

LOUISIANA BUSINESS INCUBATION ASSOCIATION
REPORT ON REVIEW OF FINANCIAL STATEMENTS
REPORT ON APPLYING AGREED-UPON PROCEDURES
INCLUDING THE LOUISIANA ATTESTATION QUESTIONNAIRE

JUNE 30, 2023

BATON ROUGE, LOUISIANA

TABLE OF CONTENTS

Reviewed Financial Statements:

Independent Accountant's Review Report	Page	1 - 2
Statement of Financial Position		3
Statement of Activities		4
Statement of Functional Expenses		5
Statement of Cash Flows		6
Notes to Financial Statements		7 - 10

Other Information:

Independent Accountant's Report on Applying Agreed-Upon Procedures	11 - 14
Summary Schedule of Findings	15
Summary Schedule of Prior Findings	16
Louisiana Attestation Questionnaire	17



**HANNIS T.
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Independent Accountant's Review Report

To the Board of Directors
Louisiana Business Incubation Association
Baton Rouge, Louisiana

We have reviewed the accompanying financial statements of Louisiana Business Incubation Association (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility 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; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Louisiana Business Incubation Association and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our review.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Summarized Comparative Information

We previously reviewed Louisiana Business Incubation Association's 2022 financial statements and in our conclusion dated December 22, 2022, stated that based on our review, we were not aware of any material modifications that should be made to the 2022 financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended June 30, 2022, for it to be consistent with the reviewed financial statements from which it has been derived.

Respectfully submitted,

Hannis T. Bourgeois, LLP

Baton Rouge, Louisiana
December 15, 2023

LOUISIANA BUSINESS INCUBATION ASSOCIATION

STATEMENT OF FINANCIAL POSITION

AS OF JUNE 30, 2023 WITH COMPARATIVE TOTALS FOR 2022

	<u>ASSETS</u>	
	<u>2023</u>	<u>2022</u>
Current Assets:		
Cash and Cash Equivalents	\$ 83,767	\$ 56,133
Accounts Receivable	<u>60,681</u>	<u>69,437</u>
Total Current Assets	<u>\$ 144,448</u>	<u>\$ 125,570</u>
	<u>LIABILITIES AND NET ASSETS</u>	
Current Liabilities:		
Accounts Payable	<u>\$ 82,481</u>	<u>\$ 55,437</u>
Total Current Liabilities	82,481	55,437
Net Assets:		
Without Donor Restrictions	<u>61,967</u>	<u>70,133</u>
Total Net Assets	<u>61,967</u>	<u>70,133</u>
	<u>\$ 144,448</u>	<u>\$ 125,570</u>

See independent accountant's review report and the accompanying notes.

LOUISIANA BUSINESS INCUBATION ASSOCIATION

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2023
WITH COMPARATIVE TOTALS FOR 2022

	Without Donor Restrictions	With Donor Restrictions	2023 Total	2022 Total
Support:				
LED Awards	\$ -	\$ 95,538	\$ 95,538	\$ 68,437
Member Dues	400	-	400	1,000
Total Support	400	95,538	95,938	69,437
Net Assets Released from Restriction	95,538	(95,538)	-	-
Total Support and Net Assets Released from Restriction	95,938	-	95,938	69,437
Expenses:				
Program Services:				
Business Development	75,538	-	75,538	48,437
	75,538	-	75,538	48,437
Supporting Services:				
General & Administrative	28,566	-	28,566	18,199
	28,566	-	28,566	18,199
Total Expenses	104,104	-	104,104	66,636
Change in Net Assets	(8,166)	-	(8,166)	2,801
Net Assets, Beginning of Year	70,133	-	70,133	67,332
Net Assets, End of Year	\$ 61,967	\$ -	\$ 61,967	\$ 70,133

See independent accountant's review report and the accompanying notes.

LOUISIANA BUSINESS INCUBATION ASSOCIATION

STATEMENT OF FUNCTIONAL EXPENSES

FOR THE YEAR ENDED JUNE 30, 2023
WITH COMPARATIVE TOTALS FOR 2022

	<u>Program Services Business Development</u>	<u>Supporting Services General & Administrative</u>	<u>2023 Total Program and Supporting Services</u>	<u>2022 Total Program and Supporting Services</u>
Incubator Awards	\$ 75,538	\$ -	\$ 75,538	\$ 48,437
Professional Fees	-	28,060	28,060	17,300
Dues & Subscriptions	-	447	447	766
Bank Charges	-	59	59	123
Miscellaneous	-	-	-	10
Total	<u>\$ 75,538</u>	<u>\$ 28,566</u>	<u>\$ 104,104</u>	<u>\$ 66,636</u>

See independent accountant's review report and the accompanying notes.

