 24
Schedule of Findings and Questioned Costs	25 - 26
Summary of Prior Year Findings	27

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Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan E. Lynch, CPA
B. Jacob Steib, CPA

Lyle E. Lambert, CPA
Lauren Kimble Smith, CPA



**JAMES
LAMBERT RIGGS
& ASSOCIATES, INC.**
CERTIFIED PUBLIC ACCOUNTANTS
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Independent Auditor's Report

To the Board of Directors of
Land Trust for Louisiana, Inc.
Hammond, Louisiana

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Land Trust for Louisiana, Inc. (the "Land Trust") (a nonprofit organization), which comprise the statements of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Land Trust as of December 31, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits 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 the Land Trust and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Matter

The 2022 financial statements were reviewed by us and our report thereon, dated June 22, 2023, stated we were not aware of any material modifications that should be made to those statements for them to be in accordance with accounting principles generally accepted in the United States of America. A review is substantially less in scope than an audit and does not provide a basis for the expression of an opinion on the financial statements as a whole.

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.

Land Trust for Louisiana, Inc.
Hammond, Louisiana

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 Land Trust'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 the Land Trust'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 the Land Trust's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

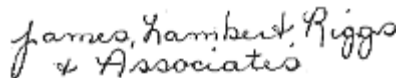
Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the schedule of compensation, benefits, and other payments to agency head are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and

Land Trust for Louisiana, Inc.
Hammond, Louisiana

other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and the schedule of compensation, benefits, and other payments to agency head are fairly stated, in all material respected, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 10, 2024, on our consideration of the Land Trust'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 the Land Trust'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 the Land Trust's internal control over financial reporting and compliance.

Handwritten signature in cursive script that reads "James Lambert Riggs & Associates".

James Lambert Riggs & Associates, Inc.

Hammond, Louisiana
April 10, 2024

Financial Statements

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Statement of Financial Position
For the Years Ended December 31, 2023 and 2022

	2023	2022
Assets		
Current Assets:		
Cash and Cash Equivalents	\$ 240,357	\$ 121,972
Accounts Receivable	917,113	-
Total Current Assets	1,157,470	121,972
Other Assets:		
Restricted Investments:		
Northshore Community Foundation - NCF Legacy Fund	265,597	288,707
Northshore Community Foundation - NCF Stewardship Fund	752,693	702,431
Security Deposits	150	150
Cash Value of Life Insurance	36,555	18,852
Total Other Assets	1,054,995	1,010,140
Total Assets	\$ 2,212,465	\$ 1,132,112
Liabilities and Net Assets		
Liabilities:		
Current Liabilities:		
Accounts Payable	\$ 808,969	\$ -
Payroll Liabilities	1,025	632
Accrued Payroll	2,224	-
Total Current Liabilities	812,218	632
Total Liabilities	812,218	632
Net Assets:		
Without Donor Restrictions:		
Board Designated	1,200,837	932,070
With Donor Restrictions	199,410	199,410
Total Net Assets	1,400,247	1,131,480
Total Liabilities and Net Assets	\$ 2,212,465	\$ 1,132,112

See accompanying notes and independent audit report

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Statement of Activities
For the Years Ended December 31, 2023 and 2022

	2023			2022		
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total
Revenues & Other Support:						
NRCS Grants	\$ 1,614,370	\$ -	\$ 1,614,370	\$ 51,694	\$ -	\$ 51,694
Other Grants	35,197	-	35,197	11,500	-	11,500
Contributions	151,457	-	151,457	55,235	-	55,235
Event Income	33,376	-	33,376	12,395	-	12,395
Easement Fee Income	85,847	-	85,847	109,819	-	109,819
Proceeds from Sale of Land	-	-	-	57,515	-	57,515
In-Kind Contributions	70,474	-	70,474	64,050	-	64,050
Interest Income	-	-	-	156	-	156
Other Income	13	-	13	-	-	-
Total Revenues & Other Support	1,990,734	-	1,990,734	362,364	-	362,364
Expenses:						
Program Services	1,670,543	-	1,670,543	266,939	-	266,939
Supporting Activities:						
Management and General	104,305	-	104,305	95,293	-	95,293
Fundraising	34,506	-	34,506	44,239	-	44,239
Total Expenses	1,809,354	-	1,809,354	406,471	-	406,471
Other Revenues & Expenses:						
Unrealized Gain / (Loss)	53,997	-	53,997	(90,223)	-	(90,223)
Investment Income	33,390	-	33,390	22,740	-	22,740
Total Other Revenues & Expenses	87,387	-	87,387	(67,483)	-	(67,483)
Increase / (Decrease) in Net Assets	268,767	-	268,767	(111,590)	-	(111,590)
Net Assets - Beginning of the Year	932,070	199,410	1,131,480	1,043,660	199,410	1,243,070
Net Assets - End of the Year	<u>\$ 1,200,837</u>	<u>\$ 199,410</u>	<u>\$ 1,400,247</u>	<u>\$ 932,070</u>	<u>\$ 199,410</u>	<u>\$ 1,131,480</u>

