

**BRIDGE HOUSE CORPORATION**  
**NEW ORLEANS, LOUISIANA**  
**FINANCIAL STATEMENTS**  
**AND SUPPLEMENTARY INFORMATION**  
**AS OF AND FOR THE YEARS ENDED**  
**DECEMBER 31, 2023 AND 2022**



**ERICKSEN KRENTEL**<sup>LLP</sup>  
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

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## **INDEPENDENT AUDITORS' REPORT**

To the Board of Directors of  
Bridge House Corporation  
New Orleans, Louisiana

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

#### ***Opinion***

We have audited the accompanying financial statements of Bridge House Corporation (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 financial statements present fairly, in all material respects, the financial position of Bridge House Corporation 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, the *Louisiana Governmental Audit Guide*, 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 Bridge House Corporation 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.

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

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Bridge House Corporation's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.



To the Board of Directors of  
Bridge House Corporation  
New Orleans, Louisiana

***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 Bridge House Corporation'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 Bridge House Corporation's ability to continue as a going concern for a reasonable period of time.



**ERICKSEN KRENTEL** LLP

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

To the Board of Directors of  
Bridge House Corporation  
New Orleans, Louisiana

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 audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information included in Schedule “1” is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated June 18, 2024, on our consideration of Bridge House Corporation’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 Bridge House Corporation’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 Bridge House Corporation’s internal control over financial reporting and compliance.

June 18, 2024  
New Orleans, Louisiana

Certified Public Accountants

**BRIDGE HOUSE CORPORATION**  
**STATEMENTS OF FINANCIAL POSITION**  
DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
<b><u>ASSETS:</u></b>		
Cash and cash equivalents	\$ 853,913	\$ 1,323,865
Contracts receivable, net of allowance of \$31,236 and \$23,472, respectively	594,121	448,515
Promises to give, net	787,268	449,028
Inventories	92,072	100,830
Prepaid expenses	172,735	197,421
Investments	10,904,677	14,170,640
Property and equipment, net	11,493,998	11,774,819
Beneficial interest in endowment fund	55,416	49,148
Deposits	22,038	33,529
Operating lease right of use asset, net	<u>1,099,597</u>	<u>1,216,557</u>
 Total assets	 <u>\$ 26,075,835</u>	 <u>\$ 29,764,352</u>
 <b><u>LIABILITIES:</u></b>		
Accounts payable and accrued expenses	\$ 275,128	\$ 249,824
Operating lease liability:		
Current portion	120,049	116,960
Long-term portion	979,548	1,099,597
Notes payable:		
Current portion	-	140,000
Long-term portion	-	3,915,000
 Total liabilities	 <u>1,374,725</u>	 <u>5,521,381</u>
 <b><u>NET ASSETS:</u></b>		
Without donor restrictions:		
Undesignated	23,948,667	19,732,666
Designated	<u>-</u>	<u>4,090,000</u>
 Total without donor restrictions	 23,948,667	 23,822,666
 With donor restrictions	 <u>752,443</u>	 <u>420,305</u>
 Total net assets	 <u>24,701,110</u>	 <u>24,242,971</u>
 Total liabilities and net assets	 <u>\$ 26,075,835</u>	 <u>\$ 29,764,352</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**BRIDGE HOUSE CORPORATION**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b><u>Public Support:</u></b>			
Contributions	\$ 1,361,192	\$ 639,223	\$ 2,000,415
Grants and contracts:			
Prevention and treatment of substance abuse	360,203	-	360,203
Medicaid, net of provision for bad debt	2,895,141	-	2,895,141
Emergency food and shelter	7,500	-	7,500
Contributed nonfinancial assets	2,823,486	-	2,823,486
Food stamps	268,878	-	268,878
Net assets released from restrictions	<u>313,353</u>	<u>(313,353)</u>	<u>-</u>
 Total public support	 <u>8,029,753</u>	 <u>325,870</u>	 <u>8,355,623</u>
 <b><u>Other Revenue:</u></b>			
Client service fees	51,293	-	51,293
Vending	2,694	-	2,694
Thrift stores and auto sales	3,086,692	-	3,086,692
Cost of goods sold	(3,041,231)	-	(3,041,231)
Gain on sale of assets	-	-	-
Tax credit proceeds	237,768	-	237,768
Investment return (loss) and interest income, net	<u>1,726,302</u>	<u>6,268</u>	<u>1,732,570</u>
 Total other revenue	 <u>2,063,518</u>	 <u>6,268</u>	 <u>2,069,786</u>
 Total revenue	 <u>10,093,271</u>	 <u>332,138</u>	 <u>10,425,409</u>
 <b><u>Expenses:</u></b>			
Program services	8,186,442	-	8,186,442
Supporting services:			
Management and general	1,210,814	-	1,210,814
Fundraising	<u>570,014</u>	<u>-</u>	<u>570,014</u>
 Total expenses	 <u>9,967,270</u>	 <u>-</u>	 <u>9,967,270</u>
 Change in net assets	 <u>126,001</u>	 <u>332,138</u>	 <u>458,139</u>
 Net assets, beginning of year	 <u>23,822,666</u>	 <u>420,305</u>	 <u>24,242,971</u>
 Net assets, end of year	 <u>\$ 23,948,667</u>	 <u>\$ 752,443</u>	 <u>\$ 24,701,110</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**BRIDGE HOUSE CORPORATION**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<b><u>Public Support:</u></b>			
Contributions	\$ 5,426,583	\$ 348,657	\$ 5,775,240
Grants and contracts:			
Prevention and treatment of substance abuse	331,052	-	331,052
Medicaid, net of provision for bad debt	3,156,554	-	3,156,554
Emergency food and shelter	7,500	-	7,500
Contributed nonfinancial assets	3,130,065	-	3,130,065
Food stamps	299,803	-	299,803
Net assets released from restrictions	<u>483,299</u>	<u>(483,299)</u>	<u>-</u>
Total public support	<u>12,834,856</u>	<u>(134,642)</u>	<u>12,700,214</u>
<b><u>Other Revenue:</u></b>			
Client service fees	73,557	-	73,557
Vending	2,423	-	2,423
Thrift stores and auto sales	3,331,042	-	3,331,042
Cost of goods sold	(3,288,610)	-	(3,288,610)
Gain on sale of assets	28,954	-	28,954
Tax credit proceeds	270,055	-	270,055
Investment return (loss) and interest income, net	<u>(1,110,211)</u>	<u>(6,837)</u>	<u>(1,117,048)</u>
Total other revenue	<u>(692,790)</u>	<u>(6,837)</u>	<u>(699,627)</u>
Total revenue	<u>12,142,066</u>	<u>(141,479)</u>	<u>12,000,587</u>
<b><u>Expenses:</u></b>			
Program services	7,510,585	-	7,510,585
Supporting services:			
Management and general	1,009,006	-	1,009,006
Fundraising	<u>579,554</u>	<u>-</u>	<u>579,554</u>
Total expenses	<u>9,099,145</u>	<u>-</u>	<u>9,099,145</u>
Change in net assets	<u>3,042,921</u>	<u>(141,479)</u>	<u>2,901,442</u>
Net assets, beginning of year	<u>20,779,745</u>	<u>561,784</u>	<u>21,341,529</u>
Net assets, end of year	<u>\$ 23,822,666</u>	<u>\$ 420,305</u>	<u>\$ 24,242,971</u>



