BOARD OF SUPERVISORS
FOR THE UNIVERSITY OF LOUISIANA SYSTEM
NOTICE OF MEETING AND AGENDA
9:00 a.m., Tuesday, August 21, 2012**
Claiborne Building Conference Center
Auditorium, Room 100, “The Louisiana Purchase Room”
1201 North Third Street
Baton Rouge, Louisiana

A. Call to Order

B. Roll Call

C. Invocation

D. Approval of June 18, 2012 Meeting Minutes and Ratification of July 19, 2012 Executive Committee Meeting Minutes.

E. REPORT OF ACADEMIC AND STUDENT AFFAIRS COMMITTEE

1. McNeese State University’s request for approval to reorganize the administrative structure in the College of Science.

2. Northwestern State University’s request for approval of a Proposal for a Graduate Certificate in Teaching English to Speakers of Other Languages (TESOL).

3. University of Louisiana at Monroe’s request for approval of its Proposal for a Master of Occupational Therapy graduate degree program.

** Executive Session, pursuant to R.S. 42:6.1, may be required.
Persons wishing to make public comment on any item on the agenda should complete a Public Comment Card and register with the Assistant to the Board.
4. **University of Louisiana System's** request, on behalf of its nine institutions, for approval of a Proposal for a Collaborative B.A. in Organizational Leadership.

5. **University of Louisiana System's** request for approval of System Universities’ 2012-13 Promotions in Faculty Rank and Recommendations for Tenure.

6. Other Business

**F. REPORT OF ATHLETIC COMMITTEE**

1. **Northwestern State University**’s request for approval of a contractual agreement with Head Baseball Coach, Mr. Lane Burroughs, effective July 1, 2012.

2. **Southeastern Louisiana University**’s request for approval of a contractual agreement with Head Track and Field Coach, Mr. James Brady, effective June 1, 2012.

3. **Southeastern Louisiana University**’s request for approval of a contractual agreement with Head Women’s Tennis Coach, Mr. Jason Hayes, effective June 1, 2012.

4. **Southeastern Louisiana University**’s request for approval of a contractual agreement with Head Softball Coach, Mr. Clyde “Pete” Langlois, effective June 1, 2012.

5. **University of Louisiana at Monroe**’s request for approval of a contractual agreement with Head Baseball Coach, Mr. Jeff Schexnaider, effective August 1, 2012.

6. **University of Louisiana at Monroe**’s request for approval of a contractual agreement with Head Basketball Coach, Mr. Keith Richard, effective August 1, 2012.

7. **University of Louisiana at Monroe**’s request for approval of its Revised Complimentary Ticket Policy.

8. **University of Louisiana System**’s report of significant athletic activities for the period of June 1 to August 8, 2012.

9. Other Business

**G. REPORT OF AUDIT COMMITTEE**

1. **University of Louisiana System**’s request for acceptance of Fiscal Year 2011-12 Financial and Compliance, and Federal Award Programs Representation Letters for:

   a. McNeese State University
   b. Southeastern Louisiana University
   c. University of Louisiana at Lafayette
   d. University of Louisiana at Monroe
e. University of New Orleans
f. University of Louisiana System

2. **University of Louisiana System**’s report on internal and external audits submitted for the period of June 1 to August 8, 2012.

3. Other Business

**H. REPORT OF FACILITIES PLANNING COMMITTEE**

1. **Louisiana Tech University**’s request for approval to rename the Louisiana Tech University Technology Transfer Center in Shreveport (TTCS) the **Louisiana Tech University Shreveport Center**.

2. **Louisiana Tech University**’s request for approval to enter into a ground lease with the Louisiana Tech University Foundation to install lighting at the soccer field and to accept donations from the Foundation for the improvements to the facility upon completion of the installation.

3. **Nicholls State University**’s request for approval to name the Archives in the Ellender Memorial Library the **Phillip D. Uzee Archives**.

4. **Nicholls State University**’s request for approval to name the Generations Teaching Generations (GTG) classroom the **Frank Joseph DeSalvo Room**.

5. **Nicholls State University**’s request for approval to change the name of La Maison du Bayou to the **John A. Brady, Jr. Residential Complex**.

6. **Nicholls State University**’s request for approval to name the locker room in the women’s soccer room the **Lester S. Bimah Room**.

7. **Northwestern State University**’s request for approval to petition the Interim Emergency Board to address deterioration in the original Nursing Education Building #07459, 300 Warrington Place.

8. **University of Louisiana at Lafayette**’s request for approval to renew the terms of a lease with LSU System, Health Care Services Division.

9. **University of New Orleans**’ request for approval of a lease between University of New Orleans and the University of New Orleans Foundation for the use of 6401 St. Bernard Avenue, New Orleans, as the President’s Residence.

10. **University of Louisiana System**’s request for approval of Fiscal Year 2013-14 Capital Outlay Budget Request and Institutions’ Five-Year Capital Outlay Plans.

11. Other Business
1. REPORT OF FINANCE COMMITTEE

1. Louisiana Tech University’s request for approval to complete the refunding of the University’s outstanding Series 2002 Bonds and the issuance of the new Series 2012 Bonds.

2. McNeese State University’s request for approval to establish two LEQSF (8g) Endowed Professorships as follows:
   a. Citgo Petroleum Professorship in Engineering #7
   b. Thomas B. Shearman Professorship in Mass Communications

3. McNeese State University’s, Nicholls State University’s, Southeastern Louisiana University’s, and University of Louisiana at Lafayette’s request for contract pricing for Nursing Post Master’s Certificate Programs, with inclusion of Nicholls State University contingent upon approval to offer the Nursing Post Master’s Certificate Programs.

4. Nicholls State University’s request for approval to rescind the relationship between Nicholls State University and the Louisiana Center for Women and Government and allow the University to move into a relationship with the Center based on a Memorandum of Understanding.

5. University of Louisiana at Lafayette’s request for approval to place a referendum for a student self-assessed fee on the Fall 2012 ballot.

6. University of Louisiana at Monroe’s report on the refinancing of debt that was incurred by the University of Louisiana at Monroe Facilities Corporation for the construction of residential facilities, renovation of the student union, and construction of the university health center.

7. University of New Orleans’ request to approve a bond resolution authorizing the issuance of $9,700,000 in aggregate principal amount of Board of Supervisors for the University of Louisiana System Revenue Refunding Bonds (University of New Orleans Wellness Center Project) Series 2012.

8. University of Louisiana System’s request for approval of Fiscal Year 2012-13 Operating Budgets, including organizational charts, undergraduate/graduate mandatory attendance fees, and scholarships.

9. Other Business

J. REPORT OF PERSONNEL COMMITTEE

1. Louisiana Tech University’s request for approval to appoint Dr. Lawrence Leonard as Interim Dean of the College of Education effective September 1, 2012.

2. McNeese State University’s request for approval to appoint Dr. Musa Essayyad as the Dean of the College of Business effective August 1, 2012.
3. University of Louisiana at Lafayette’s request for approval to continue the interim appointment of Mr. Ken Ardoin as Vice President for University Advancement effective July 1, 2012.

4. University of Louisiana at Lafayette’s request for approval to appoint Dr. Ramesh Kolluru as Interim Vice President for Research effective August 13, 2012.

5. University of New Orleans’ request for approval to appoint Dr. Norman Whitley as Interim Dean of the College of Engineering effective June 4, 2012.

6. Other Business

K. SYSTEM PRESIDENT’S BUSINESS

1. Personnel Actions

2. System President’s Report

3. Other Business

L. BOARD CHAIR’S BUSINESS

1. Board Chair’s Report

2. Other Business

M. Other Business

N. Adjournment
BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM

AUDIT COMMITTEE

August 21, 2012

Item G.1. University of Louisiana System’s request for acceptance of Fiscal Year 2011-2012 Financial and Compliance, and Federal Award Programs Representation Letters for McNeese State University, Southeastern Louisiana University, University of Louisiana at Lafayette, University of Louisiana at Monroe, University of New Orleans, and the University of Louisiana System.

EXECUTIVE SUMMARY

In connection with its financial and compliance audits of colleges and universities, the Legislative Auditor’s Office requires the President and Chief Fiscal Officer to review certain representations and certify that those representations are true and correct. The officers answer and sign a financial and compliance and federal award programs questionnaire at the beginning of the audit and then sign an update upon conclusion of the audit certifying that: (1) there were no material changes to the original certification; or (2) any such changes have been disclosed to the Legislative Auditor. Office of Legislative Auditor policy further requires that the appropriate management board accept the university’s questionnaire in a public meeting.

RECOMMENDATION

It is recommended that the following resolution be adopted:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System hereby accepts Fiscal Year 2011-2012 Financial and Compliance, and Federal Award Programs Representation Letters for McNeese State University, Southeastern Louisiana University, University of Louisiana at Lafayette, University of Louisiana at Monroe, University of New Orleans, and the University of Louisiana System.
July 31, 2012

Dr. Randy Moffett, President
University of Louisiana System
1201 North Third Street
Suite 7-300
Baton Rouge, LA 70802

Dear Dr. Moffett:

Enclosed are five (5) copies of McNeese State University's request for approval of its Legislative Auditor Financial and Compliance Representation letter.

Please place this item on the ULS Board of Supervisors' agenda for consideration and approval at the August 20, 2012 meeting.

Thank you for your attention in this matter.

Sincerely,

[Signature]

Philip C. Williams
President

Enclosures
June 4, 2012

State Agency, System Related Assurances
Financial and Compliance Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana System as of June 30, 2012 and for the two years then ended conducted for the purpose of expressing an opinion as to the fair presentation of the system’s financial statements in accordance with accounting principles generally accepted in the United States, to provide assurances on McNeese State University’s accounts, classes of transactions, and disclosures that are material to the system’s financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and to review our systems of internal control over financial reporting and our compliance with material laws and regulations applicable to those accounts, classes of transactions and disclosures, 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 June 4, 2012.

PART I. GENERAL

1. We are responsible for the fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the Division of Administration. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2012 and changes in financial position, (including cash flows, if applicable) for the year then ended in accordance with accounting and reporting requirements of the Division of Administration.

   Yes [●] No [ ]

2. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or other financial information/schedules).

   Yes [●] No [ ]

3. It is correct that there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements (or other financial information/schedules) and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes [●] No [ ]
4. It is correct that no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustments to, or disclosure in, the financial statements. We acknowledge our responsibility to advise you of such items in the event they occur after the date of this representation.

Yes [●] No [ ]

5. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

Yes [ ] No [●]

The Department of Health and Hospitals-Office of Behavioral Health in its fiscal monitoring report for the period of July 1, 2009 through June 30, 2011 found that for the year ended June 30, 2011, the MSU Psychology Department overbilled the Louisiana Department of Health and Hospitals by $62,000 for its Pathological Gambling program. These funds have been repaid to DHH.

6. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

Yes [●] No [ ]

7. During the fiscal year under audit, there have been no changes of our accounting principles and practices.

Yes [●] No [ ]

8. We have made available to you all, if and to the extent requested by you, of the following data - (exceptions should be listed)

   a. Financial records and related data.

   b. Minutes of the meetings of directors, board members, commission members, et cetera, and the committees thereof, or summaries of actions of recent meetings for which minutes have not yet been prepared.

   c. Accurate names and addresses of board members, officials, or other interested parties, to include any audit committee or other committee exercising significant oversight of the finance function, who should receive the audit report.

   d. Financial records, agreements, guidelines, and related data pertaining to federal and state grant awards.

Yes [●] No [ ]
9. It is correct that we have not knowingly withheld from you any financial records or related data that in our judgment would be relevant to your audit.
   Yes [●] No [ ]

10. We are responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting sufficient to record, process, summarize, and report financial data consistent with the assertions embodied in the financial statements; to safeguard public assets; and to comply with applicable laws and regulations.
    Yes [●] No [ ]

11. We have disclosed to the auditor any known matters within our internal controls, to include those components relating to compliance with laws and regulations that we consider to be significant deficiencies and/or material weaknesses in relation to our financial statements (or other financial information/schedules).
    Yes [●] No [ ]

12. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
    Yes [●] No [ ]

13. It is correct that we have no knowledge of any fraud or suspected fraud affecting the entity involving:
   a. Management,
   b. Employees who have significant roles in internal control, or
   c. Others where the fraud could have an effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.
    Yes [●] No [ ]

14. It is correct that we have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.
    Yes [●] No [ ]

15. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations for provisions of contracts or grant agreements, or abuse that you have reported to us.
    Yes [ ] No [ ] N/A [●]
16. We have a process to track the status of audit findings and recommendations

   Yes [●]  No [ ]  N/A [ ]

17. It is correct that we are not aware of any employees who were employed by this agency during the above time period that have committed "dishonest acts" as defined in the Office of Risk Management (ORM) Insurance Information Notice No. 2002-2 (exceptions should be listed).