See accompanying notes and independent audit report

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Statement of Functional Expenses
For the Year Ended December 31, 2023

	Program Services			Supporting Activities		
	Statewide Programs	Stewardship	Total Program Services	Management and General	Fundraising	Total
Accreditation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising & Promotion	3,145	-	3,145	-	21,088	24,233
Bank Charges	-	-	-	8,019	-	8,019
Conferences & Seminars	2,520	-	2,520	-	196	2,716
Grant Expenses	1,481,157	-	1,481,157	-	-	1,481,157
Information Technology	209	-	209	1,670	4,246	6,125
Insurance	4,360	1,512	5,872	6,715	-	12,587
Land Transaction Costs	27,532	-	27,532	-	439	27,971
Legal & Professional Fees	-	-	-	4,750	-	4,750
Membership Expenses	9,498	-	9,498	-	8,266	17,764
Miscellaneous	2,140	20,197	22,337	10	17	22,364
Office	176	-	176	4,331	254	4,761
Rent	-	-	-	8,319	-	8,319
Salaries & Benefits	115,782	-	115,782	70,474	-	186,256
Telephone	-	-	-	-	-	-
Travel	2,315	-	2,315	17	-	2,332
	<u>\$ 1,648,834</u>	<u>\$ 21,709</u>	<u>\$ 1,670,543</u>	<u>\$ 104,305</u>	<u>\$ 34,506</u>	<u>\$ 1,809,354</u>

See accompanying notes and independent audit report

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Statement of Functional Expenses (Continued)
For the Year Ended December 31, 2022

	Program Services			Supporting Activities		
	Statewide Programs	Stewardship	Total Program Services	Management and General	Fundraising	Total
Accreditation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Advertising & Promotion	1,200	-	1,200	-	32,362	33,562
Bank Charges	-	-	-	7,986	-	7,986
Conferences & Seminars	2,371	-	2,371	4,176	63	6,610
Grant Expenses	64,399	-	64,399	-	2,076	66,475
Information Technology	668	-	668	1,714	6,757	9,139
Insurance	-	3,087	3,087	11,517	-	14,604
Land Transaction Costs	49,147	-	49,147	-	-	49,147
Legal & Professional Fees	360	-	360	4,500	-	4,860
Membership Expenses	19,270	-	19,270	875	2,963	23,108
Miscellaneous	2,591	13,810	16,401	-	-	16,401
Office	108	-	108	1,936	18	2,062
Rent	-	-	-	8,397	-	8,397
Salaries & Benefits	108,025	-	108,025	52,806	-	160,831
Telephone	-	-	-	1,386	-	1,386
Travel	1,903	-	1,903	-	-	1,903
	<u>\$ 250,042</u>	<u>\$ 16,897</u>	<u>\$ 266,939</u>	<u>\$ 95,293</u>	<u>\$ 44,239</u>	<u>\$ 406,471</u>