**BRIDGE HOUSE CORPORATION**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	Program Services	Supporting Services		Total
		Management and General	Fundraising	
Salaries	\$ 4,192,871	\$ 355,824	\$ 253,230	\$ 4,801,925
Payroll taxes	316,007	26,977	19,075	362,059
Benefits	361,383	102,436	23,085	486,904
<b>Total salaries and related expenses</b>	<b>4,870,261</b>	<b>485,237</b>	<b>295,390</b>	<b>5,650,888</b>
Auto expenses	73,591	22,633	-	96,224
Computer expenses	73,282	-	21,214	94,496
Food	349,605	20,526	-	370,131
Household supplies	31,512	3,095	-	34,607
Insurance	616,974	52,273	7,725	676,972
Interest	-	176,090	-	176,090
Licenses and taxes	77,702	2,152	-	79,854
Maintenance and repairs	367,848	29,577	102	397,527
Office	123,773	9,972	14,717	148,462
Professional services	290,951	101,784	2,350	395,085
Clinical supplies and services	191,989	-	853	192,842
Rent	144,122	-	-	144,122
Telephone	65,131	9,506	2,025	76,662
Travel and education	-	23,574	-	23,574
Utilities	311,057	81,480	344	392,881
Depreciation and amortization	392,021	180,440	-	572,461
Event expenses	-	-	222,111	222,111
Miscellaneous	65,000	12,475	3,183	80,658
Cost of goods sold	3,041,231	-	-	3,041,231
Advertising and promotions	141,623	-	-	141,623
<b>Total expenses</b>	<b>11,227,673</b>	<b>1,210,814</b>	<b>570,014</b>	<b>13,008,501</b>
Less expenses included with revenues on the statement of activities:				
Cost of goods sold	(3,041,231)	-	-	(3,041,231)
<b>Total expenses included in the expense section of the statement of activities</b>	<b>\$ 8,186,442</b>	<b>\$ 1,210,814</b>	<b>\$ 570,014</b>	<b>\$ 9,967,270</b>

**BRIDGE HOUSE CORPORATION**  
**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

	Program Services	Supporting Services		Total
		Management and General	Fundraising	
Salaries	\$ 3,936,541	\$ 265,879	\$ 221,381	\$ 4,423,801
Payroll taxes	299,846	19,035	16,563	335,444
Benefits	298,205	29,451	20,804	348,460
	<u>4,534,592</u>	<u>314,365</u>	<u>258,748</u>	<u>5,107,705</u>
Total salaries and related expenses				
Auto expenses	88,419	5,685	-	94,104
Computer expenses	82,623	9,228	3,497	95,348
Food	443,079	28,644	-	471,723
Household supplies	35,574	2,651	-	38,225
Insurance	304,830	75,032	11,851	391,713
Interest	-	114,662	-	114,662
Licenses and taxes	60,205	14,794	-	74,999
Maintenance and repairs	357,528	24,621	32	382,181
Office	151,493	8,145	3,268	162,906
Professional services	198,817	85,207	-	284,024
Clinical supplies and services	162,868	5,143	3,429	171,440
Rent	146,578	-	-	146,578
Telephone	74,266	10,036	3,033	87,335
Travel and education	-	20,326	-	20,326
Utilities	337,491	80,106	-	417,597
Depreciation and amortization	372,207	204,130	-	576,337
Event expenses	-	-	293,514	293,514
Miscellaneous	47,581	6,231	2,182	55,994
Cost of goods sold	3,288,610	-	-	3,288,610
Advertising and promotions	112,434	-	-	112,434
	<u>10,799,195</u>	<u>1,009,006</u>	<u>579,554</u>	<u>12,387,755</u>
Total expenses				
Less expenses included with revenues on the statement of activities:				
Cost of goods sold	<u>(3,288,610)</u>	<u>-</u>	<u>-</u>	<u>(3,288,610)</u>
Total expenses included in the expense section of the statement of activities	<u>\$ 7,510,585</u>	<u>\$ 1,009,006</u>	<u>\$ 579,554</u>	<u>\$ 9,099,145</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**BRIDGE HOUSE CORPORATION**  
**STATEMENTS OF CASH FLOWS**  
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
<b><u>CASH FLOWS PROVIDED BY (USED BY)</u></b>		
<b><u>OPERATING ACTIVITIES:</u></b>		
Change in net assets	\$ 458,139	\$ 2,901,442
Adjustments to reconcile change in net assets to cash provided by (used by) operating activities:		
Depreciation and amortization	572,461	576,337
Change in discount on promises to give	24,260	(20,968)
Net (gain) on disposal of fixed assets	-	(28,954)
Net unrealized (gain) loss on investments	(739,556)	1,471,898
Net realized (gain) loss on sale of investments	(680,124)	86,080
Investment (income) loss on restricted funds	(6,268)	6,837
(Increase) decrease in:		
Contracts receivable	(145,606)	(61,473)
Promises to give	(362,500)	100,000
Inventories	8,758	(2,375)
Prepaid expenses	24,686	(58,098)
Deposits	11,491	9,834
Increase (decrease) in:		
Accounts payable and accrued expenses	<u>25,304</u>	<u>(30,725)</u>
Net cash (used by) provided by operating activities	<u>(808,955)</u>	<u>4,949,835</u>
<b><u>CASH FLOWS PROVIDED BY (USED BY)</u></b>		
<b><u>INVESTING ACTIVITIES:</u></b>		
Capital expenditures	(291,640)	(312,854)
Proceeds from sale of fixed assets	-	28,954
Proceeds from sale of investments	7,846,298	5,305,874
Purchase of investments	<u>(3,160,655)</u>	<u>(9,853,720)</u>
Net cash provided by (used by) investing activities	<u>4,394,003</u>	<u>(4,831,746)</u>
<b><u>CASH FLOWS PROVIDED BY (USED BY)</u></b>		
<b><u>FINANCING ACTIVITIES:</u></b>		
Principal payments on notes payable	<u>(4,055,000)</u>	<u>(1,104,175)</u>
Net cash (used by) financing activities	<u>(4,055,000)</u>	<u>(1,104,175)</u>
Net (decrease) in cash and cash equivalents	(469,952)	(986,086)
Cash and cash equivalents at beginning of year	<u>1,323,865</u>	<u>2,309,951</u>
Cash and cash equivalents at end of year	<u>\$ 853,913</u>	<u>\$ 1,323,865</u>