LOUISIANA BUSINESS INCUBATION ASSOCIATION

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2023
WITH COMPARATIVE TOTALS FOR 2022

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities:		
Change in Net Assets	\$ (8,166)	\$ 2,801
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by (Used in) Operating Activities		
(Increase) Decrease in Accounts Receivable	8,756	51,765
Increase (Decrease) in Accounts Payable	<u>27,044</u>	<u>(49,765)</u>
Net Cash Provided by Operating Activities	<u>27,634</u>	<u>4,801</u>
Net Increase in Cash and Cash Equivalents	27,634	4,801
Cash and Cash Equivalents, Beginning of Year	<u>56,133</u>	<u>51,332</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 83,767</u></u>	<u><u>\$ 56,133</u></u>

See independent accountant's review report and the accompanying notes.

LOUISIANA BUSINESS INCUBATION ASSOCIATION

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2023

Note 1 - Nature of Activities and Significant Accounting Policies -

Nature of Activities

The Louisiana Business Incubation Association (the Association), a Louisiana not-for-profit, is domiciled in Baton Rouge, Louisiana. It was created to promote alliances among incubators, governmental agencies, and professional economic developers in order to enhance the growth and diversification of businesses and economy in Louisiana. The Association's support comes primarily from cooperative endeavor agreements with the Louisiana Department of Economic Development. The balance of revenues earned were received from members through annual dues.

The significant accounting policies are as follows:

Basis of Accounting and Presentation

The financial statements of the Association have been prepared on the accrual basis of accounting. Accordingly, revenues are recognized when earned and expenses are recognized when incurred. The Association reports information regarding its financial position and activities according to the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets 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 restrictions.

Net Assets With Donor Restrictions: Net assets subject to donor imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resource be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed or when the stipulated purpose for which the resource was restricted has been fulfilled, or both. Net assets with donor restrictions received during the year ended June 30, 2023 amounted to \$95,538 and those dollars were spent and released during the current year.

All net assets held by the Association as of June 30, 2023 are considered to be without donor restrictions.

Revenue Recognition

LED Awards

The significant revenue of the Association is a cooperative endeavor agreement with the Louisiana Department of Economic Development. Cooperative endeavor agreement revenues are recognized in the appropriate accounting period when earned. Cooperative endeavor agreements are typically

See independent accountant's review report.

fixed price or cost reimbursable. Any amendments or revisions to the agreed upon price are executed in writing with the applicable agency. A small portion of these projects advance funds to the Association prior to performance of the agreement while the majority of these agreements are billed as work progresses. The inputs used to measure progress toward project completion are costs incurred, deliverables completed, or both. The duration of these projects can typically range from less than one year to three years.

Membership Dues

Membership dues, which are generally nonrefundable, are comprised of an exchange element based on the value of benefits provided. The Association recognizes the exchange portion of membership dues over the membership period, which expires and must be subsequently renewed by members at the end of each fiscal year.

Estimates

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

Statement of Cash Flows

For purposes of reporting cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

Accounts Receivable

The Association uses the allowance method of accounting as required by generally accepted accounting principles. There is no allowance recorded in the accompanying financial statements as all receivables are expected to be collected.

Contributions

All contributions are considered to be available without donor restrictions unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as with donor restrictions support that increases that net asset class. When a donor restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

Donated Assets, Goods and Services

During the year ended June 30, 2023, the Association adopted Accounting Standards Update (ASU) 2020-07, Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets. The new guidance requires nonprofit entities to present contributed nonfinancial assets as a separate line item in the statement of activities and also increases the disclosure requirements for contributed nonfinancial assets, including disaggregating by category the types of contributed nonfinancial assets that were received. Adoption of this standard did not have a significant impact on the financial statements.

See independent accountant's review report.

Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities. The Statement of Functional Expenses present the natural classification detail of expenses by function. Program services are the direct costs related to accomplishing the Association's objectives. All other expenses are classified as supporting services.