   Yes [●]  No [ ]

18. It is correct that we are not aware of any current employees of this agency that have committed "dishonest acts," as defined by ORM Insurance Information Notice No. 2002-2, who are in a position to cause a loss to this agency (exceptions should be listed).

   Yes [●]  No [ ]

19. It is correct that the ORM has not refused to cover a loss by this agency because it was caused by an employee who had previously committed a "dishonest act" (exceptions should be listed).

   Yes [●]  No [ ]

20. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

   Yes [●]  No [ ]  There are none [ ]

21. It is correct that we have not adopted any plans, nor do we have present intentions, that could materially affect the carrying value or classification of assets, liabilities, or net assets/fund equities in the financial statements.

   Yes [●]  No [ ]

22. We have specifically disclosed to you all related party transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, et cetera, and all such transactions have been properly recorded in the accounting records and disclosed in the notes to the financial statements.

   Yes [ ]  No [ ]  There are none [●]

23. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.

   Yes [●]  No [ ]
24. It is correct that all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements are included in the financial statements, are complete and accurate, and have been prepared within the disclosed accounting principles.

   Yes [●] No [    ]

25. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.

   Yes [●] No [    ]

26. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, including legal matters that could have a material impact on our operations.

   Yes [●] No [    ]

27. We have complied with all aspects of state and federal laws and regulations, contractual agreements, debt agreements, tax propositions, and grant restrictions that would have a material effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, et cetera, in the event of noncompliance.

   Yes [●] No [    ]

28. It is correct that there are no violations or possible violations of laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.

   Yes [●] No [    ]

29. Where applicable, all financial reports and claims for reimbursements, required under state grant awards, have been based on accurate financial data taken from our financial records and such reports and claims have been filed in a timely manner.

   Yes [●] No [ ] N/A [    ]

30. It is correct that there are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be recorded and/or disclosed in accordance with Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

   Yes [●] No [    ]
31. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

Yes [●] No [ ]

32. It is correct that there are no reservations or designations of fund equity that were not properly authorized and approved.

Yes [●] No [ ]

33. We have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Yes [●] No [ ]

34. The financial statements include all component units as well as joint ventures and properly disclose all joint ventures and other related organizations, if any.

Yes [●] No [ ] There are none [ ]

35. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes [●] No [ ] N/A [ ]

36. Provisions for uncollected receivables have been properly identified and recorded.

Yes [●] No [ ] N/A [ ]

37. Revenues and Expenses have been appropriately classified in the operating statement.

Yes [●] No [ ]

38. Inter-fund, internal, and intra-entity activity and balances have been appropriately classified and reported.

Yes [●] No [ ] N/A [ ]

39. Special and extraordinary items are appropriately classified and reported.

Yes [●] No [ ] N/A [ ]

40. Deposits and investment securities are properly classified as to risk, and investments are properly values.
Yes [ ● ]  No [  ]

41. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated.
    Yes [ ● ]  No [  ]  N/A [  ]

42. Required supplementary information (RSI) is presented within prescribed guidelines.
    Yes [ ● ]  No [  ]

43. We acknowledge as part of the audit, you prepared the draft financial statements, related notes, and/or other schedules. We have designated a competent management-level individual to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and/or schedules.
    Yes [ ● ]  No [  ]  N/A [  ]

44. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
    Yes [  ]  No [  ]  N/A [ ● ]

45. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the financial statements (or other financial information/schedules) after the written representation.
    Yes [ ● ]  No [  ]

Legal Compliance

PART II. PUBLIC BID LAW

46. We have complied with the provisions of the public bid law, R.S. 38:2212, and the regulations of the Division of Administration - Office of State Purchasing.
    Yes [ ● ]  No [  ]

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

47. It is correct that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1170.
48. It is correct that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances which would constitute a violation of R.S. 42:1119.

Yes [●] No [ ] N/A [ ]

PART IV. LAWS AFFECTING BUDGETING

49. We have complied with the state budget requirements of R.S. 39:21-87.5 and the provisions of the annual appropriation act.

Yes [●] No [ ] N/A [ ]

PART V. ACCOUNTING, AUDITING, AND FINANCIAL/OTHER REPORTING LAWS

50. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:514.

Yes [●] No [ ]

51. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. Title 44, Chapter 1.

Yes [●] No [ ]

52. We have submitted a document retention schedule to State Archives in accordance with R.S. 44:411(A)(1).

Yes [●] No [ ]

53. We have filed our annual financial statements in accordance with R.S. 24:514.

Yes [●] No [ ] N/A [ ]

54. We have had our financial statements (or other financial information/schedules) audited in accordance with R.S. 24:513.

Yes [●] No [ ] N/A [ ]

55. We have complied with the distribution requirements for agency reports submitted to the Louisiana legislature as established in R.S. 24:772.
State Agency, System Related Assurances -
Financial and Compliance Representation Letter
Page 9

Yes [●] No [ ] N/A [ ]

56. We have reported (in writing) any known misappropriations to the legislative auditor and the appropriate parish district attorney as required by R.S. 24:523.

Yes [●] No [ ] N/A [ ]

PART VI. ASSET MANAGEMENT LAWS

57. We have maintained records of our fixed assets and movable property, as required by R.S. 24:515 and R.S. 39:321-332.

Yes [●] No [ ] N/A [ ]

PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

58. We have complied with the fiscal agency and cash management requirements of R.S. 49:301-330.

Yes [●] No [ ]

PART VIII. DEBT RESTRICTION LAWS

59. It is correct that we have not incurred any indebtedness (including installment purchase agreements) without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution; Article VI, Section 33 of the 1974 Louisiana Constitution; R.S. 39:1402-1405; and A.G. Opinion 95-508.

Yes [●] No [ ] N/A [ ]

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

60. We have complied with the regulation of the Louisiana Department of State Civil Service in the employment, payment, and management of our personnel.

Yes [●] No [ ] N/A [ ]

61. We have complied with the PPMs and other regulations issued by the Division of Administration.

Yes [●] No [ ] N/A [ ]
62. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and the annual appropriation act.

Yes [●]  No [ ]  N/A [ ]

63. It is correct that we have not advanced wages or salaries to employees or paid bonuses, in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; R.S. 14:138; and A.G. Opinion 79-729.

Yes [●]  No [ ]  N/A [ ]

64. It is correct that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [●]  No [ ]  N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

Signature  Eddy P. Norbert  Date  6/11/12

Signature  [Signature]  Date  6/11/2012
Interim Update to the Financial and Compliance Questionnaire Representations *(if necessary)*

We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

Signature ___________________________________________ Date ______________________

Signature ___________________________________________ Date ______________________
Update to the Financial and Compliance Questionnaire Representations

A. We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

B. We have reviewed the financial statements (or other financial information/schedules), to include any adjustments proposed by you our auditor, and find that we are in agreement with them, and we take full responsibility for them.

C. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements (or other financial information/schedules) for each opinion unit. (No uncorrected misstatements [ ])  

D. We have provided our views of reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report. (No findings communicated to management [ ]) 

E. Furthermore, we acknowledge the additional representations made in the addendum to this statement. (No addendum of representations obtained [ ]) 

Signature  ________________________________  Date  ________________________________

Signature  ________________________________  Date  ________________________________
June 4, 2012

Federal Award Programs Representation Letter
State Agencies, Colleges and Universities, and Local Governments

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of University of Louisiana System’s financial statements as of June 30, 2012 and for the two years then ended for the purposes of expressing opinions on the fair presentation of our financial statements in compliance with accounting principles generally accepted in the United States of America and, specifically, to review the McNeese State University’s compliance with laws and regulations applicable to our federal award programs, 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 June 4, 2012.

1. We are responsible for complying, and have complied, with the requirements of Office of Management and Budget (OMB) Circular A-133.

   Yes [●] No [ ] N/A [ ]

2. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance that provides reasonable assurance that federal award programs are managed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on the federal award programs.

   Yes [●] No [ ] N/A [ ]

3. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal award programs and have complied, in all material respects, with those requirements.

   Yes [●] No [ ] N/A [ ]

4. We have identified and disclosed to the auditor the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.

   Yes [●] No [ ] N/A [ ]

5. We have made available all contracts and grant agreements (including amendments, if any) and any other correspondence that have taken place with federal agencies or pass-through entities related to federal programs.

   Yes [●] No [ ] N/A [ ]
6. We have identified and disclosed to the auditor all amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews, as related to the current and prior years.

   Yes [●]  No [ ]  N/A [ ]

7. We have made available all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

   Yes [●]  No [ ]  N/A [ ]

8. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

   Yes [●]  No [ ]  N/A [ ]

9. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.

   Yes [●]  No [ ]  N/A [ ]

10. If applicable, management has monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133.

    Yes [●]  No [ ]  N/A [ ]

11. If applicable, management has issued management decisions timely after their receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and has ensured that subrecipients have taken the appropriate and timely corrective action on findings.

    Yes [●]  No [ ]  N/A [ ]

12. If applicable, management has considered the results of subrecipient audits and has made any necessary adjustments to the auditee's own books and records.

    Yes [●]  No [ ]  N/A [ ]

13. Management is responsible for and has accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133.

    Yes [ ]  No [ ]  N/A [●]
14. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

Yes [●] No [ ] N/A [ ]

15. If applicable, management has accurately completed the appropriate sections of the data collection form.

Yes [●] No [ ] N/A [ ]

16. If applicable, management has disclosed all contracts or other agreements with service organizations.

Yes [●] No [ ] N/A [ ]

17. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Yes [ ] No [ ] N/A [●]

18. Management has disclosed any known noncompliance occurring subsequent to the period for which compliance is audited.

Yes [●] No [ ] N/A [ ]

19. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies (including material weaknesses), have occurred subsequent to the date as of which compliance is audited.

Yes [●] No [ ] N/A [ ]

20. We have prepared the Schedule of Expenditures of Federal Awards, in accordance with Circular A-133 and have included all expenditures of federal awards provided directly by federal agencies and indirectly by other state or local governments in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

Yes [●] No [ ] N/A [ ]

21. We have identified in the Schedule of Expenditures of Federal Awards, the appropriate Catalog of Federal Domestic Assistance (CFDA) number for each of our federal award programs that are listed in the catalog, or other identifying number when a CFDA number is not available.

Yes [●] No [ ] N/A [ ]
Federal Award Programs Representation Letter
Page 4

22. We have identified in the Schedule of Expenditures of Federal Awards, the name of the federal agency or other state or local government (pass-through entity) that provided the assistance.

Yes [●] No [ ] N/A [ ]

23. We have made available all audits, monitoring reports, and correspondence received from the federal awarding agencies.

Yes [●] No [ ] N/A [ ]

24. We have established and implemented and identified to the auditor, internal control policies and procedures to assure compliance with the compliance requirements applicable to our federal award programs.

Yes [●] No [ ] N/A [ ]

25. We have identified the compliance requirements governing the activities allowed or unallowed; allowable costs/cost principles; cash management; Davis-Bacon Act; eligibility; equipment and real property management; matching, level of effort, or earmarking; period of availability of federal funds; procurement and suspension and debarment; program income; real property acquisition and relocation assistance; reporting; subrecipient monitoring; and any special tests and provisions that are applicable to our federal award programs, which are identified in the Schedule of Expenditures of Federal Awards.

Yes [●] No [ ] N/A [ ]

26. We have complied with the financial and other reporting requirements applicable to our federal award programs.

Yes [●] No [ ] N/A [ ]

27. Expenditures of federal funds and amounts claimed or used for matching were determined in compliance with federal regulations and OMB Circulars A-21, A-87, A-102, A-110, A-133, and the Compliance Supplement.

Yes [●] No [ ] N/A [ ]

28. We have complied with the provisions of the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.

Yes [●] No [ ] N/A [ ]

29. There have been no - (exceptions should be listed)

(a) Fraudulent or illegal acts involving the board, management, or employees who have significant roles in processing federal transactions or safeguarding federal assets or in the administration of federal award programs.
Federal Award Programs Representation Letter
Page 5

(b) Fraudulent or illegal acts involving other employees that could have an effect on the federal grants and awards.

(e) Communications from regulatory agencies or grantor agencies concerning noncompliance with, or deficiencies in, federal financial reporting practices, grant administration, program/grant regulations, et cetera, that could have an effect on the grant award or on the Schedule of Expenditures of Federal Awards.

Yes [ ● ] No [ ] N/A [ ]

30. We have not received any notification from a federal awarding agency requesting that its program be treated as a major program under the provisions of Section 215(e) of OMB Circular A-133.

Yes [ ● ] No [ ] N/A [ ]

31. We have not included audit costs billed by the Legislative Auditor in federal program charges for the current year.

Yes [ ● ] No [ ] N/A [ ]

32. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the federal awards or the Schedule of Expenditures of Federal Awards after the written representation.