See accompanying NOTES TO FINANCIAL STATEMENTS

**BRIDGE HOUSE CORPORATION**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023 AND 2022

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Activities**

Bridge House Corporation (Bridge House) is a non-profit corporation organized to provide treatment and long-term residential care for individuals with drug and alcohol addictions in the Greater New Orleans area. Bridge House is supported primarily through donor contributions, thrift store and donated auto sales, and governmental grants and contracts.

**Method of Accounting and Financial Reporting Framework**

Assets and liabilities and revenues and expenses are recognized on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Financial Accounting Standards Board (FASB).

**Basis of Presentation**

The financial statement presentation follows the recommendations of the FASB in its Accounting Standards Codification (ASC) 958-210-50-3, *Financial Statements of Not-for-Profit Organizations*. Under FASB ASC 958-210-50-3, Bridge House is required to report information regarding its financial position and activities according to two classes of net assets:

Net Assets With Donor Restrictions - The part of net assets of a not-for-profit entity that is subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

Net Assets Without Donor Restrictions - The part of net assets of a not-for-profit entity that is not subject to donor-imposed restrictions (donors include other types of contributors, including makers of certain grants).

**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, except for assets held in its investment portfolio, Bridge House considers all certificates of deposits and all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

**Restricted Cash and Funded Reserves**

Restricted cash and funded reserves consist of balances in cash accounts that are required by loan agreements.

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Grants and Contracts Receivable**

Bridge House receives funding from federal, state, and local agencies for administering various grants and contracts. Management monitors the receivables and assesses the collectability of accounts on a monthly basis. Bridge House records an allowance for uncollectible accounts based on an assessment of the receivables, taking into consideration the nature of the account and aging of the balance. For the years ended December 31, 2023 and 2022, management has determined that all amounts were collectible and no allowance was necessary.

Bridge House also receives payment for services rendered from Medicaid programs. Bridge House manages the receivables by regularly reviewing its accounts and contracts and by providing appropriate allowances for uncollectible amounts. Bridge House records an allowance for uncollectible accounts based on an assessment of the receivables, taking into consideration the nature of the account and aging of the balance. For the year ended December 31, 2022, Bridge House provided \$23,472, for the allowance for uncollectible amounts.

On January 1, 2023, Bridge House adopted the Current Expected Credit Losses (CECL) accounting standard, as further described under the “New Accounting Standards Adopted” subheading. Bridge House now maintains an allowance for credit losses based on an estimate of the losses it would incur if the Managed Care Organizations do not make payments rendered from Medicaid programs. At the end of each month, Bridge House groups its remaining Medicaid accounts receivable on a collective (pool) basis. For Medicaid receivables, Bridge House provides reserves for uncollectible accounts based on its accounts receivable aging. These reserves range to up to 5% for amounts just past due and accounts that are more than 90 days past due. As of December 31, 2023, the amount recorded as the allowance credit losses from contracts was \$31,236.

The following represents a rollforward of Bridge House’s estimate of current expected credit losses for the year ended December 31, 2023:

Allowance for bad debt, 12/31/2022	\$ 23,472
Adoption of CECL standard	-
Provisions for credit losses	7,764
Write offs	-
Recoveries	-
	<hr/>
Current expected credit losses, 12/31/2023	<u>\$ 31,236</u>

**Inventories**

Inventories are stated at the lower of cost, fair value at date of donation plus the cost of repairs, or net realizable value.

**BRIDGE HOUSE CORPORATION**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023 AND 2022

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Investments**

Investments in marketable securities and mutual funds with readily determinable fair values and all investments in debt securities are reported at fair value in the statement of financial position. Unrealized gains and losses are included in the change in net assets in the accompanying statements of activities as increases or decreases in net assets without donor restrictions unless their use is with restrictions by explicit donor stipulations or law. Dividend, interest, and other investment income are recorded as increases in net assets without donor restriction unless the use is restricted by the donor.