See accompanying notes and independent audit report

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Statement of Cash Flows
For the Years Ended December 31, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities:		
Change in Net Assets	\$ 268,767	\$ (111,590)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Realized /and Unrealized Gains on Investments	(87,387)	74,435
(Increase) / Decrease in Operating Assets:		
Accounts Receivable	(917,113)	2,494
Increase / (Decrease) in Operating Liabilities:		
Accounts Payable	808,969	-
Payroll Liabilities	2,617	137
Net Cash Provided by / (Used in) Operating Activities	<u>75,853</u>	<u>(34,524)</u>
 Cash Flows from Investing Activities:		
Note Receivable - Installment Sale	-	39,079
Purchase of Investments	<u>42,532</u>	<u>(37,806)</u>
Net Cash Provided by / (Used in) Investing Activities	<u>42,532</u>	<u>1,273</u>
 Cash Flows from Financing Activities:		
Realized /and Unrealized Gains on Installment Sale	<u>-</u>	<u>(39,079)</u>
Net Cash Provided by / (Used in) Financing Activities	<u>-</u>	<u>(39,079)</u>
 Net Increase in / (Decrease in) Cash and Cash Equivalents	118,385	(72,330)
 Cash and Cash Equivalents - Beginning of the Year	<u>121,972</u>	<u>194,302</u>
Cash and Cash Equivalents - End of the Year	<u>\$ 240,357</u>	<u>\$ 121,972</u>

See accompanying notes and independent audit report

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Notes to the Financial Statements
For the Years Ended December 31, 2023 and 2022

Introduction

The Land Trust for Louisiana, Inc. (the “Land Trust”) was formed in 2004. The Land Trust is a private, not-for-profit organization located in Hammond, Louisiana dedicated to the acquisition of land via donations, purchases, and conservation easements formed through collaborative partnerships. Its mission is to preserve and protect valuable natural areas and agricultural lands in Louisiana for current and future Louisiana residents. Its vision is a healthy and sustainable natural environment that supports the viability of our communities. The Land Trust’s major sources of revenue are grant income, and contributions from businesses and individuals. On March 1, 2017, the Land Trust became a State Certified Conservation Organization by the Secretary of the Louisiana Department of Natural Resources.

1. Summary of Significant Accounting Policies

A. Basis of Accounting

In accordance with generally accepted accounting principles, the accompanying financial statements have been prepared on an accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

B. Basis of Presentation

Net assets, revenues, and expenses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Land Trust and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. Revenues are reported as increases in net assets without restrictions, unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without restrictions.

Net Assets with Restrictions – Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulated that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

C. Cash and Cash Equivalents

For purposes of the statements of cash flows, the Land Trust considers all highly liquid investments available for current use with an original maturity of three months or less to be cash equivalents.

D. Revenue and Support with Donor Restrictions and without Donor Restrictions

Contributions received are recorded as increases in net assets without donor restrictions or increases in net assets with donor restrictions, depending on the existence and / or nature of any donor restrictions.

All donor-restricted support is reported as an increase in net assets with donor restrictions, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Notes to the Financial Statements (Continued)
For the Years Ended December 31, 2023 and 2022

donor restrictions, and reported in the statement of activities as net assets released from restrictions. Donor-restricted contributions whose restrictions are met in the same accounting period are reported as support and revenues without restrictions.

Fundraising and other revenues are recognized as earned.

E. Concentrations of Credit Risk

Cash on Deposit and Uninsured Balances:

The Land Trust maintains its cash balances, certificates of deposit, and investments at various financial institutions. As of December 31, 2023 and 2022, the balances in the Land Trust's cash and investment accounts not covered from loss by the FDIC totaled \$1,018,290 and \$991,138, respectively.

F. Functional Expense Reporting

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses which are directly associated with program services or supportive services are charged directly to that functional area.

G. Fair Value Measurements

Fair value is the price the Land Trust would receive to sell an asset or pay to transfer a liability (exit price) in an orderly transaction between market participants. For those assets and liabilities recorded or disclosed at fair value, fair value is determined based upon the quoted market price, if available. If a quoted market price is not available for identical assets, fair value is determined based upon the quoted market price of similar assets or the present value of expected future cash flows considering the risks involved, including counterparty performance risk if appropriate, and using discount rates appropriate for the duration. The fair values are assigned a level within the fair value hierarchy, depending on the source of the inputs into the calculation:

Level 1: Inputs based upon quoted prices in active markets for identical assets.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset (or liability), either directly or indirectly.