Yes [ ● ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

[Signature] President 6/11/2012 Date

[Signature] VP Business Affairs 6/11/12 Date

Update to the Federal Award Programs Representation Letter

We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

[Signature] President __________________________ Date

[Signature] VP Business Affairs __________________________ Date

REPLTRFA REVISED 6/10
Date: June 6, 2012

Southeastern Louisiana University
Financial and Compliance Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana System as of and for the year ended June 30, 2012 conducted for the purpose of expressing an opinion as to the fair presentation of the system’s financial statements in accordance with accounting principles generally accepted in the United States, to provide assurances on Southeastern Louisiana University’s accounts, classes of transactions, and disclosures that are material to the system’s financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and to review our systems of internal control over financial reporting and our compliance with material laws and regulations applicable to those accounts, classes of transactions and disclosures, 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 June 6, 2012.

PART I. GENERAL

1. We are responsible for the fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the Division of Administration. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2012 and changes in financial position, (including cash flows, if applicable) for year ended June 30, 2012 in accordance with accounting and reporting requirements of the Division of Administration.

   Yes [ X ] No [ ]

2. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or other financial information/schedules).

   Yes [ X ] No [ ]

3. It is correct that there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements (or other financial information/schedules) and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes [ X ] No [ ]
4. It is correct that no events have occurred subsequent to the balance sheet date that would require adjustments to, or disclosure in, the financial statements. We acknowledge our responsibility to advise you of such items in the event they occur after the date of this representation.

Yes [ X ] No [ ]

5. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

Yes [ X ] No [ ]

6. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

Yes [ X ] No [ ]

7. During the fiscal year under audit, there have been no changes of our accounting principles and practices.

Yes [ X ] No [ ]

8. We have made available to you all, if and to the extent requested by you, of the following data -

   a. Financial records and related data.

   b. Minutes of the meetings of directors, board members, commission members, et cetera, and the committees thereof, or summaries of actions of recent meetings for which minutes have not yet been prepared.

   c. Accurate names and addresses of board members, officials, or other interested parties, to include any audit committee or other committee exercising significant oversight of the finance function, who should receive the audit report.

   d. Financial records, agreements, guidelines, and related data pertaining to federal and state grant awards.

   Yes [ X ] No [ ]

9. It is correct that we have not knowingly withheld from you any financial records or related data that in our judgment would be relevant to your audit.

   Yes [ X ] No [ ]
10. We acknowledge our responsibility to establish internal controls sufficient to record, process, summarize, and report financial data consistent with the assertions embodied in the financial statements; to safeguard public assets; and to comply with applicable laws and regulations.

Yes [ X ] No [   ]

11. We have disclosed to the auditor any known matters within our internal controls, to include those components relating to compliance with laws and regulations, that we consider to be significant deficiencies and/or material weaknesses in relation to our financial statements (or other financial information/schedules).

Yes [ X ] No [   ]

12. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

Yes [ X ] No [   ]

13. It is correct that we have no knowledge of any fraud or suspected fraud affecting the entity involving:

   a. Management,

   b. Employees who have significant roles in internal control, or

   c. Others where the fraud could have an effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

Yes [ X ] No [   ]

14. It is correct that we have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

Yes [ X ] No [   ]

15. It is correct that we are not aware of any employees who were employed by this agency during the above time period that have committed "dishonest acts" as defined in the Office of Risk Management (ORM) Insurance Information Notice No. 2002-2 (exceptions should be listed).

Yes [   ] No [ X ]
16. It is correct that we are not aware of any current employees of this agency that have committed "dishonest acts," as defined by ORM Insurance Information Notice No. 2002-2, who are in a position to cause a loss to this agency (exceptions should be listed).

   Yes [ X ] No [ ]

17. It is correct that the ORM has not refused to cover a loss by this agency because it was caused by an employee who had previously committed a "dishonest act" (exceptions should be listed).

   Yes [ X ] No [ ]

18. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

   Yes [ X ] No [ ] There are none [ ]

19. It is correct that we have not adopted any plans, nor do we have present intentions, that could materially affect the carrying value or classification of assets, liabilities, or net assets/fund equities in the financial statements.

   Yes [ X ] No [ ]

20. We have specifically disclosed to you all related party transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, et cetera, and all such transactions have been properly recorded in the accounting records and disclosed in the notes to the financial statements.

   Yes [ X ] No [ ] There are none [ ]

21. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.

   Yes [ X ] No [ ]

22. It is correct that all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements are included in the financial statements, are complete and accurate, and have been prepared within the disclosed accounting principles.

   Yes [ X ] No [ ]
23. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.

   Yes [X] No [ ]

24. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, including legal matters that could have a material impact on our operations.

   Yes [X] No [ ]

25. We have complied with all aspects of state and federal laws and regulations, contractual agreements, debt agreements, tax propositions, and grant restrictions that would have a material effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, et cetera, in the event of noncompliance.

   Yes [X] No [ ]

26. It is correct that there are no violations or possible violations of laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.

   Yes [X] No [ ]

27. Where applicable, all financial reports and claims for reimbursements, required under state grant awards, have been based on accurate financial data taken from our financial records and such reports and claims have been filed in a timely manner.

   Yes [X] No [ ] N/A [ ]

28. It is correct that there are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be recorded and/or disclosed in accordance with Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

   Yes [X] No [ ]

29. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

   Yes [X] No [ ]
30. It is correct that there are no reservations or designations of fund equity that were not properly authorized and approved.

   Yes [ ] X [ ] No [ ]

31. We have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

   Yes [ X ] No [ ]

32. The financial statements include all component units as well as joint ventures and properly disclose all joint ventures and other related organizations, if any.

   Yes [ X ] No [ ] There are none [ ]

33. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations, as applicable, are properly classified and, if applicable, approved.

   Yes [ X ] No [ ] N/A [ ]

34. Provisions for uncollected receivables have been properly identified and recorded.

   Yes [ X ] No [ ] N/A [ ]

35. Revenues and Expenses have been appropriately classified in the operating statement.

   Yes [ X ] No [ ]

36. Inter-fund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   Yes [ X ] No [ ] N/A [ ]

37. Special and extraordinary items are appropriately classified and reported.

   Yes [ X ] No [ ] N/A [ ]

38. Deposits and investment securities are properly classified as to risk, and investments are properly values.

   Yes [ X ] No [ ]
39. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated.

Yes [ X ] No [ ] N/A [ ]

40. Required supplementary information (RSI) is presented within prescribed guidelines.

Yes [ X ] No [ ]

41. We acknowledge as part of the audit, you prepared the draft financial statements, related notes, and/or other schedules. We have designated a competent management-level individual to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and/or schedules.

Yes [ ] No [ ] N/A [ X ]

42. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the financial statements (or other financial information/schedules) after the written representation.

Yes [ X ] No [ ]

Legal Compliance

PART II. PUBLIC BID LAW

43. We have complied with the provisions of the public bid law, R.S. 38:2212, and the regulations of the Division of Administration - Office of State Purchasing.

Yes [ X ] No [ ]

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

44. It is correct that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1170.

Yes [ X ] No [ ] N/A [ ]
45. It is correct that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances which would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

PART IV. LAWS AFFECTING BUDGETING

46. We have complied with the state budget requirements of R.S. 39:21-87.5 and the provisions of the annual appropriation act.

Yes [ X ] No [ ] N/A [ ]

PART V. ACCOUNTING, AUDITING, AND FINANCIAL/OTHER REPORTING LAWS

47. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:514.

Yes [ X ] No [ ]

48. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. Title 44, Chapter 1.

Yes [ X ] No [ ]

49. We have submitted a document retention schedule to State Archives in accordance with R.S. 44:411(A)(1).

Yes [ X ] No [ ]

50. We have filed our annual financial statements in accordance with R.S. 24:514.

Yes [ X ] No [ ] N/A [ ]

51. We have had our financial statements (or other financial information/schedules) audited in accordance with R.S. 24:513.

Yes [ X ] No [ ] N/A [ ]

52. We have complied with the distribution requirements for agency reports submitted to the Louisiana legislature as established in R.S. 24:772.

Yes [ X ] No [ ] N/A [ ]

[REPLSYS]

CONFIDENTIAL

Revised: 7/07
53. We have reported (in writing) any known misappropriations to the legislative auditor and the appropriate parish district attorney as required by R.S. 24:523.

Yes [ X ] No [ ] N/A [ ]

PART VI. ASSET MANAGEMENT LAWS

54. We have maintained records of our fixed assets and movable property, as required by R.S. 24:515 and R.S. 39:321-332.

Yes [ X ] No [ ] N/A [ ]

PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

55. We have complied with the fiscal agency and cash management requirements of R.S. 49:301-330.

Yes [ X ] No [ ]

PART VIII. DEBT RESTRICTION LAWS

56. It is correct that we have not incurred any indebtedness (including installment purchase agreements) without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution; Article VI, Section 33 of the 1974 Louisiana Constitution; R.S. 39:1402-1405; and A.G. Opinion 95-508.

Yes [ X ] No [ ] N/A [ ]

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

57. We have complied with the regulation of the Louisiana Department of State Civil Service in the employment, payment, and management of our personnel.

Yes [ X ] No [ ] N/A [ ]

58. We have complied with the PPMs and other regulations issued by the Division of Administration.

Yes [ X ] No [ ] N/A [ ]
59. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and the annual appropriation act.

   Yes [ X ] No [ ] N/A [ ]

60. It is correct that we have not advanced wages or salaries to employees or paid bonuses, in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; R.S. 14:138; and A.G. Opinion 79-729.

   Yes [ X ] No [ ] N/A [ ]

61. It is correct that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

   Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

Signature: ___________________________      Date: 6/6/12  
John Crain, President

Signature: ___________________________      Date: 06.06.12
Sam Domiano,
Interim Vice President for Administration & Finance
Interim Update to the Financial and Compliance Questionnaire Representations (if necessary)

We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

Signature: [Signature]
Date: 06/11
John Crain, President

Signature: [Signature]
Date: 06/06/12
Sam Domiano,
Interim Vice President for Administration & Finance

Update to the Financial and Compliance Questionnaire Representations

A. We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

B. We have reviewed the financial statements (or other financial information/schedules), to include any adjustments proposed by you our auditor, and find that we are in agreement with them, and we take full responsibility for them.

C. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements (or other financial information/schedules) for each opinion unit. (No uncorrected misstatements [ ])

D. Furthermore, we acknowledge the additional representations made in the addendum to this statement. (No addendum of representations obtained [ ])

Signature: [Signature]
Date: 06/11
John Crain, President

Signature: [Signature]
Date: 06/06/12
Sam Domiano,
Interim Vice President for Administration & Finance
Exceptions to question #15 of the Financial and Compliance Representation Letter:

1. **Brandi Rogers – Administrative Supervisor 2 – University Police.** Ms. Rogers admitted to payroll fraud while employed as an Administrative Supervisor in the University Police Department. She resigned on June 4, 2012. This matter is currently under investigation by the Office of Internal Audit.
Date: June 6, 2012

Federal Award Programs Representation Letter
State Agencies, Colleges and Universities, and Local Governments

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the University of Louisiana System’s financial statements as of and for the year ended June 30, 2012 for the purposes of expressing opinions on the fair presentation of our financial statements in compliance with accounting principles generally accepted in the United States of America and, specifically, to review our compliance with laws and regulations applicable to our federal award programs, 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 June 6, 2012.

1. We have identified in the Schedule of Expenditures of Federal Awards, all expenditures of federal awards provided directly by federal agencies and indirectly by other state or local governments in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

   Yes [ X ] No [ ] N/A [ ]

2. We have identified in the Schedule of Expenditures of Federal Awards, the appropriate Catalog of Federal Domestic Assistance (CFDA) number for each of our federal award programs that are listed in the catalog, or other identifying number when a CFDA number is not available.

   Yes [ X ] No [ ] N/A [ ]

3. We have identified in the Schedule of Expenditures of Federal Awards, the name of the federal agency or other state or local government (pass-through entity) that provided the assistance.

   Yes [ X ] No [ ] N/A [ ]

4. We have made available all audits, monitoring reports, and correspondence received from the federal awarding agencies.

   Yes [ X ] No [ ] N/A [ ]

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If a Schedule of Expenditures of Federal Awards (SEFA) is not prepared by the entity, answer the question as it relates to the information provided for preparation of the system-wide SEFA.
Federal Award Programs Representation Letter
Page 2

5. We have established and implemented and identified to the auditor, internal control policies and procedures to assure compliance with the compliance requirements applicable to our federal award programs.

Yes [ X ] No [ ] N/A [ ]

6. We have identified the compliance requirements governing the activities allowed or unallowed; allowable costs/cost principles; cash management; Davis-Bacon Act; eligibility; equipment and real property management; matching, level of effort, or earmarking; period of availability of federal funds; procurement and suspension and debarment; program income; real property acquisition and relocation assistance; reporting; subrecipient monitoring; and any special tests and provisions that are applicable to our federal award programs which are identified in the Schedule of Expenditures of Federal Awards.