Income Taxes

The Association operates as a not-for-profit Association and has received exempt status under Code Section 501(c)(6) of the Internal Revenue Code. Accordingly, no liability or expense has been recorded in the accompanying financial statements.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Association and recognize a tax liability (or asset) if the Association has taken an uncertain tax position that would more likely than not be substantiated upon examination. Management has analyzed the tax positions taken by the Association and has concluded that as of June 30, 2023, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements.

The Association files income tax returns in the U.S. federal jurisdiction and the state of Louisiana. With few exceptions, the Association is no longer subject to federal and state income tax examinations by tax authorities for years before 2020. Any interest and penalties assessed by income taxing authorities are not significant and are included in general and administrative expenses in these financial statements as applicable.

Leases

Effective January 1, 2022, the Association adopted Accounting Standards Update (ASU) No. 2016-02, *Leases* (Topic 842), and all related amendments retrospectively at the beginning of the period of adoption through a cumulative-effect adjustment, electing not to adjust the comparative period. This guidance requires that right-of-use (ROU) assets and lease liabilities be recorded on the statement of financial position. The Association elected the practical expedient relief package allowed by the new standard, which does not require the reassessment of (1) whether existing contracts contain a lease, (2) the lease classification or (3) unamortized initial direct costs for existing leases. Additionally, the Association made accounting policy elections for the exclusion of short-term leases (leases with an initial term of 12 months or less and which do not include a purchase option that the Association is reasonably certain to exercise) from the statement of financial position presentation. The Association had no operating or finance leases as of June 30, 2023.

The Association does not recognize ROU assets and lease liabilities on short-term leases but recognizes lease expense for these leases on a straight-line basis over the lease terms and any variable lease payments in the period in which the obligation for those payments is incurred.

The Association's reporting as of and for the year ended June 30, 2022, is in accordance with ASC Topic 840, *Leases*, under U.S. GAAP.

Subsequent Events

The Association evaluated subsequent events and transactions for potential recognition or disclosure in the financial statements through December 15, 2023, the date which the financial statements were available to be issued.

See independent accountant's review report.

Note 2 - Liquidity and Availability -

The following reflects the Association'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. The Association's goal is to maintain liquid financial assets to meet 90 days of operating expenses.

Financial Assets at Year-end:	
Cash and Cash Equivalents	\$ 83,767
Accounts Receivable	60,681
	<hr/>
	144,448
Less amounts not available for general expenditures within one year, due to:	
Accounts Payable	(82,481)
	<hr/>
Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 61,967</u>

Note 3 - Accounts Receivable -

Accounts Receivable of the Association as of June 30, 2023, totaled \$60,681. The balance at June 30, 2023 consists mainly of amounts due from the Louisiana Department of Economic Development through a Cooperative Endeavor Agreement for the period July 1, 2019 through June 30, 2022. On June 19, 2022, the Cooperative Endeavor Agreement was previously extended through June 30, 2023, as a no-cost extension. On May 1, 2023, the Cooperative Endeavor Agreement was amended again to extend the date of completion of the services through June 30, 2024.

As of June 30, 2022 and 2021, the Accounts Receivable totaled \$69,437 and \$121,202, respectively, for the Association.

Note 4 - Accounts Payable -

Accounts Payable of the Association as of June 30, 2023, total \$82,481. The balance at June 30, 2023 includes \$65,481 for awards due to individual member incubators and technology parks based on the requirements of the Cooperative Endeavor Agreement with the Louisiana Department of Economic Development. It also includes \$17,000 for legal and professional fees payable.

Note 5 - Concentration of Revenue Sources -

Approximately 99% of the Association's revenue is derived from the Cooperative Endeavor Agreement with the Louisiana Department of Economic Development. In the event funding is terminated, the Association's operations and program services would be greatly diminished.

Note 6 - Compensation, Benefits, and Other Payments to Agency Head -

Agency head, Jessica Schiele, President, did not receive any compensation, payments for benefits, or any other payments.

See independent accountant's review report.

OTHER INFORMATION



Independent Accountant's Report on
Applying Agreed-Upon Procedures

To the Board of Directors
Louisiana Business Incubation Association
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the Louisiana Business Incubation Association's (the Association) compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the fiscal year ended June 30, 2023, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*. The Association's management is responsible for its financial records and compliance with applicable laws and regulations.