Certificates of deposit (CDs) represent CDs with initial maturities of greater than three months but less than one year, the use of which is restricted for specific purposes by the Board of Directors. They are recorded at the face value plus accrued interest, which approximates fair value.

FASB ASC topic 820, *Fair Value Measurements and Disclosures*, emphasizes market-based measurement and, in doing so, stipulates a fair value hierarchy. The hierarchy is based on the type of inputs, or data used, to measure fair value. The fair value hierarchy is summarized below:

Level 1 lies at the top of the hierarchy. Inputs are quoted prices in active markets.

Level 2 inputs are in the middle of the hierarchy, where data is adjusted from similar items traded in markets that are active markets or from identical or similar items in markets that are not active. Level 2 inputs do not stem directly from quoted prices.

Level 3 inputs are unobservable and require the entity to develop its own assumptions.

No Level 2 or Level 3 inputs were used by Bridge House.

**Property and Equipment**

Bridge House follows the practice of capitalizing, at cost, all expenditures for fixed assets in excess of \$10,000. Depreciation is computed on a straight-line basis over the following estimated useful lives:

Buildings	30 Years
Furniture, fixtures, and equipment	5 - 15 Years
Building improvements	7 - 30 Years
Leasehold improvements	5 Years
Vehicles	5 - 7 Years

**BRIDGE HOUSE CORPORATION**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023 AND 2022

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Property and Equipment (Continued)**

Leasehold improvements are amortized over the lesser of the useful lives of the improvements or the remaining lease term. Donations of property and equipment are recorded as contributions at their estimated fair value at the date of donation. Such donations are reported as increases in net assets without donor restrictions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, Bridge House reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. Bridge House reclassifies net assets with donor restrictions to net assets without donor restrictions at that time.

**Leases**

Bridge House applies judgment in determining whether a contract contains a lease and whether a lease is classified as an operating lease or a finance lease. Bridge House defines the lease term as the non-cancellable term of the lease, which may include options to extend or terminate the lease when it is reasonably certain that Bridge House will exercise that option. The lease term is used in determining classification between operating lease and finance lease, calculating the lease liability and determining the incremental borrowing rate.

Bridge House also applies judgment in allocating the consideration in a contract between lease and non-lease components. It considers whether Bridge House can benefit from the right-of-use asset either on its own or together with other resources and whether the asset is highly dependent on or highly interrelated with another right-of-use asset.

Bridge House is required to discount lease payments using the rate implicit in the lease if that rate is readily available. If that rate cannot be readily determined, the lessee is required to use its incremental borrowing rate. Bridge House generally uses the incremental borrowing rate when initially recording real estate leases. Information from the lessor regarding the fair value of underlying assets and initial direct costs incurred by the lessor related to the leased assets is not available.

Bridge House determines the incremental borrowing rate of each lease by estimating the credit rating of Bridge House at the time the lease is recognized, referencing market yields corresponding to the credit rating and weighted average life of the lease, and factoring in other lease-specific factors such as assumed collateral.

**BRIDGE HOUSE CORPORATION**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023 AND 2022

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Revenue Recognition**

*Promises to Give, Grants, and Contributions*

Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restrictions expire in the reporting period in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Unconditional promises to give are recognized as revenues or gains in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized only when the conditions on which they depend are substantially met. There were no conditional promises to give as of December 31, 2023 and 2022.

Contributions of donated noncash assets are recorded at their fair values in the period received. Absent donor imposed restrictions contributions of donated financial assets are converted nearly immediately into cash. Bridge House receives a substantial amount of services donated by its clients and supporters in carrying out Bridge House's activities. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under FASB ASC 958-605-50-1, *Accounting for Contributions Received and Contributions Made*.

*Contracts*

Bridge House receives Medicaid revenue arising from contracts with the State of Louisiana – Department of Health and Hospitals. Generally, Bridge House is reimbursed on a fee-for-service basis based on predetermined reimbursement rate schedules. Bridge House determines the transaction price based on established billing rates reduced by contractual adjustments provided to third-party payers, discounts provided to uninsured patients and implicit price concessions. Contractual adjustments and discounts are based on contractual agreements, discount policies and historical experience. Implicit price concessions are based on historical collection experience.

*Thrift Store and Used Cars*

Thrift Store and Used Car sales are recognized at the point of sale when the exchange transaction occurs, as one performance obligation.



**BRIDGE HOUSE CORPORATION**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023 AND 2022

**(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Functional Expenses**

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of Bridge House.

**Income Tax Status**

Bridge House is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and from state income taxes under Section 121(5) of Title 47 of the Louisiana Revised Statutes of 1950. However, income from certain activities not directly related to Bridge House's tax-exempt purpose may be subject to taxation as unrelated business income. In addition, Bridge House qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2).

As of December 31, 2023, Bridge House had no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The 2020 through 2022 tax years remain subject to examination by the IRS. Bridge House does not believe that any reasonably possible changes will occur within the next twelve months that will have a material impact on the financial statements.

**Advertising**

All non-direct response advertising costs are expensed as incurred and included in advertising and promotions expenses. Advertising expense amounted to \$141,623 and \$112,434 for the years ended December 31, 2023 and 2022, respectively.

**New Accounting Pronouncements Adopted**

Bridge House has adopted the Current Expected Credit Losses (CECL) accounting standard, as per Accounting Standards Update (ASU) No. 2016-13, "*Financial Instruments – Credit Losses (Topic 326)*." The standard introduces a new model for estimating credit losses on financial instruments. After a thorough evaluation, management has determined that the impact of adopting the CECL standard on the financial statements is immaterial. Bridge House has considered factors such as historical loss experience, current economic conditions, and other relevant factors in its credit loss estimation process. As a result, the adoption of the CECL standard has not had a material impact on Bridge House's financial position, results of operations, or cash flows.