Yes [ X ] No [ ] N/A [ ]

7. We have complied with the financial and other reporting requirements applicable to our federal award programs.

Yes [ X ] No [ ] N/A [ ]

8. It is correct that the information presented in federal financial reports and claims for advances and reimbursements is supported by the books and records from which the basic financial statements have been prepared.

Yes [ X ] No [ ] N/A [ ]

9. It is correct that expenditures of federal awards and amounts claimed or used for matching were determined in compliance with federal regulations and OMB Circulars A-21, A-87, A-102, A-110, and A-133 (Compliance Supplement).

Yes [ X ] No [ ] N/A [ ]

10. We have complied with the provisions of the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.

Yes [ X ] No [ ] N/A [ ]

11. We have monitored subrecipients to determine that the subrecipients expend federal awards in accordance with applicable laws and regulations and have met the requirements of OMB Circular A-133.

Yes [ X ] No [ ] N/A [ ]

REPLTRFA REVISED: 01/04
12. With respect to federal awards provided to subrecipients, we have taken appropriate corrective action on a timely basis after receipt of a subrecipient’s audit report that identifies noncompliance with applicable laws and regulations and/or weaknesses in internal control.

   Yes [ ] No [ ] N/A [ X ]

13. We have considered the results of the audits of subrecipients and have made necessary adjustments to our own books and records.

   Yes [ ] No [ ] N/A [ X ]

14. We have identified and disclosed to the auditor all amounts questioned and all known noncompliance with requirements that could have a direct and material effect on each federal award program, as related to the current and prior years.

   Yes [ ] No [ ] N/A [ X ]

15. It is correct that there have been no - (exceptions should be listed)

   (a) Fraudulent or illegal acts involving the board, management, or employees who have significant roles in processing federal transactions or safeguarding federal assets or in the administration of federal award programs.

   (b) Fraudulent or illegal acts involving other employees that could have an effect on the federal grants and awards.

   (c) Communications from regulatory agencies or grantor agencies concerning noncompliance with, or deficiencies in, federal financial reporting practices, grant administration, program/grant regulations, et cetera, that could have an effect on the grant award or on the Schedule of Expenditures of Federal Awards.

   Yes [ X ] No [ ] N/A [ ]

16. It is correct that we have not received any notification from a federal awarding agency requesting that its program be treated as a major program under the provisions of Section 215(c) of OMB Circular A-133.

   Yes [ X ] No [ ] N/A [ ]

17. We have provided true copies of the actual reports submitted or electronically transmitted to the federal awarding agencies or pass-through entities in the case of a subrecipient.

   Yes [ X ] No [ ] N/A [ ]
Federal Award Programs Representation Letter
Page 4

18. It is correct that we have not included audit costs billed by the Legislative Auditor in federal program charges for the current year.

Yes [ X ] No [ ] N/A [ ]

19. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the federal awards or the Schedule of Expenditures of Federal Awards after the written representation.

Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

John Cain, President

Sam Domiano, Interim Vice President for Administration & Finance

Update to the Federal Award Programs Representation Letter

We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

John Cain, President

Sam Domiano, Interim Vice President for Administration & Finance

REPLTRFA
REVISED: 01/04
August 1, 2012

Dr. Randy Moffett, President
University of Louisiana System
1201 North Third Street, Suite 7-300
Baton Rouge, LA 70802

Dear Dr. Moffett:

Enclosed are representation letters for the University of Louisiana at Lafayette which should be presented to the Board at its next meeting.

Sincerely,

E. Joseph Savoie
President

Enclosures
June 22, 2012

State Agency, System Related Assurances
Financial and Compliance Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana System as of June 30, 2012 and for the year then ended conducted for the purpose of expressing an opinion as to the fair presentation of the system's financial statements in accordance with accounting principles generally accepted in the United States, to provide assurances on University of Louisiana at Lafayette's accounts, classes of transactions, and disclosures that are material to the system's financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and to review our systems of internal control over financial reporting and our compliance with material laws and regulations applicable to those accounts, classes of transactions and disclosures, 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 June 22, 2012.

PART I. GENERAL

1. We are responsible for the fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the Division of Administration. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2012 and changes in financial position, (including cash flows, if applicable) for the year then ended in accordance with accounting and reporting requirements of the Division of Administration.

   Yes [X] No [ ]

2. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or other financial information/schedules).

   Yes [X] No [ ]

3. It is correct that there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements (or other financial information/schedules) and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes [X] No [ ]
4. It is correct that no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustments to, or disclosure in, the financial statements. We acknowledge our responsibility to advise you of such items in the event they occur after the date of this representation.

Yes [X] No [ ]

5. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

Yes [X] No [ ]

6. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

Yes [X] No [ ]

7. During the fiscal year under audit, there have been no changes of our accounting principles and practices.

Yes [X] No [ ]

8. We have made available to you all, if and to the extent requested by you, of the following data - (exceptions should be listed)

a. Financial records and related data.

b. Minutes of the meetings of directors, board members, commission members, et cetera, and the committees thereof, or summaries of actions of recent meetings for which minutes have not yet been prepared.

c. Accurate names and addresses of board members, officials, or other interested parties, to include any audit committee or other committee exercising significant oversight of the finance function, who should receive the audit report.

d. Financial records, agreements, guidelines, and related data pertaining to federal and state grant awards.

Yes [X] No [ ]

9. It is correct that we have not knowingly withheld from you any financial records or related data that in our judgment would be relevant to your audit.

Yes [X] No [ ]
10. We are responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting sufficient to record, process, summarize, and report financial data consistent with the assertions embodied in the financial statements; to safeguard public assets; and to comply with applicable laws and regulations.

   Yes [X] No [ ]

11. We have disclosed to the auditor any known matters within our internal controls, to include those components relating to compliance with laws and regulations, that we consider to be significant deficiencies and/or material weaknesses in relation to our financial statements (or other financial information/schedules).

   Yes [X] No [ ]

12. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

   Yes [X] No [ ]

13. It is correct that we have no knowledge of any fraud or suspected fraud affecting the entity involving:
   a. Management,
   b. Employees who have significant roles in internal control, or
   c. Others where the fraud could have an effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

   Yes [ ] No [X] See addendum

14. It is correct that we have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

   Yes [X] No [ ]

15. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations for provisions of contracts or grant agreements, or abuse that you have reported to us.

   Yes [X] No [ ] N/A [ ]

16. We have a process to track the status of audit findings and recommendations.

   Yes [X] No [ ] N/A [ ]
17. It is correct that we are not aware of any employees who were employed by this agency during the above time period that have committed “dishonest acts” as defined in the Office of Risk Management (ORM) Insurance Information Notice No. 2002-2 (exceptions should be listed).

Yes [X] No [ ]

18. It is correct that we are not aware of any current employees of this agency that have committed “dishonest acts,” as defined by ORM Insurance Information Notice No. 2002-2, who are in a position to cause a loss to this agency (exceptions should be listed).

Yes [X] No [ ]

19. It is correct that the ORM has not refused to cover a loss by this agency because it was caused by an employee who had previously committed a “dishonest act” (exceptions should be listed).

Yes [X] No [ ]

20. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

Yes [X] No [ ] There are none [ ]

21. It is correct that we have not adopted any plans, nor do we have present intentions, that could materially affect the carrying value or classification of assets, liabilities, or net assets/fund equities in the financial statements.

Yes [X] No [ ]

22. We have specifically disclosed to you all related party transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, et cetera, and all such transactions have been properly recorded in the accounting records and disclosed in the notes to the financial statements.

Yes [X] No [ ] There are none [ ]

23. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.

Yes [X] No [ ]
24. It is correct that all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements are included in the financial statements, are complete and accurate, and have been prepared within the disclosed accounting principles.

Yes [ X ] No [   ]

25. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.

Yes [ X ] No [   ]

26. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, including legal matters that could have a material impact on our operations.

Yes [ X ] No [   ]

27. We have complied with all aspects of state and federal laws and regulations, contractual agreements, debt agreements, tax propositions, and grant restrictions that would have a material effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, et cetera, in the event of noncompliance.

Yes [ X ] No [   ]

28. It is correct that there are no violations or possible violations of laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.

Yes [ X ] No [   ]

29. Where applicable, all financial reports and claims for reimbursements, required under state grant awards, have been based on accurate financial data taken from our financial records and such reports and claims have been filed in a timely manner.

Yes [ X ] No [   ] N/A [   ]

30. It is correct that there are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be recorded and/or disclosed in accordance with Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

Yes [ X ] No [   ]
31. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

   Yes [ ] No [X]

32. It is correct that there are no reservations or designations of fund equity that were not properly authorized and approved.

   Yes [ ] No [X]

33. We have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

   Yes [ ] No [X]

34. The financial statements include all component units as well as joint ventures and properly disclose all joint ventures and other related organizations, if any.

   Yes [ ] No [X] There are none [ ]

35. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations, as applicable, are properly classified and, if applicable, approved.

   Yes [ ] No [X] N/A [ ]

36. Provisions for uncollected receivables have been properly identified and recorded.

   Yes [ ] No [X] N/A [ ]

37. Revenues and Expenses have been appropriately classified in the operating statement.

   Yes [ ] No [X]

38. Inter-fund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   Yes [ ] No [X] N/A [ ]

39. Special and extraordinary items are appropriately classified and reported.

   Yes [ ] No [X] N/A [ ]
40. Deposits and investment securities are properly classified as to risk, and investments are properly values.

Yes [ X ] No [ ]

41. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated.

Yes [ X ] No [ ] N/A [ ]

42. Required supplementary information (RSI) is presented within prescribed guidelines.

Yes [ X ] No [ ]

43. We acknowledge as part of the audit, we prepared the draft financial statements, related notes, and/or other schedules. We have designated a competent management-level individual to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and/or schedules.

Yes [ X ] No [ ] N/A [ ]

44. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

Yes [ ] No [ ] N/A [ X ]

45. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the financial statements (or other financial information/schedules) after the written representation.

Yes [ X ] No [ ]

Legal Compliance

PART II. PUBLIC BID LAW

46. We have complied with the provisions of the public bid law, R.S. 38:2212, and the regulations of the Division of Administration - Office of State Purchasing.

Yes [ X ] No [ ]

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

[REPLSYS] CONFIDENTIAL Revised: 6/10
47. It is correct that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1170.

   Yes [ X ] No [ ] N/A [ ]

48. It is correct that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances which would constitute a violation of R.S. 42:1119.

   Yes [ X ] No [ ] N/A [ ]

PART IV. LAWS AFFECTING BUDGETING

49. We have complied with the state budget requirements of R.S. 39:21-87.5 and the provisions of the annual appropriation act.

   Yes [ X ] No [ ] N/A [ ]

PART V. ACCOUNTING, AUDITING, AND FINANCIAL/OTHER REPORTING LAWS

50. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:514.

   Yes [ X ] No [ ]

51. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. Title 44, Chapter 1.

   Yes [ X ] No [ ]

52. We have submitted a document retention schedule to State Archives in accordance with R.S. 44:411(A)(1).

   Yes [ X ] No [ ]

53. We have filed our annual financial statements in accordance with R.S. 24:514.

   Yes [ X ] No [ ] N/A [ ]

54. We have had our financial statements (or other financial information/schedules) audited in accordance with R.S. 24:513.

   Yes [ X ] No [ ] N/A [ ]
55. We have complied with the distribution requirements for agency reports submitted to the Louisiana legislature as established in R.S. 24:772.

   Yes [ X ] No [   ] N/A [   ]

56. We have reported (in writing) any known misappropriations to the legislative auditor and the appropriate parish district attorney as required by R.S. 24:523.

   Yes [ X ] No [   ] N/A [   ]

PART VI. ASSET MANAGEMENT LAWS

57. We have maintained records of our fixed assets and movable property, as required by R.S. 24:515 and R.S. 39:321-332.

   Yes [ X ] No [   ] N/A [   ]

PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

58. We have complied with the fiscal agency and cash management requirements of R.S. 49:301-330.

   Yes [ X ] No [   ]

PART VIII. DEBT RESTRICTION LAWS

59. It is correct that we have not incurred any indebtedness (including installment purchase agreements) without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution; Article VI, Section 33 of the 1974 Louisiana Constitution; R.S. 39:1402-1405; and A.G. Opinion 95-508.

   Yes [ X ] No [   ] N/A [   ]

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

60. We have complied with the regulation of the Louisiana Department of State Civil Service in the employment, payment, and management of our personnel.

   Yes [ X ] No [   ] N/A [   ]

61. We have complied with the PPMs and other regulations issued by the Division of Administration.

   Yes [ X ] No [   ] N/A [   ]
62. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and the annual appropriation act.

Yes [X] No [ ] N/A [ ]

63. It is correct that we have not advanced wages or salaries to employees or paid bonuses, in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; R.S. 14:138; and A.G. Opinion 79-729.