The Association 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 Association's compliance with the laws and regulations contained in the accompanying Louisiana Attestation Questionnaire during the year ended June 30, 2023. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for its purposes. The report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Federal, State, and Local Awards

1. Obtain the list of federal, state, and local government grant award expenditures for the fiscal year, by grant and grant year, from the Association's management.

The Association expended \$75,538 for distributions to member incubators and technology parks in accordance with requirements of the Cooperative Endeavor Agreement with the Louisiana Department of Economic Development (LED).

The Association represented that they received no federal or local government grant awards during the fiscal year ended June 30, 2023.

2. For each federal, state, and local grant award, randomly select six disbursements from each grant administered during the fiscal year, provided that no more than 30 disbursements are selected.

Selected six disbursements from the Cooperative Endeavor Agreement with the Louisiana Department of Economic Development (LED).

3. Obtain documentation for the disbursements selected in Procedure 2. Compare the selected disbursements to supporting documentation, and report whether the disbursements agree to the amount and payee in the supporting documentation.

Each of the selected disbursements agreed to the amount and payee in the supporting documentation.

4. Report whether the selected disbursements were coded to the correct fund and general ledger account.

All of the disbursements were coded to the correct fund and general ledger account.

5. Report whether the selected disbursements were approved in accordance with the Association's policies and procedures.

The Association's policies and procedures state that the Treasurer of the Board will approve all disbursements. Documentation supporting each of the selected disbursements indicated approval from the Treasurer of the Board.

6. For each selected disbursement made for federal grant awards, obtain the *Compliance Supplement* for the applicable federal program. For each disbursement made for a state or local grant award, or for a federal program not included in the *Compliance Supplement*, obtain the grant agreement. Compare the documentation for each disbursement to the program compliance requirements or the requirements of the grant agreement relating to activities allowed or unallowed, eligibility, and reporting; and report whether the disbursements comply with these requirements.

There were no disbursements made for federal grant awards. We obtained the grant agreement for disbursements made for state grant awards, and noted the disbursements appeared to comply with the requirements of the Cooperative Endeavor Agreement with the Louisiana Department of Economic Development (LED).

7. Obtain the close-out reports, if required, for any program selected in Procedure 2 that was closed out during the fiscal year. Compare the close-out reports, if applicable, with the Association's financial records; and report whether the amounts in the close-out reports agree with the Association's financial records.

No closeout report of the grant was required by Louisiana Department of Economic Development during the fiscal year.

Open Meetings

8. Obtain evidence from management that agendas for meetings recorded in the minute book were posted as required by Louisiana Revised Statute 42:11 through 42:28 (the open meetings law), and report whether there are any exceptions.

The Association is not subject to the open meetings law.

Budget

9. For each grant exceeding five thousand dollars, obtain the comprehensive grant budgets that the agency provided to the applicable federal, state or local grantor agency. Report whether the budgets for federal, state and local grants included the purpose and duration of the grants; and whether budgets for state grants also included specific goals, objectives, and measures of performance.

Management provided us with a copy of the adopted budget in regard to the use of LED funding. We also inspected the signed Cooperative Endeavor Agreement between Louisiana Business Incubation Association and the Louisiana Department of Economic Development. The agreement includes a Project Budget that includes the total anticipated funding amount and anticipated support award and administrative expense amounts for the 2019-2022 grant period. On May 1, 2023, the Cooperative Endeavor Agreement was amended again to extend the date of completion of the services through June 30, 2024. Effective June 23, 2022, the agreement was extended until June 19, 2023, as a no-cost extension. The agreement also includes a "Plan of Activities" that establishes an outline of the project and activities, goals, objectives and performance measures.

State Audit Law

10. Report whether the agency provided for a timely report in accordance with R.S. 24:513.

The 2022 review was due December 31, 2022 and was submitted through the Local Government Reporting System on December 22, 2022. The Association's current year (2023) report will be submitted to the Legislative Auditor on or before the statutory due date of December 31, 2023.

11. Inquire of management and report whether the agency entered into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

There were no expenditures made during the year for materials and supplies exceeding \$30,000 and no expenditures were made for public works exceeding \$250,000.

The Association has not entered into any contracts that are subject to public bid law.

Prior-Year Comments

12. Obtain and report management's representation as to whether any prior year suggestions, exceptions, recommendations, and/or comments have been resolved.

No prior year findings were noted.