**Date of Management's Review**

Subsequent events have been evaluated through June 18, 2024, which is the date the financial statements were available to be issued.

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(2) LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS**

The following reflects Bridge House's financial assets as of December 31, 2023 and 2022, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date. Amounts not available include amounts set aside for future required funding of debt. However, amounts already appropriated for general expenditure within one year of the balance sheet date have not been subtracted as unavailable.

	2023	2022
Financial assets, at year end	\$ 13,195,395	\$ 16,441,196
Less those unavailable for general expenditure within one year due to:		
Contractual or donor-imposed restrictions:		
Beneficial interest in endowment fund	(55,416)	(49,148)
Restricted by donor - time/purpose restrictions	(593,436)	(241,991)
Board designated for debt service	(-)	(4,090,000)
Financial assets available to meet cash needs for general expenditures within one year	\$ 12,546,543	\$ 12,060,057

Bridge House is substantially supported by contributions. Because a donor's restriction requires resources to be used in a particular manner or in a future period, Bridge House must maintain sufficient resources to meet those responsibilities to its donors. Thus, financial assets may not be available for general expenditure within one year. As part of Bridge House's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

**(3) STATEMENT OF CASH FLOWS SUPPLEMENTARY DISCLOSURES**

Supplemental disclosures of cash flow information:

	2023	2022
Cash paid during the year for:		
Interest	\$ 176,090	\$ 114,662

**(4) INVENTORIES**

Inventories consist of the following at December 31<sup>st</sup>:

	2023	2022
Donated thrift store items	\$ 73,605	\$ 68,858
Donated used cars	18,467	31,972
	\$ 92,072	\$ 100,830

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(5) INVESTMENTS**

The fair value of investments are determined by reference to quoted prices in active markets for identical assets (Level 1) and are as follows at December 31<sup>st</sup>:

	<u>2023</u>	<u>2022</u>
Money market funds	\$ 181,432	\$ 210,046
Equities	4,979,362	5,915,077
Fixed income	2,660,477	4,906,750
Alternatives	2,032,796	2,306,530
Structured investments	<u>1,050,610</u>	<u>832,237</u>
Total investments	<u>\$ 10,904,677</u>	<u>\$ 14,170,640</u>

The following schedule summarizes the investment return without donor restrictions and its classification in the statement of activities for the years ended December 31<sup>st</sup>:

	<u>2023</u>	<u>2022</u>
Dividends and interest	\$ 386,914	\$ 350,647
Net realized gains	680,124	86,080
Management fees	(80,292)	(75,039)
Net unrealized gains (losses)	<u>739,556</u>	<u>(1,471,899)</u>
Total return (loss) on investments	<u>\$ 1,726,302</u>	<u>\$ (1,110,211)</u>

**(6) PROMISES TO GIVE**

Unconditional promises to give consist of the following at December 31<sup>st</sup>:

	<u>2023</u>	<u>2022</u>
Receivable in less than one year	\$ 212,500	\$ 100,000
Receivable in one to five years	650,000	400,000
Receivable in more than five years	<u>-</u>	<u>-</u>
Promises to give, gross	862,500	500,000
Less: discounts	<u>(75,232)</u>	<u>(50,972)</u>
Promises to give, net	<u>\$ 787,268</u>	<u>\$ 449,028</u>

Unconditional promises to give in more than one year are discounted at 4%. Uncollectible promises are expected to be insignificant; therefore, no allowance has been recorded for the years ended December 31, 2023 and 2022.

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(7) PROPERTY AND EQUIPMENT AND DEPRECIATION**

Costs of property and equipment consist of the following at December 31<sup>st</sup>:

	<u>2023</u>	<u>2022</u>
Land and buildings	\$ 16,176,034	\$ 16,176,034
Furniture, fixtures, and equipment	791,288	681,335
Building improvements	215,215	33,528
Leasehold improvements	87,791	87,791
Construction in progress	53,276	53,276
Vehicles	<u>557,175</u>	<u>557,175</u>
	17,880,779	17,589,139
Less accumulated depreciation	<u>(6,386,781)</u>	<u>(5,814,320)</u>
Total	<u>\$ 11,493,998</u>	<u>\$ 11,774,819</u>

Depreciation and amortization expense for the years ended December 31, 2023 and 2022 was \$572,461 and \$576,337, respectively.

**(8) BENEFICIAL INTEREST IN ENDOWMENT FUND**

Bridge House is the beneficiary of an endowment fund created by donors, the assets of which are not in the possession of Bridge House. The fund is held by the Greater New Orleans Foundation. Bridge House has legally enforceable rights and claims to such assets, including the sole right to income there from. The principal portion of the endowment fund is a net asset with donor restrictions. Income earned by the fund is distributed to Bridge House at the discretion of the Greater New Orleans Foundation. At December 31, 2023 and 2022, the beneficial interest in The Greater New Orleans Foundation's Bridge House Fund was a fair value of \$55,416 and \$49,148, respectively.

During the year ended December 31, 2023 and 2022, Bridge House incurred \$6,268 and \$6,837 of investment income/losses from the fund, respectively. Bridge House reinvested these amounts back into the endowment fund.