Yes [X] No [ ] N/A [ ]

64. It is correct that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [X] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

Signature

Date 6/27/12

Signature

Date 6/24/12

[REPLSYS] CONFIDENTIAL Revised: 6/10
Interim Update to the Financial and Compliance Questionnaire Representations (if necessary)

We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

Signature ___________________________________________ Date ________________________________

Signature ___________________________________________ Date ________________________________
Update to the Financial and Compliance Questionnaire Representations

A. We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

B. We have reviewed the financial statements (or other financial information/schedules), to include any adjustments proposed by you our auditor, and find that we are in agreement with them, and we take full responsibility for them.

C. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements (or other financial information/schedules) for each opinion unit. (No uncorrected misstatements [ ])

D. We have provided our views of reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report. (No findings communicated to management [ ])

E. Furthermore, we acknowledge the additional representations made in the addendum to this statement. (No addendum of representations obtained [ ])

Signature ________________________________ Date ________________________________

Signature ________________________________ Date ________________________________
Addendum:

The Legislative Auditor has been notified that the university has uncovered additional discrepancies in the Parking and Transit Department which occurred in March 2011 discovered by the Funds Handling Compliance Accountant. This matter is still currently under investigation by University Police.
Federal Award Programs Representation Letter
State Agencies, Colleges and Universities, and Local Governments

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of University of Louisiana System’s financial statements as of June 30, 2012 and for the year then ended for the purposes of expressing opinions on the fair presentation of our financial statements in compliance with accounting principles generally accepted in the United States of America and, specifically, to review the University of Louisiana at Lafayette’s compliance with laws and regulations applicable to our federal award programs, 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 June 22, 2012.

1. We are responsible for complying, and have complied, with the requirements of Office of Management and Budget (OMB) Circular A-133.

   Yes [X]  No [ ]  N/A [ ]

2. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance that provides reasonable assurance that federal award programs are managed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on the federal award programs.

   Yes [X]  No [ ]  N/A [ ]

3. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal award programs and have complied, in all material respects, with those requirements.

   Yes [X]  No [ ]  N/A [ ]

4. We have identified and disclosed to the auditor the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.

   Yes [X]  No [ ]  N/A [ ]

5. We have made available all contracts and grant agreements (including amendments, if any) and any other correspondence that have taken place with federal agencies or pass-through entities related to federal programs.

   Yes [X]  No [ ]  N/A [ ]
6. We have identified and disclosed to the auditor all amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews, as related to the current and prior years.

   Yes [ ] No [ ] N/A [ X ]

7. We have made available all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

   Yes [ X ] No [ ] N/A [ ]

8. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

   Yes [ X ] No [ ] N/A [ ]

9. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.

   Yes [ X ] No [ ] N/A [ ]

10. If applicable, management has monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133.

    Yes [ X ] No [ ] N/A [ ]

11. If applicable, management has issued management decisions timely after their receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and has ensured that subrecipients have taken the appropriate and timely corrective action on findings.

    Yes [ X ] No [ ] N/A [ ]

12. If applicable, management has considered the results of subrecipient audits and has made any necessary adjustments to the auditee's own books and records.

    Yes [ X ] No [ ] N/A [ ]

13. Management is responsible for and has accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133.

    Yes [ X ] No [ ] N/A [ ]
Federal Award Programs Representation Letter
Page 3

14. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

   Yes [ X ] No [ ] N/A [ ]

15. If applicable, management has accurately completed the appropriate sections of the data collection form

   Yes [ ] No [ ] N/A [ X ]

16. If applicable, management has disclosed all contracts or other agreements with service organizations.

   Yes [ ] No [ ] N/A [ X ]

17. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

   Yes [ ] No [ ] N/A [ X ]

18. Management has disclosed any known noncompliance occurring subsequent to the period for which compliance is audited.

   Yes [ X ] No [ ] N/A [ ]

19. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies (including material weaknesses), have occurred subsequent to the date as of which compliance is audited.

   Yes [ X ] No [ ] N/A [ ]

20. We have prepared the Schedule of Expenditures of Federal Awards,\(^1\) in accordance with Circular A-133 and have included all expenditures of federal awards provided directly by federal agencies and indirectly by other state or local governments in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

   Yes [ X ] No [ ] N/A [ ]

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\(^1\) If a Schedule of Expenditures of Federal Awards (SEFA) is not prepared by the entity, answer the question as it relates to the information provided for preparation of the system-wide SEFA.
21. We have identified in the Schedule of Expenditures of Federal Awards, the appropriate Catalog of Federal Domestic Assistance (CFDA) number for each of our federal award programs that are listed in the catalog, or other identifying number when a CFDA number is not available.

   Yes [ ] No [ ] N/A [ ]

22. We have identified in the Schedule of Expenditures of Federal Awards, the name of the federal agency or other state or local government (pass-through entity) that provided the assistance.

   Yes [ ] No [ ] N/A [ ]

23. We have made available all audits, monitoring reports, and correspondence received from the federal awarding agencies.

   Yes [ ] No [ ] N/A [ ]

24. We have established and implemented and identified to the auditor, internal control policies and procedures to assure compliance with the compliance requirements applicable to our federal award programs.

   Yes [ ] No [ ] N/A [ ]

25. We have identified the compliance requirements governing the activities allowed or unallowed; allowable costs/cost principles; cash management; Davis-Bacon Act; eligibility; equipment and real property management; matching, level of effort, or earmarking; period of availability of federal funds; procurement and suspension and debarment; program income; real property acquisition and relocation assistance; reporting; subrecipient monitoring; and any special tests and provisions that are applicable to our federal award programs, which are identified in the Schedule of Expenditures of Federal Awards.

   Yes [ ] No [ ] N/A [ ]

26. We have complied with the financial and other reporting requirements applicable to our federal award programs.

   Yes [ ] No [ ] N/A [ ]

27. Expenditures of federal funds and amounts claimed or used for matching were determined in compliance with federal regulations and OMB Circulars A-21, A-87, A-102, A-110, A-133, and the Compliance Supplement.

   Yes [ ] No [ ] N/A [ ]

28. We have complied with the provisions of the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
Federal Award Programs Representation Letter

Page 5

Yes [ X ] No [ ] N/A [ ]

29. There have been no - (exceptions should be listed)

(a) Fraudulent or illegal acts involving the board, management, or employees who have significant roles in processing federal transactions or safeguarding federal assets or in the administration of federal award programs.

(b) Fraudulent or illegal acts involving other employees that could have an effect on the federal grants and awards.

(c) Communications from regulatory agencies or grantor agencies concerning noncompliance with, or deficiencies in, federal financial reporting practices, grant administration, program/grant regulations, et cetera, that could have an effect on the grant award or on the Schedule of Expenditures of Federal Awards.ii

Yes [ X ] No [ ] N/A [ ]

30. We have not received any notification from a federal awarding agency requesting that its program be treated as a major program under the provisions of Section 215(c) of OMB Circular A-133.

Yes [ X ] No [ ] N/A [ ]

31. We have not included audit costs billed by the Legislative Auditor in federal program charges for the current year.

Yes [ X ] No [ ] N/A [ ]

32. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the federal awards or the Schedule of Expenditures of Federal Awards after the written representation.

Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

E. Joseph Savoie 4/27/12 Date

Jerry Luke LeBlanc 6/5/12 Date
Update to the Federal Award Programs Representation Letter

We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

_____________________________ E. Joseph Savoie ______________________________ Date

_____________________________ Jerry Luke LeBlanc ______________________________ Date

---

\*See endnote 1 above.

\*\*See endnote 1 above.
July 31, 2012

Dr. Randy Moffett
President
University of Louisiana System
1201 Third Street, 7-300
Baton Rouge, LA 70802

Dear Dr. Moffett:

I respectfully request approval of the University of Louisiana at Monroe’s Financial and Compliance Representation Letter at the August 21, 2012, Board of Supervisors meeting.

If I may be of further assistance, please let me know.

Sincerely,

Nick J. Bruno, Ph.D.
President
February 27, 2012

University of Louisiana at Monroe
System Related Assurances
Financial and Compliance Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana at Monroe as of June 30, 2012 and for the two years then ended conducted for the purpose of expressing an opinion as to the fair presentation of the system’s financial statements in accordance with accounting principles generally accepted in the United States, to provide assurances on the University of Louisiana at Monroe’s accounts, classes of transactions, and disclosures that are material to the system’s financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and to review our systems of internal control over financial reporting and our compliance with material laws and regulations applicable to those accounts, classes of transactions and disclosures, 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 February 27, 2012.

PART I. GENERAL

1. We are responsible for the fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the Division of Administration. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2012 and changes in financial position, (including cash flows, if applicable) for the two years then ended in accordance with accounting and reporting requirements of the Division of Administration.

   Yes [X] No [ ]

2. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or other financial information/schedules).

   Yes [X] No [ ]

3. It is correct that there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements (or other financial information/schedules) and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes [X] No [ ]

4. It is correct that no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustments to, or disclosure in, the financial statements. We acknowledge our responsibility to advise you of such items in the event they occur after the date of this representation.

   Due to an IRS audit, there will be prior year adjustments. Yes [ ] No [X]

Office of the President • 700 University Ave. • Monroe, LA 71209-3000
Phone: (318) 342-1010 • Fax: (318) 342-1019
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5. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

We have had communications from the IRS and the Louisiana Department of Revenue.

Yes [ ] No [X]

6. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

Yes [X] No [ ]

7. During the fiscal year under audit, there have been no changes of our accounting principles and practices.

Yes [X] No [ ]

8. We have made available to you all, if and to the extent requested by you, of the following data - (exceptions should be listed)

a. Financial records and related data.

b. Minutes of the meetings of directors, board members, commission members, etcetera, and the committees thereof, or summaries of actions of recent meetings for which minutes have not yet been prepared.

c. Accurate names and addresses of board members, officials, or other interested parties, to include any audit committee or other committee exercising significant oversight of the finance function, who should receive the audit report.

d. Financial records, agreements, guidelines, and related data pertaining to federal and state grant awards.

Yes [X] No [ ]

9. It is correct that we have not knowingly withheld from you any financial records or related data that in our judgment would be relevant to your audit.

Yes [X] No [ ]

10. We are responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting sufficient to record, process, summarize, and report financial data consistent with the assertions embodied in the financial statements; to safeguard public assets; and to comply with applicable laws and regulations.

Yes [X] No [ ]
11. We have disclosed to the auditor any known matters within our internal controls, to include those components relating to compliance with laws and regulations, that we consider to be significant deficiencies and/or material weaknesses in relation to our financial statements (or other financial information/schedules).

   Yes [x] No [ ]

12. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

   Yes [x] No [ ]

13. It is correct that we have no knowledge of any fraud or suspected fraud affecting the entity involving:

   a. Management,

   b. Employees who have significant roles in internal control, or

   c. Others where the fraud could have an effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

   Yes [x] No [ ]

14. It is correct that we have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

   Yes [x] No [ ]

15. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations for provisions of contracts or grant agreements, or abuse that you have reported to us.

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

16. We have a process to track the status of audit findings and recommendations.

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

17. It is correct that we are not aware of any employees who were employed by this agency during the above time period that have committed "dishonest acts" as defined in the Office of Risk Management (ORM) Insurance Information Notice No. 2002-2 (exceptions should be listed).

   Yes [x] No [ ]
18. It is correct that we are not aware of any current employees of this agency that have committed "dishonest acts," as defined by ORM Insurance Information Notice No. 2002-2, who are in a position to cause a loss to this agency (exceptions should be listed).

Yes [X]  No [   ]

19. It is correct that the ORM has not refused to cover a loss by this agency because it was caused by an employee who had previously committed a "dishonest act" (exceptions should be listed).

Yes [X]  No [   ]

20. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

Yes [X]  No [   ] There are none [   ]

21. It is correct that we have not adopted any plans, nor do we have present intentions, that could materially affect the carrying value or classification of assets, liabilities, or net assets/fund equities in the financial statements.

Yes [X]  No [   ]

22. We have specifically disclosed to you all related party transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, et cetera, and all such transactions have been properly recorded in the accounting records and disclosed in the notes to the financial statements.

Yes [   ]  No [   ] There are none [X]

23. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.

Yes [X]  No [   ]
24. It is correct that all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements are included in the financial statements, are complete and accurate, and have been prepared within the disclosed accounting principles.

Yes [X] No [ ]

25. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.

Yes [X] No [ ]

26. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, including legal matters that could have a material impact on our operations.

Yes [X] No [ ]

27. We have complied with all aspects of state and federal laws and regulations, contractual agreements, debt agreements, tax propositions, and grant restrictions that would have a material effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, et cetera, in the event of noncompliance.

Yes [X] No [ ]

28. It is correct that there are no violations or possible violations of laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.

Yes [X] No [ ]

29. Where applicable, all financial reports and claims for reimbursements, required under state grant awards, have been based on accurate financial data taken from our financial records and such reports and claims have been filed in a timely manner.