Level 3: Inputs are unobservable for the asset

H. Donated Assets and Services

The Land Trust recognizes donated services, if significant in amount, which create or enhance nonfinancial assets or that require specialized skills that are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. The services donated consisted of an employee who, although employed by an outside company, worked entirely for the Land Trust as an Office Manager. For the years ended December 31, 2023 and 2022, there were \$70,474 and \$64,050, respectively.

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Notes to the Financial Statements (Continued)
For the Years Ended December 31, 2023 and 2022

I. Income Taxes

The Land Trust is a not-for-profit organization that is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. However, income from certain activities not directly related to the Land Trust’s tax-exempt purpose is subject to taxation as unrelated business income.

The Land Trust has adopted ASC 740-10, *Accounting for Uncertainty in Income Taxes*, which clarifies the accounting for uncertainty in income taxes recognized in an entity’s financial statements. The interpretation requires recognition and measurement of uncertain income tax positions using a “more-likely-than-not” approach. The adoption of this interpretation had no material impact on the Land Trust’s financial statements at December 31, 2023 and 2022.

The Land Trust’s tax returns for the years ended December 31, 2023, December 31, 2022, and December 31, 2021, remain open and subject to examination by taxing authorities.

J. Fundraising Expenses

All expenses associated with fundraising activities are expensed as incurred, including those expenses related to fundraising appeals in a subsequent year.

K. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of support and revenues and expense during the reported period. Accordingly, actual results could differ from those estimates.

2. Cash and Cash Equivalents

At December 31, 2023 and 2022, the Land Trust had cash and cash equivalent balances of \$240,357 and \$121,972, respectively.

3. Investments

Investment account balances for the years ended December 31, 2023 and 2022, respectively, are as follows:

	2023	2022
Northshore Community Foundation:		
NCF Legacy Fund	\$ 265,597	\$ 288,707
NCF Stewardship Fund	752,693	702,431
Total Investments	\$ 1,018,290	\$ 991,138

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Notes to the Financial Statements (Continued)
For the Years Ended December 31, 2023 and 2022

4. Accounts Receivable

The accounts receivable balances for the years ended December 31, 2023 and 2022, respectively, are as follows:

	2023	2022
Accounts Receivable:		
Accounts Receivable - NRCS Grant	\$ 917,113	\$ -

5. Accounts Payable

The accounts payable balances for the years ended December 31, 2023 and 2022, respectively, are as follows:

	2023	2022
Accounts Payable		
Accounts Payable	\$ 808,969	\$ -
Payroll Liabilities	1,025	632
Accrued Payroll	2,224	-
Total Accounts Payable	\$ 812,218	\$ 632

6. Collections

In conformity with the practice followed by many land trusts, collections of land and easements donated and / or purchased are not capitalized. During 2023, there was one conservation easement donation to the Land Trust totaling 145 acres. The Land Trust currently has 25 separate parcels of land and / or easements and one fee owned property in its inventory of property under management consisting of approximately 8,616 acres. Through the use of consultants, attorneys and other experts, the Land Trust inventories, inspects, insures, manages and protects these properties in fulfillment of its mission to preserve and protect valuable natural areas and agricultural lands in Louisiana for current and future Louisiana residents.

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Notes to the Financial Statements (Continued)
For the Years Ended December 31, 2023 and 2022

7. Fair Value Measurements

The following table reflects assets and liabilities that are measured and carried at fair value on a recurring basis as of December 31, 2023:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Carrying Value
Financial Assets:				
Cash & Cash Equivalents	\$ 240,357	\$ -	\$ -	\$ 240,357
Restricted Assets:				
Cash & Cash Equivalents	-	-	-	-
Investments Securities	1,018,290	-	-	1,018,290

8. Net Assets with Donor Restrictions

The Land Trust's net assets with donor restrictions at December 31 consisted of the following:

	2023	2022
Permanent Easement Defense Funds	\$ 199,410	\$ 199,410
Total	\$ 199,410	\$ 199,410

9. Net Assets Released from Donor Restrictions

Net assets were released from donor restrictions by satisfaction of the restricted purposes during the years ended December 31, as follows:

	2023	2022
Permanent Easement Defense Funds	\$ -	\$ -
Total	\$ -	\$ -

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Notes to the Financial Statements (Continued)
For the Years Ended December 31, 2023 and 2022

10. Liquidity and Availability of Financial Assets

The following reflects the Land Trust's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the statement of financial position date. Amounts available include donor-restricted amounts that are available for general expenditure in the following year.