We were engaged by Louisiana Business Incubation Association 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 the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the United States Comptroller General. 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 the Association's compliance with the foregoing matters. 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 Louisiana Business Incubation Association 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 the Louisiana Business Incubation Association's compliance with certain laws and regulations contained in the accompanying Louisiana Attestation Questionnaire, as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, 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 Louisiana Legislative Auditor as a public document.

Respectfully submitted,

Hanniss T. Bourgeois, LLP

Baton Rouge, Louisiana
December 15, 2023

LOUISIANA BUSINESS INCUBATION ASSOCIATION

SUMMARY SCHEDULE OF FINDINGS

FOR THE YEAR ENDED JUNE 30, 2023

None.

LOUISIANA BUSINESS INCUBATION ASSOCIATION

SUMMARY SCHEDULE OF PRIOR FINDINGS

FOR THE YEAR ENDED JUNE 30, 2022

None.

LOUISIANA ATTESTATION QUESTIONNAIRE

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana quasi-public agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J. Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Quasi-Public Agencies)

_____ 11/15/2023 _____ (Date Transmitted)

_____ Hannis T. Bourgeois _____ (CPA Firm Name)
_____ 2322 Tremont Dr _____ (CPA Firm Address)
_____ Baton Rouge, LA 70809 _____ (City, State Zip)

In connection with your audit of our financial statements as of _____ 07/01/2022 _____ and for _____ 06/30/2023 _____ (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of _____ (date completed/date of the representations).

PART I. Agency Profile

1. Name and address of the organization.

LBIA, 8000 Innovation Park Drive, Baton Rouge, LA 70820

2. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Attached

3. Period of time covered by this questionnaire.

07/01/2022-06/30/2023

4. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

5. Briefly describe the public services provided.

6. Expiration date of current elected/appointed officials' terms. 06/30/2024

Part II. Federal, State, and Local Awards

7. We have detailed for you the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes No N/A

8. All transactions relating to federal grants have been properly recorded within our accounting records and reported to the appropriate federal grantor officials.

Yes No N/A

9. All transactions relating to state grants have been properly recorded within our accounting records and reported to the state grantor officials.

Yes No N/A

10. All transactions relating to local grants have been properly recorded within our accounting records and reported to the appropriate local grantor officials.

Yes No N/A

11. The reports filed with federal agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

12. The reports filed with state agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

13. The reports filed with local agencies are properly supported by books of original entry and supporting documentation.

Yes No N/A

14. We have complied with all applicable compliance requirements of all federal programs we administer,

Yes No N/A

15. We have complied with all applicable specific requirements of all state programs we administer, to include matters contained in the grant awards.

Yes No N/A

16. We have complied with all applicable specific requirements of all local programs we administer, to include matters contained in the grant awards.

Yes No N/A

17. We have provided you with all communications from grantors concerning noncompliance with or deficiencies in administering grant programs.

Yes No N/A

Part III. Public Records

18. We are familiar with the Public Records Act and have made available to the public those records as required by R.S. 44:33.

Yes No N/A

Part IV. Open Meetings

19. Our meetings, as they relate to public funds, have been posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law). **Note: Please refer to Attorney General Opinion No. 13-0043 and the guidance in the publication “[Open Meeting FAQs](#),” available on the Legislative Auditor’s website to determine whether a non-profit agency is subject to the open meetings law.**

Yes [] No [x] N/A []

Part V. Budget

20. For each federal grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes [x] No [] N/A []

21. For each grant received from the state, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose, duration, specific goals and objectives, and measures of performance.

Yes [x] No [] N/A []

22. For each local grant, we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration.

Yes [x] No [] N/A []

Part VI. Reporting

23. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes [x] No [] N/A []

24. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [x] No [] N/A []

25. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [x] No [] N/A []

26. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes [x] No [] N/A []

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance that may occur subsequent to the issuance of your report.

<u><i>Vic Lafont</i></u> <small>Vic Lafont (Nov 16, 2023 11:01 CST)</small>	Secretary	<u>11/16/2023</u>	Date
<u><i>Kristy Barlow</i></u> <small>Kristy Barlow (Nov 16, 2023 11:01 CST)</small>	Treasurer	<u>11/16/2023</u>	Date
<u><i>J. D.</i></u> <small>J. D. (Nov 15, 2023 11:01 CST)</small>	President	<u>11/15/2023</u>	Date