Yes [X] No [ ] N/A [ ]

30. It is correct that there are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be recorded and/or disclosed in accordance with Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

Yes [X] No [ ]
31. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board Statement No. 5, *Accounting for Contingencies*.

   Yes [X]  No [ ]

32. It is correct that there are no reservations or designations of fund equity that were not properly authorized and approved.

   Yes [X]  No [ ]

33. We have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

   Yes [X]  No [ ]

34. The financial statements include all component units as well as joint ventures and properly disclose all joint ventures and other related organizations, if any.

   Yes [X]  No [ ]  There are none [ ]

35. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations, as applicable, are properly classified and, if applicable, approved.

   Yes [X]  No [ ]  N/A [ ]

36. Provisions for uncollected receivables have been properly identified and recorded.

   Yes [X]  No [ ]  N/A [ ]

37. Revenues and Expenses have been appropriately classified in the operating statement.

   Yes [X]  No [ ]

38. Inter-fund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   Yes [X]  No [ ]  N/A [ ]

39. Special and extraordinary items are appropriately classified and reported.

   Yes [X]  No [ ]  N/A [ ]
40. Deposits and investment securities are properly classified as to risk, and investments are properly values.
   
   Yes [X]  No [ ]

41. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated.
   
   Yes [X]  No [ ]  N/A [ ]

42. Required supplementary information (RSI) is presented within prescribed guidelines.
   
   Yes [X]  No [ ]

43. We acknowledge as part of the audit, you prepared the draft financial statements, related notes, and/or other schedules. We have designated a competent management-level individual to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and/or schedules.
   
   Yes [ ]  No [ ]  N/A [X]

44. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
   
   Yes [ ]  No [ ]  N/A [X]

45. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the financial statements (or other financial information/schedules) after the written representation.
   
   Yes [X]  No [ ]

Legal Compliance

PART II. PUBLIC BID LAW

46. We have complied with the provisions of the public bid law, R.S. 38:2212, and the regulations of the Division of Administration - Office of State Purchasing.
   
   Yes [X]  No [ ]

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES
47. It is correct that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1170.

   Yes [X]  No [ ]  N/A [ ]

48. It is correct that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances which would constitute a violation of R.S. 42:1119.

   Yes [X]  No [ ]  N/A [ ]

PART IV. LAWS AFFECTING BUDGETING

49. We have complied with the state budget requirements of R.S. 39:21-87.5 and the provisions of the annual appropriation act.

   Yes [X]  No [ ]  N/A [ ]

PART V. ACCOUNTING, AUDITING, AND FINANCIAL/OTHER REPORTING LAWS

50. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:314.

   Yes [X]  No [ ]

51. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. Title 44, Chapter 1.

   Yes [X]  No [ ]

52. We have submitted a document retention schedule to State Archives in accordance with R.S. 44:411(A)(1).

   Yes [X]  No [ ]

53. We have filed our annual financial statements in accordance with R.S. 24:514.

   Yes [X]  No [ ]  N/A [ ]

54. We have had our financial statements (or other financial information/schedules) audited in accordance with R.S. 24:513.

   Yes [X]  No [ ]  N/A [ ]
55. We have complied with the distribution requirements for agency reports submitted to the Louisiana legislature as established in R.S. 24:772.

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

56. We have reported (in writing) any known misappropriations to the legislative auditor and the appropriate parish district attorney as required by R.S. 24:523.

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

PART VI. ASSET MANAGEMENT LAWS

57. We have maintained records of our fixed assets and movable property, as required by R.S. 24:515 and R.S. 39:321-332.

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

PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

58. We have complied with the fiscal agency and cash management requirements of R.S. 49:301-330.

   Yes [x] No [ ]

PART VIII. DEBT RESTRICTION LAWS

59. It is correct that we have not incurred any indebtedness (including installment purchase agreements) without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution; Article VI, Section 33 of the 1974 Louisiana Constitution; R.S. 39:1402-1405; and A.G. Opinion 95-508.

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

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

60. We have complied with the regulation of the Louisiana Department of State Civil Service in the employment, payment, and management of our personnel.

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

61. We have complied with the PPMs and other regulations issued by the Division of Administration.

   Yes [x] No [ ] N/A [ ]
62. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and the annual appropriation act.

   Yes [X]  No [ ]  N/A [ ]

63. It is correct that we have not advanced wages or salaries to employees or paid bonuses, in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; R.S. 14:138; and A.G. Opinion 79-729.

   Yes [X]  No [ ]  N/A [ ]

64. It is correct that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

   Yes [X]  No [ ]  N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

Signature: ____________________________  Date: 3/1/12

Signature: ____________________________  Date: 3/1/12
July 31, 2012

Dr. Randy Moffett  
President  
University of Louisiana System  
1201 Third Street, 7-300  
Baton Rouge, LA 70802

Dear Dr. Moffett:

I respectfully request approval of the University of Louisiana at Monroe’s Federal Award Programs Representation Letter at the August 21, 2012, Board of Supervisors meeting.

If I may be of further assistance, please let me know.

Sincerely,

Nick J. Bruno, Ph.D.  
President
February 27, 2012:

**Federal Award Programs Representation Letter**
University of Louisiana at Monroe

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of University of Louisiana at Monroe’s financial statements as of June 30, 2012 and for the two years then ended for the purposes of expressing opinions on the fair presentation of our financial statements in compliance with accounting principles generally accepted in the United States of America and, specifically, to review our compliance with laws and regulations applicable to our federal award programs, 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 February 27, 2012.

1. We are responsible for complying, and have complied, with the requirements of Office of Management and Budget (OMB) Circular A-133.

   Yes [X] No [   ] N/A [   ]

2. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance that provides reasonable assurance that federal award programs are managed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on the federal award programs.

   Yes [X] No [   ] N/A [   ]

3. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal award programs and have complied, in all material respects, with those requirements.

   Yes [X] No [   ] N/A [   ]

4. We have identified and disclosed to the auditor the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.

   Yes [X] No [   ] N/A [   ]

5. We have made available all contracts and grant agreements (including amendments, if any) and any other correspondence that have taken place with federal agencies or pass-through entities related to federal programs.

   Yes [X] No [   ] N/A [   ]

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Phone: (318) 342-1010 • Fax: (318) 342-1019

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6. We have identified and disclosed to the auditor all amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews, as related to the current and prior years.

Yes [ ] No [ ] N/A [X]

7. We have made available all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

Yes [X] No [ ] N/A [ ]

8. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

Yes [X] No [ ] N/A [ ]

9. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.

Yes [X] No [ ] N/A [ ]

10. If applicable, management has monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133.

Yes [X] No [ ] N/A [ ]

11. If applicable, management has issued management decisions timely after their receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and has ensured that subrecipients have taken the appropriate and timely corrective action on findings.

Yes [ ] No [ ] N/A [X]

12. If applicable, management has considered the results of subrecipient audits and has made any necessary adjustments to the auditee's own books and records.

Yes [ ] No [ ] N/A [X]

13. Management is responsible for and has accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133.

Yes [X] No [ ] N/A [ ]
14. Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

   Yes [X]  No [ ]  N/A [ ]

15. If applicable, management has accurately completed the appropriate sections of the data collection form

   Yes [ ]  No [ ]  N/A [X]

16. If applicable, management has disclosed all contracts or other agreements with service organizations.

   Yes [X]  No [ ]  N/A [ ]

17. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

   Yes [X]  No [ ]  N/A [ ]

18. Management has disclosed any known noncompliance occurring subsequent to the period for which compliance is audited.

   Yes [ ]  No [ ]  N/A [X]

19. Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies (including material weaknesses), have occurred subsequent to the date as of which compliance is audited.

   Yes [ ]  No [ ]  N/A [X]

20. We have prepared the Schedule of Expenditures of Federal Awards,¹ in accordance with Circular A-133 and have included all expenditures of federal awards provided directly by federal agencies and indirectly by other state or local governments in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

   Yes [X]  No [ ]  N/A [ ]

21. We have identified in the Schedule of Expenditures of Federal Awards, the appropriate Catalog of Federal Domestic Assistance (CFDA) number for each of our federal award programs that are listed in the catalog, or other identifying number when a CFDA number is not available.

¹ If a Schedule of Expenditures of Federal Awards (SEFA) is not prepared by the entity, answer the question as it relates to the information provided for preparation of the system-wide SEFA.
Federal Award Programs Representation Letter
Page 4

Yes [X] No [ ] N/A [ ]

22. We have identified in the Schedule of Expenditures of Federal Awards, the name of the federal agency or other state or local government (pass-through entity) that provided the assistance.

Yes [X] No [ ] N/A [ ]

23. We have made available all audits, monitoring reports, and correspondence received from the federal awarding agencies.

Yes [X] No [ ] N/A [ ]

24. We have established and implemented and identified to the auditor, internal control policies and procedures to assure compliance with the compliance requirements applicable to our federal award programs.

Yes [X] No [ ] N/A [ ]

25. We have identified the compliance requirements governing the activities allowed or unallowed; allowable costs/cost principles; cash management; Davis-Bacon Act; eligibility; equipment and real property management; matching, level of effort, or earmarking; period of availability of federal funds; procurement and suspension and debarment; program income; real property acquisition and relocation assistance; reporting; subrecipient monitoring; and any special tests and provisions that are applicable to our federal award programs, which are identified in the Schedule of Expenditures of Federal Awards.

Yes [X] No [ ] N/A [ ]

26. We have complied with the financial and other reporting requirements applicable to our federal award programs.

Yes [X] No [ ] N/A [ ]

27. Expenditures of federal funds and amounts claimed or used for matching were determined in compliance with federal regulations and OMB Circulars A-21, A-87, A-102, A-110, A-133, and the Compliance Supplement.

Yes [X] No [ ] N/A [ ]

28. We have complied with the provisions of the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.

Yes [X] No [ ] N/A [ ]

29. There have been no - (exceptions should be listed)
Federal Award Programs Representation Letter
Page 5

(a) Fraudulent or illegal acts involving the board, management, or employees who have significant roles in processing federal transactions or safeguarding federal assets or in the administration of federal award programs.

(b) Fraudulent or illegal acts involving other employees that could have an effect on the federal grants and awards.

(c) Communications from regulatory agencies or grantor agencies concerning noncompliance with, or deficiencies in, federal financial reporting practices, grant administration, program/grant regulations, et cetera, that could have an effect on the grant award or on the Schedule of Expenditures of Federal Awards.¹

Yes [X]  No [ ]  N/A [ ]

30. We have not received any notification from a federal awarding agency requesting that its program be treated as a major program under the provisions of Section 215(c) of OMB Circular A-133.

Yes [X]  No [ ]  N/A [ ]

31. We have not included audit costs billed by the Legislative Auditor in federal program charges for the current year.

Yes [X]  No [ ]  N/A [ ]

32. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the federal awards or the Schedule of Expenditures of Federal Awards after the written representation.

Yes [X]  No [ ]  N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

[Signatures]

President  3/1/12  Date

Chief Business Officer  3/1/12  Date
Date: July 27, 2012

University of New Orleans
Financial and Compliance Representation Letter

Louisiana Legislative Auditor
1600 North Third Street
P.O. Box 94397
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana System as of June 30, 2012 and for the fiscal year then ended conducted for the purpose of expressing an opinion as to the fair presentation of the system’s financial statements in accordance with accounting principles generally accepted in the United States, to provide assurances on the University of New Orleans’ accounts, classes of transactions, and disclosures that are material to the system’s financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and to review our systems of internal control over financial reporting and our compliance with material laws and regulations applicable to those accounts, classes of transactions and disclosures, 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 July 27, 2012.

PART I. GENERAL

1. We are responsible for the fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the Division of Administration. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2012 and changes in financial position, (including cash flows, if applicable) for the fiscal then ended in accordance with accounting and reporting requirements of the Division of Administration.

   Yes [ X ] No [ ]

2. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or other financial information/schedules).

   Yes [ X ] No [ ]

3. It is correct that there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements (or other financial information/schedules) and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes [ X ] No [ ]
University of New Orleans, System Related Assurances -
Financial and Compliance Representation Letter
Page 2

4. It is correct that no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustments to, or disclosure in, the financial statements. We acknowledge our responsibility to advise you of such items in the event they occur after the date of this representation.

Yes [ X ] No [ ]

5. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

Yes [ X ] No [ ]

6. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

Yes [ X ] No [ ]

7. During the fiscal year under audit, there have been no changes of our accounting principles and practices.

Yes [ ] No [ X ] Adopted ULS PPM FB-IV.(3) Allowance for Doubtful Accounts as the write-off method. Previously UNO used direct write-off method.

8. We have made available to you all, if and to the extent requested by you, of the following data - (exceptions should be listed)

a. Financial records and related data.

b. Minutes of the meetings of directors, board members, commission members, et cetera, and the committees thereof, or summaries of actions of recent meetings for which minutes have not yet been prepared.

c. Accurate names and addresses of board members, officials, or other interested parties, to include any audit committee or other committee exercising significant oversight of the finance function, who should receive the audit report.

d. Financial records, agreements, guidelines, and related data pertaining to federal and state grant awards.