	<u>2023</u>	<u>2022</u>
Financial Assets, at Year-End:		
Cash and Cash Equivalents	\$ 240,357	\$ 121,972
Accounts Receivable, Net	<u>917,113</u>	<u>-</u>
Financial Assets Available to Meet Cash Needs for General Expenses Within One Year	<u>\$ 1,157,470</u>	<u>\$ 121,972</u>

11. Subsequent Events

Subsequent events have been evaluated through April 10, 2024, which is the date the financial statements were available to be issued.

Other Supplemental Information

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2023

Federal Grantor / Pass-Through Grantor / Program Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures
<u>U.S. Department of Agriculture:</u>			
Direct Program:			
Soil and Water Conservation	10.902	-	\$ 1,589,745
Total U.S. Department of Agriculture			<u>1,589,745</u>
U.S. Environmental Protection Agency			
Passed through Tangipahoa Parish Government:			
Lake Pontchartrain Basin Restoration Program (PRP)	66.125	-	12,554
Total U.S. Environmental Protection Agency			<u>12,554</u>
Total Expenditures of Federal Awards			<u><u>\$ 1,602,299</u></u>

Note 1 - This schedule of expenditures of federal awards includes the federal grant activity of the Land Trust for Louisiana and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Note 2 - The Land Trust for Louisiana has elected to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the Year Ended December 31, 2023

Agency Head: Cynthia R. Brown, Executive Director

Purpose	Amount
Salary	\$ 10,110
Benefits - Insurance	-
Benefits - Payroll Taxes	773
Benefits - Retirement	-
Deferred Compensation	-
Benefits - Other - Supplemental Pay	-
Car Allowance	-
Vehicle Provided by Government	-
Vehicle Rental	-
Cell Phone	-
Dues	-
Per Diem	-
Reimbursements	-
Travel	-
Registration Fees	-
Conference Travel	-
Housing	-
Unvouchered Expenses	-
Special Meals	-
Other	-
	\$ 10,883

Note: The above amounts represent only the salary amounts paid to the Executive Director via public funds.

**Other Independent Auditor's Reports and
Findings and Recommendations**

Dennis E. James, CPA
Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan E. Lynch, CPA
B. Jacob Steib, CPA

Lyle E. Lambert, CPA
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**JAMES
LAMBERT RIGGS
& ASSOCIATES, INC.**
CERTIFIED PUBLIC ACCOUNTANTS
www.jlrcpafirm.com


Member of
American Institute of CPAs
Society of Louisiana CPAs

Independent Auditor's Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements Performed in
Accordance with *Government Auditing Standards*

To the Board of Directors of
Land Trust for Louisiana, Inc.
Hammond, Louisiana

We have audited, 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, the financial statements of the Land Trust for Louisiana, Inc. (the "Land Trust"), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, and cash flows for the year ended, and the related notes to the financial statements, and have issued our report thereon dated April 10, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Land Trust'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 the Land Trust's internal control. Accordingly, we do not express an opinion on the effectiveness of the Land Trust'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 may exist that have not been identified.

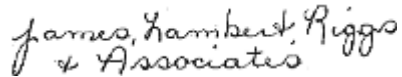
Report on Compliance and Other Matters

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

Land Trust for Louisiana, Inc.
Hammond, Louisiana

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.

Handwritten signature in cursive script that reads "James Lambert Riggs & Associates".

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

April 10, 2024

Dennis E. James, CPA
Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan E. Lynch, CPA
B. Jacob Steib, CPA

Lyle E. Lambert, CPA
Lauren Kimble Smith, CPA



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Independent Auditor's Report on Compliance for Each Major Federal Program and
Report on Internal Control over Compliance as Required by the *Uniform Guidance*

To the Board of Directors of
Land Trust for Louisiana, Inc.
Hammond, Louisiana

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Land Trust for Louisiana, Inc.'s (the "Land Trust") compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Land Trust's major federal programs for the year ended December 31, 2023. The Land Trust's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Land Trust complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

Basis for Opinion on Each Major Federal Program

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

We are required to be independent of the Land Trust and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Land Trust's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

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

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Land Trust's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgement made by a reasonable user of the report on compliance about the Land Trust's compliance with the requirements of each major federal program as a whole.