Changes in endowment net assets for the years ended December 31, 2023 and 2022 is summarized as follows:

	<u>2023</u>	<u>2022</u>
Endowment net assets, beginning of year	\$ 49,148	\$ 55,985
Interest and dividend income	703	575
Administrative fees	(424)	(441)
Net realized gains	43	1,083
Net unrealized gains (losses)	<u>5,946</u>	<u>(8,054)</u>
Endowment net assets, end of year	<u>\$ 55,416</u>	<u>\$ 49,148</u>

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(9) ACCOUNTS PAYABLE AND ACCRUED EXPENSES**

Accounts payable and accrued expenses consisted of the following at December 31<sup>st</sup>:

	2023	2022
Accounts payable	\$ 103,397	\$ 91,491
Accrued salaries and payroll taxes	107,781	94,023
Accrued sales taxes	13,873	13,568
Other accrued expenses	50,077	50,742
	\$ 275,128	\$ 249,824

**(10) NOTES PAYABLE**

Notes payable at December 31, 2023 and 2022 consisted of the following:

	2023	2022
Notes payable to Louisiana Public Facilities Authority, secured by all real property owned by Bridge House; payable in quarterly payments of interest; interest accrues at SIFMA Swap Index rate plus 1.25% (1.35% at December 31, 2021); note matures on April 1, 2040. The note was paid off in full in December 2023.	\$ -	\$ 4,055,000
	-	4,055,000
Less: current portion of long-term debt	-	(140,000)
Total long-term debt, net	\$ -	\$ 3,915,000

Interest costs charged to expenses for the years ended December 31, 2023 and 2022 were \$176,090 and \$114,662, respectively.

**(11) DESIGNATED NET ASSETS**

Net assets without donor restrictions at December 31, 2022 includes \$4,090,000 of assets which were designated by the Board of Directors to be used for the future required funding of debt detailed in Note 10. As discussed in Note 10, this debt was paid off in December 2023; therefore, the board released its designation of these net assets.

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(12) RESTRICTIONS ON NET ASSETS**

Net assets with donor restrictions consisted of the following at December 31<sup>st</sup>:

	<u>2023</u>	<u>2022</u>
Beneficial interest in endowment fund	\$ 55,416	\$ 49,148
Charitable bequest	20,000	22,500
Generator fund	573,436	219,491
Fundraising events	<u>103,591</u>	<u>129,166</u>
Net assets with donor restrictions	<u>\$ 752,443</u>	<u>\$ 420,305</u>

Net assets released from donor restrictions consisted of the following at December 31<sup>st</sup>:

	<u>2023</u>	<u>2022</u>
Charitable bequest	\$ 2,500	\$ 2,500
Woodward property	-	40,135
Stratford property	-	195,506
Generator fund	181,687	20,000
Fundraising events	<u>129,166</u>	<u>225,158</u>
Net assets released from restrictions	<u>\$ 313,353</u>	<u>\$ 483,299</u>

**(13) LEASES**

Bridge House makes payments monthly for the use of treatment, housing, thrift store and used car facilities. Presently, Bridge House has short-term and long-term agreements with the owners of these properties. Short-term arrangements could be terminated at the discretion of either party to the rental agreements. Long-term leases are non-cancelable operating leases, by Bridge House, that expire at various dates through December 31, 2031. Certain leases generally contain renewal options for periods ranging from two to ten years, include escalation clauses, and require Bridge House to pay executor costs such as taxes, maintenance and insurance.

Lease Term and Discount Rate:

	<u>2023</u>	<u>2022</u>
<u>Weighted Average Remaining Lease Term (years)</u>		
Operating leases	8	9
<u>Weighted Average Discount Rate</u>		
Operating leases	2.61%	2.61%

**BRIDGE HOUSE CORPORATION**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
DECEMBER 31, 2023 AND 2022

**(13) LEASES (CONTINUED)**

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

2024	\$ 147,000
2025	150,792
2026	150,792
2027	150,792
2028	154,680
Thereafter	<u>464,040</u>
Total lease payments	1,218,096
Lease: imputed interest	<u>(118,499)</u>
 Total, net	 <u>\$ 1,099,597</u>

**(14) CONTRIBUTED NONFINANCIAL ASSETS**

In-kind contributions for the years ended December 31, 2023 and 2022, included in the financial statements, were as follows:

	<u>2023</u>	<u>2022</u>
Thrift stores	\$ 2,670,123	\$ 2,883,186
Food commodities	<u>153,363</u>	<u>246,879</u>
 Total contributed nonfinancial assets	 <u>\$ 2,823,486</u>	 <u>\$ 3,130,065</u>

Bridge House thrift stores received donated goods ranging from mattresses, cars, clothes, and home furniture from the public to be sold at Bridge House's thrift stores. The assets are determined at fair market value based on the items cost or by the sale of comparable items. These amounts are recorded as contributed nonfinancial asset revenues and program service expenses on the accompanying statements of activities.

Bridge House participated in the United States Department of Agriculture Food Distribution Program for the years ended December 31, 2023 and 2022. The program provides food commodities to Bridge House to use in the preparation of meals for clients. The value of the food commodities is determined at fair market value indicated by the donor. These amounts are recorded as contributed nonfinancial asset revenues and program service expenses on the accompanying statements of activities.

All contributed nonfinancial assets received by Bridge House for the years ended December 31, 2023 and 2022 were considered without donor restrictions and able to be used by Bridge House as determined by the board of directors and management.

**(15) CONCENTRATIONS OF CREDIT RISK**

Financial instruments that potentially subject Bridge House to concentrations of credit risk consist principally of cash and cash equivalents and accounts receivable. Bridge House's policy is to not require accounts receivable to be collateralized.

**BRIDGE HOUSE CORPORATION**  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
DECEMBER 31, 2023 AND 2022

**(15) CONCENTRATIONS OF CREDIT RISK (CONTINUED)**

Bridge House maintains its cash and cash equivalents in various financial institutions. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The balances, at times, may exceed federally insured limits. The uninsured portion of cash balances as of December 31, 2023 and 2022 totaled \$318,197, and \$979,890 respectively.

Bridge House maintains certificates of deposit, stocks, bonds, and mutual funds with Morgan Stanley Smith Barney LLC, who is a member of SIPC, which protects securities up to \$500,000. As of December 31, 2023 and 2022, amounts in excess of insured limits totaled \$10,654,678 and \$13,710,593, respectively.

Approximately 25% of Bridge House's total revenue and 100% of the grants and contracts receivable for the year ended December 31, 2023 was awarded by the State of Louisiana -Department of Health and Hospitals. Approximately 30% of Bridge House's total revenue and 100% of the grants and contracts receivable for the year ended December 31, 2022 was awarded by the State of Louisiana Department of Health and Hospitals.