Yes [ X ] No [ ]

9. It is correct that we have not knowingly withheld from you any financial records or related data that in our judgment would be relevant to your audit.

Yes [ X ] No [ ]
10. We are responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting sufficient to record, process, summarize, and report financial data consistent with the assertions embodied in the financial statements; to safeguard public assets; and to comply with applicable laws and regulations.

   Yes [ X ] No [   ]

11. We have disclosed to the auditor any known matters within our internal controls, to include those components relating to compliance with laws and regulations, that we consider to be significant deficiencies and/or material weaknesses in relation to our financial statements (or other financial information/schedules).

   Yes [ X ] No [   ]

12. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

   Yes [ X ] No [   ]

13. It is correct that we have no knowledge of any fraud or suspected fraud affecting the entity involving:

   a. Management,

   b. Employees who have significant roles in internal control, or

   c. Others where the fraud could have an effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

   Yes [ X ] No [   ]

14. It is correct that we have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

   Yes [ X ] No [   ]

15. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations for provisions of contracts or grant agreements, or abuse that you have reported to us

   Yes [   ] No [   ] N/A [ X ]

16. We have a process to track the status of audit findings and recommendations

   Yes [ X ] No [   ] N/A [   ]
17. It is correct that we are not aware of any employees who were employed by this agency during the above time period that have committed "dishonest acts" as defined in the Office of Risk Management (ORM) Insurance Information Notice No. 2002-2 (exceptions should be listed).

   Yes [ X ] No [ ]

18. It is correct that we are not aware of any current employees of this agency that have committed "dishonest acts," as defined by ORM Insurance Information Notice No. 2002-2, who are in a position to cause a loss to this agency (exceptions should be listed).

   Yes [ X ] No [ ]

19. It is correct that the ORM has not refused to cover a loss by this agency because it was caused by an employee who had previously committed a "dishonest act" (exceptions should be listed).

   Yes [ X ] No [ ]

20. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

   Yes [ X ] No [ ] There are none [ ]

21. It is correct that we have not adopted any plans, nor do we have present intentions, that could materially affect the carrying value or classification of assets, liabilities, or net assets/fund equities in the financial statements.

   Yes [ X ] No [ ]

22. We have specifically disclosed to you all related party transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, et cetera, and all such transactions have been properly recorded in the accounting records and disclosed in the notes to the financial statements.

   Yes [ ] No [ ] There are none [ X ]

23. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.

   Yes [ X ] No [ ]
24. It is correct that all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements are included in the financial statements, are complete and accurate, and have been prepared within the disclosed accounting principles.

   Yes [ X ] No [ ]

25. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.

   Yes [ X ] No [ ]

26. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, including legal matters that could have a material impact on our operations.

   Yes [ X ] No [ ]

27. We have complied with all aspects of state and federal laws and regulations, contractual agreements, debt agreements, tax propositions, and grant restrictions that would have a material effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, et cetera, in the event of noncompliance.

   Yes [ X ] No [ ]

28. It is correct that there are no violations or possible violations of laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.

   Yes [ X ] No [ ]

29. Where applicable, all financial reports and claims for reimbursements, required under state grant awards, have been based on accurate financial data taken from our financial records and such reports and claims have been filed in a timely manner.

   Yes [ X ] No [ ] N/A [ ]

30. It is correct that there are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be recorded and/or disclosed in accordance with Financial Accounting Standards Board Statement No. 5, Accounting for Contingencies.

   Yes [ X ] No [ ]
31. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board Statement No. 5, *Accounting for Contingencies*.

Yes [ X ] No [ ]

32. It is correct that there are no reservations or designations of fund equity that were not properly authorized and approved.

Yes [ X ] No [ ]

33. We have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

Yes [ X ] No [ ]

34. The financial statements include all component units as well as joint ventures and properly disclose all joint ventures and other related organizations, if any.

Yes [ X ] No [ ] There are none [ ]

35. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes [ X ] No [ ] N/A [ ]

36. Provisions for uncollected receivables have been properly identified and recorded.

Yes [ X ] No [ ] N/A [ ]

37. Revenues and Expenses have been appropriately classified in the operating statement.

Yes [ X ] No [ ]

38. Inter-fund, internal, and intra-entity activity and balances have been appropriately classified and reported.

Yes [ X ] No [ ] N/A [ ]

39. Special and extraordinary items are appropriately classified and reported.

Yes [ ] No [ ] N/A [ X ]
40. Deposits and investment securities are properly classified as to risk, and investments are properly values.

   Yes [ X ] No [ ]

41. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated.

   Yes [ X ] No [ ] N/A [ ]

42. Required supplementary information (RSI) is presented within prescribed guidelines.

   Yes [ X ] No [ ]

43. We acknowledge as part of the audit, you prepared the draft financial statements, related notes, and/or other schedules. We have designated a competent management-level individual to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and/or schedules.

   Yes [ ] No [ ] N/A [ X ]

44. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

   Yes [ ] No [ ] N/A [ X ]

45. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the financial statements (or other financial information/schedules) after the written representation.

   Yes [ X ] No [ ]

Legal Compliance

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46. We have complied with the provisions of the public bid law, R.S. 38:2212, and the regulations of the Division of Administration - Office of State Purchasing.

   Yes [ X ] No [ ]
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47. It is correct that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone which would constitute a violation of R.S. 42:1101-1170.

Yes [ X ] No [ ] N/A [ ]

48. It is correct that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances which would constitute a violation of R.S. 42:1119.

Yes [ X ] No [ ] N/A [ ]

PART IV. LAWS AFFECTING BUDGETING

49. We have complied with the state budget requirements of R.S. 39:21-87.5 and the provisions of the annual appropriation act.

Yes [ X ] No [ ] N/A [ ]

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50. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:514.

Yes [ X ] No [ ]

51. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. Title 44, Chapter 1.

Yes [ X ] No [ ]

52. We have submitted a document retention schedule to State Archives in accordance with R.S. 44:411(A)(1).

Yes [ X ] No [ ]

53. We have filed our annual financial statements in accordance with R.S. 24:514.

Yes [ X ] No [ ] N/A [ ]

54. We have had our financial statements (or other financial information/schedules) audited in accordance with R.S. 24:513.

Yes [ ] No [ ] N/A [ X ]
55. We have complied with the distribution requirements for agency reports submitted to the Louisiana legislature as established in R.S. 24:772.

Yes [ X ] No [ ] N/A [ ]

56. We have reported (in writing) any known misappropriations to the legislative auditor and the appropriate parish district attorney as required by R.S. 24:523.

Yes [ X ] No [ ] N/A [ ]

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57. We have maintained records of our fixed assets and movable property, as required by R.S. 24:515 and R.S. 39:321-332.

Yes [ X ] No [ ] N/A [ ]

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Yes [ X ] No [ ] N/A [ ]

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Yes [ X ] No [ ] N/A [ ]

61. We have complied with the PPMs and other regulations issued by the Division of Administration.

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Yes [ X ] No [ ] N/A [ ]

64. It is correct that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

Signature

Peter J. Fos, President

Date 7/30/12

Signature

Linda Robison, Vice President for Business Affairs, and Chief Financial Officer

Date 7/27/2012

CONFIDENTIAL
August 1, 2012

Dr. Randy Moffett  
President  
University of Louisiana System  
1201 North Third St., Suite 7-300  
Baton Rouge, LA 70802

Dear Dr. Moffett,

On behalf of the University of New Orleans, I would like to request that the following additional item be placed on the agenda for the August University of Louisiana System Board Meeting:

Federal Award Programs Representation Letter

Thank you for your consideration of this request.

Sincerely,

[Signature]

Peter J. Fos  
President  
University of New Orleans
Date: July 27, 2012

Louisiana Legislative Auditor
1600 North Third Street
P.O. Box 94397
Baton Rouge, Louisiana  70804

University of New Orleans
Federal Award Programs Representation Letter

In connection with your audit of the University of Louisiana System’s financial statements as of June 30, 2012 and for the fiscal year then ended for the purposes of expressing opinions on the fair presentation of their financial statements in compliance with accounting principles generally accepted in the United States of America and, specifically, to review our compliance with laws and regulations applicable to our federal award programs, 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 July 27, 2012.

1. We are responsible for complying, and have complied, with the requirements of Office of Management and Budget (OMB) Circular A-133.
   
   Yes [X]  No [ ]  N/A [ ]

2. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance that provides reasonable assurance that federal award programs are managed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on the federal award programs.
   
   Yes [X]  No [ ]  N/A [ ]

3. We are responsible for complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal award programs and have complied, in all material respects, with those requirements.
   
   Yes [X]  No [ ]  N/A [ ]

4. We have identified and disclosed to the auditor the requirements of laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
   
   Yes [X]  No [ ]  N/A [ ]

5. We have made available all contracts and grant agreements (including amendments, if any) and any other correspondence that have taken place with federal agencies or pass-through entities related to federal programs.
   
   Yes [X]  No [ ]  N/A [ ]
6. We have identified and disclosed to the auditor all amounts questioned and any known noncompliance with the requirements of federal awards, including those resulting from other audits or program reviews, as related to the current and prior years.

   Yes [X]  No [ ]  N/A [ ]

7. We have made available all documentation related to the compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

   Yes [X]  No [ ]  N/A [ ]

8. Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.

   Yes [X]  No [ ]  N/A [ ]

9. The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.

   Yes [X]  No [ ]  N/A [ ]

10. If applicable, management has monitored subrecipients to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and have met the requirements of Circular A-133.

    Yes [X]  No [ ]  N/A [ ]

11. If applicable, management has issued management decisions timely after their receipt of subrecipients' auditor's reports that identified noncompliance with laws, regulations, or the provisions of contracts or grant agreements, and has ensured that subrecipients have taken the appropriate and timely corrective action on findings.

    Yes [ ]  No [ ]  N/A [X]

12. If applicable, management has considered the results of subrecipient audits and has made any necessary adjustments to the auditee's own books and records.

    Yes [ ]  No [ ]  N/A [X]

13. Management is responsible for and has accurately prepared the summary schedule of prior audit findings to include all findings required to be included by Circular A-133.

    Yes [ ]  No [ ]  N/A [X]
Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.

Yes [ ] No [ ] N/A [ X ]

If applicable, management has accurately completed the appropriate sections of the data collection form.

Yes [ ] No [ ] N/A [ X ]

If applicable, management has disclosed all contracts or other agreements with service organizations.

Yes [ ] No [ ] N/A [ X ]

If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Yes [ ] No [ ] N/A [ X ]

Management has disclosed any known noncompliance occurring subsequent to the period for which compliance is audited.

Yes [ X ] No [ ] N/A [ ]

Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect internal control, including any corrective action taken by management with regard to significant deficiencies (including material weaknesses), have occurred subsequent to the date as of which compliance is audited.

Yes [ X ] No [ ] N/A [ ]

We have prepared the Schedule of Expenditures of Federal Awards,\(^1\) in accordance with Circular A-133 and have included all expenditures of federal awards provided directly by federal agencies and indirectly by other state or local governments in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance.

Yes [ X ] No [ ] N/A [ ]

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\(^1\) If a Schedule of Expenditures of Federal Awards (SEFA) is not prepared by the entity, answer the question as it relates to the information provided for preparation of the system-wide SEFA.
21. We have identified in the Schedule of Expenditures of Federal Awards, the appropriate Catalog of Federal Domestic Assistance (CFDA) number for each of our federal award programs that are listed in the catalog, or other identifying number when a CFDA number is not available.

Yes [ X ] No [ ] N/A [ ]

22. We have identified in the Schedule of Expenditures of Federal Awards, the name of the federal agency or other state or local government (pass-through entity) that provided the assistance.

Yes [ X ] No [ ] N/A [ ]

23. We have made available all audits, monitoring reports, and correspondence received from the federal awarding agencies.

Yes [ X ] No [ ] N/A [ ]

24. We have established and implemented and identified to the auditor, internal control policies and procedures to assure compliance with the compliance requirements applicable to our federal award programs.

Yes [ X ] No [ ] N/A [ ]

25. We have identified the compliance requirements governing the activities allowed or unallowed; allowable costs/cost principles; cash management; Davis-Bacon Act; eligibility; equipment and real property management; matching, level of effort, or earmarking; period of availability of federal funds; procurement and suspension and debarment; program income; real property acquisition and relocation assistance; reporting; subrecipient monitoring; and any special tests and provisions that are applicable to our federal award programs, which are identified in the Schedule of Expenditures of Federal Awards.

Yes [ X ] No [ ] N/A [ ]

26. We have complied with the financial and other reporting requirements applicable to our federal award programs.

Yes [ X ] No [ ] N/A [ ]

27. Expenditures of federal funds and amounts claimed or used for matching were determined in compliance with federal regulations and OMB Circulars A-21, A-87, A-102, A-110, A-133, and the Compliance Supplement.