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

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Land Trust's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Land Trust's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Land Trust's internal control over compliance. Accordingly, no such opinion is expressed.

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

Report on Internal Control over Compliance

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

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

Land Trust for Louisiana, Inc.
Hammond, Louisiana

compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

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

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

*James Lambert Riggs
& Associates*

James Lambert Riggs and Associates, Inc.
Hammond, Louisiana

April 10, 2024

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2023

We have audited the basic financial statements of the Land Trust for Louisiana, Inc. as of and for the year ended December 31, 2023 and have issued our report thereon dated April 10, 2024. 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, and the provisions of the Uniform Guidance.

Section I – Summary of Auditor’s Reports

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

Type of Opinion Issued	<u>X</u>	Unmodified	___	Modified
	___	Disclaimer	___	Adverse
Internal Control:				
Material Weakness	___	Yes	<u>X</u>	No
Significant Deficiencies	___	Yes	<u>X</u>	No
Compliance:				
Compliance Material to the Financial Statements	___	Yes	<u>X</u>	No
Was a management letter issued?	___	Yes	<u>X</u>	No

2. Federal Awards

Type of Opinion on Compliance for Major Programs	<u>X</u>	Unmodified	___	Modified
	___	Disclaimer	___	Adverse
Internal Control:				
Material Weakness	___	Yes	<u>X</u>	No
Significant Deficiencies	___	Yes	<u>X</u>	No
Are there findings required to be reported in accordance with the Uniform Guidance?				
	___	Yes	<u>X</u>	No

3. Identification of Major Programs

<u>CFDA Number</u>	<u>Name of Federal Program (or Cluster)</u>
10.902	USDA Soil and Water Conservation

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

Is the auditee a “low-risk” auditee, as defined by the Uniform Guidance?
___ Yes X No

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Schedule of Findings and Questioned Costs
For the Year Ended December 31, 2023

Section II – Financial Statement Findings

Internal Control over Financial Reporting

None

Compliance and Other Matters

None

Section III – Federal Award Findings and Questioned Costs

None

Land Trust for Louisiana, Inc.
Hammond, Louisiana
Schedule of Prior Year Findings
For the Year Ended December 31, 2022

Internal Control over Financial Reporting

None

Compliance and Other Matters

None

Compliance and Other Matters – Federal Financial Assistance

None

LAND TRUST FOR LOUISIANA, INC.

STATEWIDE AGREED UPON PROCEDURES ENGAGEMENT

FOR THE YEAR ENDED DECEMBER 31, 2023

Dennis E. James, CPA
Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan E. Lynch, CPA
B. Jacob Steib, CPA

Lyle E. Lambert, CPA
Lauren Kimble Smith, CPA



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Independent Accountants' Report on Applying Agreed-Upon Procedures

Mr. Ed Burns, CPA, President
Land Trust for Louisiana, Inc.
Hammond, Louisiana 70404

Louisiana Legislative Auditor
Baton Rouge, Louisiana

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

The Land Trust 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 detailed in Schedule "A."

We were engaged by the Land Trust 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 Land Trust 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.

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

April 10, 2024

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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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.
 - **Results:** The entity's written policies and procedures for purchasing do not address how purchases are initiated and how vendors are added to the vendor list.
 - iii. ***Disbursements***, including processing, reviewing, and approving.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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).
 - **Results:** The entity has no written policy or procedure for receipts / collections.
 - 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.
 - **Results:** The entity's written policies and procedures for payroll / processing do not address payroll processing.
 - 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
 - **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were spent on travel or travel-related expense reimbursements.

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).

- **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were used for credit cards/ debit cards / fuel cards / purchase cards.

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.

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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

- **Results:** N/A – The entity is a non-profit organization and has no debt associated with public funds.

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.

- **Results:** The entity has no written policy or procedure for information technology disaster recovery / business continuity.

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.

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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.