Promises to give were from three donors as of December 31, 2023. Promises to give were from one donor as of December 31, 2022.

**(16) EMPLOYEE RETENTION TAX CREDITS**

During 2022, Bridge House applied for Employee Retention Credits (Credits) under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) amounting to \$270,055 relating to 2020 payroll taxes, which is presented on the statement of activities at December 31, 2022. During 2023, Bridge House was awarded additional Credits under the CARES Act amounting to \$237,768 relating to 2020 payroll taxes.

**(17) TAX-DEFERRED ANNUITY PLAN**

Bridge House has a tax-deferred annuity plan qualified under Section 403(b) of the Internal Revenue Code. The plan covers full-time employees of Bridge House. Employees may make contributions to the plan up to the maximum amount allowed by the Internal Revenue Code. For fiscal years end December 31, 2023 and 2022, Bridge House Corporation made matching contributions up to 2.5% of the employee's qualifying compensation and an additional 1.5% profit sharing contribution. Plan expenses for the years ended December 31, 2023 and 2022 were \$115,867 and \$73,692, respectively.

**(18) CONSTRUCTION COMMITMENT**

During the year ended December 31, 2023, Bridge House entered into a contract for architectural and construction services related to a generator project in the amount of \$854,600. As of December 31, 2023, \$580,518 was remaining on the contract.



**BRIDGE HOUSE CORPORATION**  
**SCHEDULE OF COMPENSATION, BENEFITS,**  
**AND OTHER PAYMENTS TO AGENCY HEAD**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>Else Pederson</u>	<u>Kevin Gardere</u>
Time served	1/1/23 through 5/31/23	6/1/23 through 12/31/23
Salary	\$ -	\$ -
Benefits - insurance (health and dental)	-	-
Benefits - cell phone	-	-
	<hr/>	<hr/>
Total compensation, benefits, and other payments	<u>\$ -</u>	<u>\$ -</u>

\*Note: Else Pederson and Kevin Gardere do not receive salary or related benefits from public sources.



**INDEPENDENT AUDITORS' 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  
Bridge House Corporation

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 Bridge House Corporation (a non-profit corporation), 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 June 18, 2024.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Bridge House Corporation'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 Bridge House Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bridge House Corporation's internal control.

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

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



**ERICKSEN KRENTEL**<sup>LLP</sup>

CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS

To the Board of Directors of  
Bridge House Corporation  
New Orleans, Louisiana

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

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

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Bridge House Corporation'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 Bridge House Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

June 18, 2024  
New Orleans, Louisiana

Certified Public Accountants

**BRIDGE HOUSE CORPORATION**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**I. SUMMARY OF AUDITORS' REPORTS**

1. The auditors' report expresses an unmodified opinion on the financial statements of Bridge House Corporation.
2. No significant deficiencies or material weaknesses in internal control relating to the audit of the financial statements are reported in the Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Prepared in Accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements were reported in the 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*.
4. A management letter was not issued for the year ended December 31, 2023.

**II. FINDINGS – FINANCIAL STATEMENT AUDIT**

NOT APPLICABLE

**III. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAM AUDIT**

NOT APPLICABLE

**BRIDGE HOUSE CORPORATION**  
**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**I. FINDINGS RELATED TO THE FINANCIAL STATEMENTS**

NOT APPLICABLE

**II. FINDINGS AND QUESTIONED COSTS RELATED TO MAJOR FEDERAL  
AWARD PROGRAMS**

NOT APPLICABLE

**III. MANAGEMENT LETTER**

NOT APPLICABLE

**LOUISIANA LEGISLATIVE AUDITOR**  
**STATEWIDE AGREED-UPON PROCEDURES**  
**BRIDGE HOUSE CORPORATION**  
**NEW ORLEANS, LOUISIANA**  
**FOR THE YEAR ENDED**  
**DECEMBER 31, 2023**



**ERICKSEN KRENTEL**<sup>LLP</sup>  
CERTIFIED PUBLIC ACCOUNTANTS • CONSULTANTS



**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Directors of  
Bridge House Corporation

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 year ended December 31, 2023. Bridge House Corporation's management is responsible for those C/C areas identified in the SAUPs.

Bridge House Corporation 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 year ended 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 attached in Schedule "1."

We were engaged by Bridge House Corporation 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 Bridge House Corporation 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.

June 18, 2024  
New Orleans, Louisiana

*Erickson Krentel, LLP*  
Certified Public Accountants

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**WRITTEN POLICIES AND PROCEDURES**

**Procedures:** 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:

- a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.
- b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the Public Bid Law; and (5) documentation required to be maintained for all bids and price quotes.
- c) ***Disbursements***, including processing, reviewing, and approving.
- d) ***Receipts/Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or 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).
- e) ***Payroll/Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rate(s) of pay or approval and maintenance of pay rate schedules.
- f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.
- g) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.
- h) ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.
- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.



**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**WRITTEN POLICIES AND PROCEDURES (CONTINUED)**

- k) ***Information Technology Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.
- l) ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

**Results:** No exceptions were found as a result of applying the procedures.

**BOARD OR FINANCE COMMITTEE**

- 2. **Procedures:** Obtain and inspect the board/finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and:
  - a) Observe that the board/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.
  - b) 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 comparison, at a minimum, on all proprietary funds, and semi-annual budget- to-actual comparison, 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.
  - c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.
  - d) Observe whether the board/finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**BOARD OR FINANCE COMMITTEE (CONTINUED)**

**Results:** No exceptions were found as a result of applying the procedures.

**BANK RECONCILIATIONS**

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

**Results:** No exceptions were found as a result of applying the procedures.

**COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS)**

4. **Procedure:** Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select five deposit sites (or all deposit sites if less than five).
5. **Procedures:** For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. five collection locations for five deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:
- a) Employees responsible for cash collections do not share cash drawers/registers.
  - b) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g. pre-numbered receipts) to the deposit.

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**COLLECTIONS (EXCLUDING ELECTRONIC FUNDS TRANSFERS) (CONTINUED)**

- c) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
  - d) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source and/or custodial fund additions, are not also responsible for collecting cash, unless another employee/official verifies the reconciliation.
6. **Procedure:** Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.
7. **Procedures:** Randomly select two deposit dates for each of the five bank accounts selected for procedure #3 under "Bank Reconciliations" above (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). Obtain supporting documentation for each of the ten deposits and:
- a) Observe that receipts are sequentially pre-numbered.
  - b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - c) Trace the deposit slip total to the actual deposit per the bank statement.
  - d) Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than ten miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).
  - e) Trace the actual deposit per the bank statement to the general ledger.

**Results:** No exceptions were found as a result of applying the procedures.

**NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)**

8. **Procedure:** 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 five).

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)(CONTINUED)**

9. **Procedures:** For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that:
  - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase.
  - b) At least two employees are involved in processing and approving payments to vendors.
  - c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
  - d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.
  - e) Only employees/officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.
  
10. **Procedures:** For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select five disbursements for each location, obtain supporting documentation for each transaction and:
  - a) Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice, and supporting documentation indicates that deliverables included on the invoice were received by the entity.
  - b) Observe whether the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.
  
11. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3, 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,

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**NON-PAYROLL DISBURSEMENTS (EXCLUDING CARD PURCHASES/PAYMENTS, TRAVEL REIMBURSEMENTS, AND PETTY CASH PURCHASES)(CONTINUED)**

- 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 found as a result of applying the procedures.

**CREDIT CARDS/DEBIT CARDS/FUEL CARDS/PURCHASE CARDS (CARDS)**

12. **Procedures:** 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.
13. **Procedures:** Using the listing prepared by management, randomly select five cards (or all cards if less than five) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:
- a) Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing (or electronically approved), by someone other than the authorized card holder.
- b) Observe whether finance charges and late fees were not assessed on the selected statements.
14. **Procedures:** Using the monthly statements or combined statements selected under #13 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e. 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:** No exceptions were found as a result of applying the procedures.

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**TRAVEL AND TRAVEL-RELATED EXPENSE REIMBURSEMENTS (EXCLUDING CARD TRANSACTIONS)**

15. **Procedures:** Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select five reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the five reimbursements selected:
- a) If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana or the U.S. General Services Administration ([www.gsa.gov](http://www.gsa.gov)).
  - b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.
  - c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policies and procedures (procedure #1g).
  - d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

**Results:** No exceptions were found as a result of applying the procedures.

**CONTRACTS**

16. **Procedures:** Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. Obtain management's representation that the listing is complete. Randomly select five contracts (or all contracts if less than five) from the listing, excluding the practitioner's contract, and:
- a) 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.
  - b) Observe whether the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).
  - c) If the contract was amended (e.g. change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g. if approval is required for any amendment, the documented approvals).

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**CONTRACTS (CONTINUED)**

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

**Results:** No exceptions were found as a result of applying the procedure.

**PAYROLL AND PERSONNEL**

17. **Procedure:** Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select five employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.
18. **Procedures:** Randomly select one pay period during the fiscal period. For the five employees or officials selected under #17 above, obtain attendance records and leave documentation for the pay period, and:
  - a) Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, officials are not eligible to earn leave and do not document their attendance and leave. However, if the official is earning leave according to a policy and/or contract, the official should document his/her daily attendance and leave.)
  - b) Observe whether supervisors approved the attendance and leave of the selected employees or officials.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.
  - d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.
19. **Procedures:** 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, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity policy on termination payments. Agree the hours to the employee or officials' cumulative leave records, agree the pay rates to the employee or officials' authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**PAYROLL AND PERSONNEL (CONTINUED)**

20. **Procedure:** 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 found as a result of applying the procedures.

**ETHICS**

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

- a) Observe whether the documentation demonstrates that each employee/official completed one hour of ethics training during the calendar year as required by R.S. 42:1170.
- b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.
- c) Inquire and/or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

**Results:** Not applicable. The Organization is a private non-profit not required by R.S. 42:1170 to complete one hour of ethics training, notify employees of changes to organization's ethic policy, and appoint an ethics designee.

**DEBT SERVICE**

22. **Procedure:** 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.

23. **Procedure:** 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).



**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**DEBT SERVICE(CONTINUED)**

**Results:** Not applicable. The Organization is a private non-profit not required by Article VII, Section 8 of the Louisiana Constitution to receive approval for each debt instrument. Additionally, the Organization did not have any bonds/notes outstanding at the end of the fiscal period.

**FRAUD NOTICE**

24. **Procedure:** 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.
25. **Procedure:** 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 found as a result of applying the procedures.

**INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY**

26. **Procedures:** Perform the following procedures:
- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe 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.
  - b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.
  - c) Obtain a listing of the entity's computers currently in use, and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.
  - d) Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in procedure #19. Observe evidence that the selected terminated employees have been removed or disabled from the network.

**BRIDGE HOUSE CORPORATION**  
**AGREED-UPON PROCEDURES (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**INFORMATION TECHNOLOGY DISASTER RECOVERY/BUSINESS CONTINUITY(CONTINUED)**

- e) Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees/officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267 .

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

**SEXUAL HARASSMENT**

27. **Procedures:** Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #17, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.
28. **Procedure:** 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).
29. **Procedure:** 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:
- a) Number and percentage of public servants in the agency who have completed the training requirements;
  - b) Number of sexual harassment complaints received by the agency;
  - c) Number of complaints which resulted in a finding that sexual harassment occurred;
  - d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
  - e) Amount of time it took to resolve each complaint.

**Results:** Not applicable. The Organization as a private non-profit is not subject to the sexual harassment law, R.S. 42:344.