- **Results:** No exceptions were noted as a result of the above listed procedures.

- 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.*
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

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);
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

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).
- **Results:** No exceptions were noted as a result of the above listed procedures.
- 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;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.
- **Results:** No exceptions were noted as a result of the above listed procedures.

- 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - iii. Trace the deposit slip total to the actual deposit per the bank statement.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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).
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - v. Trace the actual deposit per the bank statement to the general ledger.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

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).
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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;
 - **Results:** No exceptions were noted as a result of the above listed procedures.

- ii. At least two employees are involved in processing and approving payments to vendors;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

- 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
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.*
 - **Results:** No exceptions were noted as a result of the above listed procedures.

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.
- **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were used for credit cards/ debit cards / fuel cards / purchase cards.
- 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
- **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were used for credit cards/ debit cards / fuel cards / purchase cards.
- ii. Observe that finance charges and late fees were not assessed on the selected statements.
- **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were used for credit cards/ debit cards / fuel cards / purchase cards.
- 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.
- **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were used for credit cards/ debit cards / fuel cards / purchase cards.

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);
 - **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were spent on travel or travel-related expense reimbursements.
 - ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;
 - **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were spent on travel or travel-related expense reimbursements.
 - 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
 - **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were spent on travel or travel-related expense reimbursements.
 - iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.
 - **Results:** N/A – Procedure not applicable for non-profit organizations as no public funds were spent on travel or travel-related expense reimbursements.

8) Contracts

- 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;
 - **Results:** No exceptions were noted as a result of the above listed procedures.

- 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);
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

9) Payroll and Personnel

- 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.
 - **Results:** No exceptions were noted as a result of the above listed procedures.
- 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);
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and
 - **Results:** No exceptions were noted as a result of the above listed procedures.
 - iv. Observe the rate paid to the employees or officials agrees to the authorized salary / pay rate found within the personnel file.
 - **Results:** No exceptions were noted as a result of the above listed procedures.

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.

- **Results:** No exceptions were noted as a result of the above listed procedures.

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.

- **Results:** No exceptions were noted as a result of the above listed procedures.

10) Ethics

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

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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.

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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.

- **Results:** N/A – The entity is a non-profit organization and has no debt associated with public funds.

- 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).
- **Results:** N/A – The entity is a non-profit organization and has no debt associated with public funds.

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.
- **Results:** No exceptions were noted as a result of the above listed procedures.
- 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.
- **Results:** No exceptions were noted as a result of the above listed procedures.

13) Information Technology Disaster Recovery / Business Continuity

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

- **Results:** We performed the procedure and discussed the results with management.

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:

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

- **Results:** We performed the procedure and discussed the results with management.

14) Prevention of Sexual Harassment

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.

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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).

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

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;

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

ii. Number of sexual harassment complaints received by the agency;

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

iii. Number of complaints which resulted in a finding that sexual harassment occurred;

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.

v. Amount of time it took to resolve each complaint.

- **Results:** N/A – Procedure not applicable for non-profit organizations per review of state statute.



LAND TRUST
FOR LOUISIANA

Board of Directors 2024

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Jay Addison, CEO
Edward Burns, President &
Treasurer
Walter Antin, Jr., V. P.
Marsha O'Brien, Secretary
Brenna Barzenick

Members-at-Large

Bessie Daschbach
P.J. Demarie, III
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Fritz Anderson
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Cindy Brown,
Executive Director
Deanna Moritz,
Office Manager
Rick Jacob,
Land Protection Specialist
Nelwyn McInnis,
Land Protection Specialist
Joanna Brown,
Communications/Marketing

Management of the ***Land Trust For Louisiana*** would like to present the following response for the results of the December 31, 2023, Statewide Agreed Upon Procedures which were Conducted by ***James Lambert Riggs & Associates, Inc.***

Management has reviewed the results of the Statewide Agreed Upon Procedures for the period of January 1, 2023 through December 31, 2023 and concurs with the results from that report. Management will continue to work with staff, the Board of Directors, and the outside accounting firm to resolve the results of that report.

Respectfully Submitted,

Cindy Brown
Executive Director
Land Trust For Louisiana
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Land Trust for Louisiana

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