Yes [ X ] No [ ] N/A [ ]

28. We have complied with the provisions of the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments.
29. There have been no - (exceptions should be listed)

(a) Fraudulent or illegal acts involving the board, management, or employees who have significant roles in processing federal transactions or safeguarding federal assets or in the administration of federal award programs.

(b) Fraudulent or illegal acts involving other employees that could have an effect on the federal grants and awards.

(c) Communications from regulatory agencies or grantor agencies concerning noncompliance with, or deficiencies in, federal financial reporting practices, grant administration, program/grant regulations, et cetera, that could have an effect on the grant award or on the Schedule of Expenditures of Federal Awards.

Yes [ X ] No [ ] N/A [ ]

30. We have not received any notification from a federal awarding agency requesting that its program be treated as a major program under the provisions of Section 215(c) of OMB Circular A-133.

Yes [ X ] No [ ] N/A [ ]

31. We have not included audit costs billed by the Legislative Auditor in federal program charges for the current year.

Yes [ X ] No [ ] N/A [ ]

32. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the federal awards or the Schedule of Expenditures of Federal Awards after the written representation.

Yes [ X ] No [ ] N/A [ ]

The previous responses have been made to the best of our belief and knowledge.

Signature
Peter J. Fos, President
Date 7/30/12

Signature
Linda Robison, Vice President for Business Affairs, and Chief Financial Officer
Date July 27, 2012

CONFIDENTIAL
Date: August 08, 2012

Financial and Compliance Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana System as of June 30, 2012, and for the fiscal year then ended conducted for the purpose of expressing an opinion as to the fair presentation of the system’s financial statements in accordance with accounting principles generally accepted in the United States (GAAP), to provide assurances on the University of Louisiana System’s accounts, classes of transactions, and disclosures that are material to the system’s financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and to review our systems of internal control over financial reporting and our compliance with material laws and regulations applicable to those accounts, classes of transactions and disclosures, 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 August 08, 2012.

PART I. GENERAL

1. We are responsible for the fair presentation of our financial statements (or other financial information/schedules) in conformity with GAAP and the accounting and reporting requirements of the Division of Administration. The annual financial statements present fairly, in all material respects, our financial position as of June 30, 2012, changes in financial position, and cash flows for fiscal year then ended in accordance with GAAP and the accounting and reporting requirements of the Division of Administration.

   Yes ☑ No ☐

2. It is correct all funds and activities under our control and oversight are properly classified in the financial statements (or other financial information/schedules).

   Yes ☑ No ☐

3. It is correct there are no material transactions that have not been properly recorded in the accounting records underlying the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes ☑ No ☐
4. It is correct no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustments to, or disclosure in, the financial statements. We acknowledge our responsibility to advise you of such items in the event they occur after the date of this representation.

   Yes ☒ No ☐

5. It is correct there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

   Yes ☒ No ☐

6. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

   Yes ☒ No ☐

7. During the fiscal year under audit, there have been no changes of our accounting principles and practices.

   Yes ☒ No ☐

8. We have made available to you all, if and to the extent requested by you, of the following data -
   (exceptions should be listed)
   a. Financial records and related data.
   b. Minutes of the meetings of the board of supervisors, and the committees thereof, or summaries of actions of recent meetings for which minutes have not yet been prepared.
   c. Accurate names and addresses of members of the board of supervisors, officials, or other interested parties, to include any audit committee or other committee exercising significant oversight of the finance function, who should receive the audit report.
   d. Financial records, agreements, guidelines, and related data pertaining to federal and state grant awards.

   Yes ☒ No ☐

9. It is correct we have not knowingly withheld from you any financial records or related data that in our judgment would be relevant to your audit.

   Yes ☒ No ☐
10. We are responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting sufficient to record, process, summarize, and report financial data consistent with the assertions embodied in the financial statements; to safeguard public assets; and to comply with applicable laws and regulations.

   Yes ☒ No ☐

11. We have disclosed to the auditor any known matters within our internal controls, to include those components relating to compliance with laws and regulations that we consider to be significant deficiencies and/or material weaknesses in relation to our financial statements (or other financial information/schedules).

   Yes ☒ No ☐

12. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.

   Yes ☒ No ☐

13. It is correct we have no knowledge of any fraud or suspected fraud affecting the entity involving:

   a. Management,
   b. Employees who have significant roles in internal control, or
   c. Others where the fraud could have an effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards. In accordance with Louisiana Revised Statute 24:523 and Board policy, suspected misappropriations are reported to both the Legislative Auditor and District Attorney by each institution.

   Yes ☐ No ☒

14. It is correct we have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, regulators, or others.

   Yes ☒ No ☐

15. We have taken timely and appropriate steps to remedy fraud, illegal acts, and violations for provisions of contracts or grant agreements, or abuse that you have reported to us.

   Yes ☒ No ☐ NA ☐

16. We have a process to track the status of audit findings and recommendations.

   Yes ☒ No ☐ NA ☐
17. It is correct we are not aware of any employees who were employed by the system during the above time period who have committed "dishonest acts" as defined in the Office of Risk Management (ORM) Insurance Information Notice No. 2002-2 (exceptions should be listed).

   Yes ☒ No ☐

18. It is correct that we are not aware of any current employees of the system who have committed "dishonest acts," as defined by ORM Insurance Information Notice No. 2002-2, who are in a position to cause a loss to the system (exceptions should be listed).

   Yes ☒ No ☐

19. It is correct ORM has not refused to cover a loss by the system because it was caused by an employee who had previously committed a "dishonest act" (exceptions should be listed).

   Yes ☒ No ☐

20. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies related to the objectives of the audit being undertaken and the corrective actions taken to address significant findings and recommendations.

   Yes ☐ No ☐ There are none ☒

21. It is correct we have not adopted any plans, nor do we have present intentions, that could materially affect the carrying value or classification of assets, liabilities, or net assets/fund equities in the financial statements.

   Yes ☒ No ☐

22. We have specifically disclosed to you all related party transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, et cetera, and all such transactions have been properly recorded in the accounting records and disclosed in the notes to the financial statements.

   Yes ☐ No ☐ There are none ☒

23. It is correct there are no guarantees, whether written or oral, under which the system is contingently liable.

   Yes ☒ No ☐
24. It is correct all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements are included in the financial statements, are complete and accurate, and have been prepared within the disclosed accounting principles.

   Yes ☒ No ☐

25. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to the system.

   Yes ☒ No ☐

26. We have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that have a direct and material effect on the determination of financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, including legal matters that could have a material impact on our operations.

   Yes ☒ No ☐

27. We have complied with all aspects of state and federal laws and regulations, contractual agreements, debt agreements, tax propositions, and grant restrictions that would have a material effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, et cetera, in the event of noncompliance.

   Yes ☒ No ☐

28. It is correct there are no violations or possible violations of laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency or for reporting on noncompliance.

   Yes ☒ No ☐

29. Where applicable, all financial reports and claims for reimbursements, required under state grant awards, have been based on accurate financial data taken from our financial records and such reports and claims have been filed in a timely manner.

   Yes ☐ No ☐ NA ☒

30. It is correct there are no unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be recorded and/or disclosed in accordance with Financial Accounting Standards Board (FASB) Statement No. 5, Accounting for Contingencies.

   Yes ☒ No ☐
31. It is correct there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB Statement No. 5, Accounting for Contingencies.

   Yes ☒ No ☐

32. It is correct there are no reservations or designations of fund equity that were not properly authorized and approved.

   Yes ☒ No ☐

33. We have satisfactory title to all owned assets, there are no liens or encumbrances on such assets, nor has any asset been pledged as collateral.

   Yes ☒ No ☐

34. The financial statements include all component units as well as joint ventures and properly disclose all joint ventures and other related organizations, if any.

   Yes ☒ No ☐ There are none ☐

35. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and fund balance reserves and designations, as applicable, are properly classified and, if applicable, approved.

   Yes ☒ No ☐ NA ☐

36. Provisions for uncollectible receivables have been properly identified and recorded.

   Yes ☒ No ☐ NA ☐

37. Revenues and expenses have been appropriately classified in the operating statement.

   Yes ☒ No ☐ NA ☐

38. Inter-fund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   Yes ☒ No ☐ NA ☐

39. Special and extraordinary items are appropriately classified and reported.

   Yes ☒ No ☐ NA ☐
40. Deposits and investment securities are properly classified as to risk, and investments are properly valued.

Yes ☒ No ☐

41. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated.

Yes ☒ No ☐ NA ☐

42. Required supplementary information (RSI) is presented within prescribed guidelines.

Yes ☒ No ☐

43. We acknowledge as part of the audit, you prepared the draft financial statements, related notes, and/or other schedules. We have designated a competent management-level individual to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and/or schedules.

Yes ☐ No ☐ NA ☒

44. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

Yes ☐ No ☐ NA ☒

45. We acknowledge our continuing responsibility to advise the auditor of additional matters that may impact the financial statements (or other financial information/schedules) after the written representation.

Yes ☒ No ☐
Legal Compliance

PART II. PUBLIC BID LAW

46. We have complied with the provisions of the public bid law, R.S. 38:2212, and the regulations of the Division of Administration - Office of State Purchasing.

Yes ☒ No ☐

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

47. It is correct no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1170.

Yes ☒ No ☐ NA ☐

48. It is correct no member of the immediate family of any member of the board of supervisors, or the chief executive of the system or its campuses, has been employed by the system after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes ☒ No ☐ NA ☐

PART IV. LAWS AFFECTING BUDGETING

49. We have complied with the state budget requirements of R.S. 39:21-87.5 and the provisions of the annual appropriation act.

Yes ☒ No ☐ NA ☐

PART V. ACCOUNTING, AUDITING, AND FINANCIAL/OTHER REPORTING LAWS

50. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:514.

Yes ☒ No ☐

51. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. Title 44, Chapter 1.

Yes ☒ No ☐
52. We have submitted a document retention schedule to State Archives in accordance with R.S. 44:411(A)(I).

Yes ☒ No ☐

53. We have filed our annual financial statements in accordance with R.S. 24:514.

Yes ☒ No ☐ NA ☐

54. We have had our financial statements (or other financial information/schedules) audited in accordance with R.S. 24:513.

Yes ☒ No ☐ NA ☐

55. We have complied with the distribution requirements for agency reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes ☒ No ☐ NA ☐

56. We have reported (in writing) any known misappropriations to the legislative auditor and the appropriate parish district attorney as required by R.S. 24:523.

Yes ☒ No ☐ NA ☐

PART VI. ASSET MANAGEMENT LAWS

57. We have maintained records of our fixed assets and movable property, as required by R.S. 24:515 and R.S. 39:321-332.

Yes ☒ No ☐ NA ☐

PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

58. We have complied with the fiscal agency and cash management requirements of R.S. 49:301-330.

Yes ☒ No ☐
PART VIII. DEBT RESTRICTION LAWS

59. It is correct we have not incurred any indebtedness (including installment purchase agreements) without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution; Article VI, Section 33 of the 1974 Louisiana Constitution; R.S. 39:1402-1405; and A.G. Opinion 95-508.

Yes ☒ No ☐ NA ☐

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

60. We have complied with the regulations of the Louisiana Department of State Civil Service in the employment, payment, and management of our personnel.

Yes ☒ No ☐ NA ☐

61. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

Yes ☒ No ☐ NA ☐

62. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and the annual appropriation act.

Yes ☒ No ☐ NA ☐

63. It is correct we have not advanced wages or salaries to employees or paid bonuses, in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; R.S. 14:138; and A.G. Opinion 79-729.

Yes ☒ No ☐ NA ☐

64. It is correct no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐ NA ☐

The previous responses have been made to the best of our belief and knowledge.

Signature ___________________________ Date August 08, 2012

Signature ___________________________ Date August 08, 2012
Update to the Financial and Compliance Questionnaire Representations

A. We have reviewed the representations contained in this document and, to the best of our knowledge, those representations continue to be accurate.

B. We have reviewed the financial statements (or other financial information/schedules), to include any adjustments proposed by you our auditor, and find we are in agreement with them, and we take full responsibility for them.

C. We believe the effects of the uncorrected misstatements in the financial statements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements (or other financial information/schedules) for each opinion unit.

(No uncorrected misstatements □)

D. We have provided our views of reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

(No findings communicated to management □)

E. Furthermore, we acknowledge the additional representations made in the addendum to this statement.

(No addendum of representations obtained □)

_________________________  ____________________________
Signature                        Date

_________________________  ____________________________
Signature                        Date
BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM

AUDIT COMMITTEE

August 21, 2012

Item G.2. University of Louisiana System’s report on internal and external audits submitted for the period June 1 to August 8, 2012.

EXECUTIVE SUMMARY

Attached is a list of internal and external reports completed by various auditors since the last meeting of the Audit Committee. The internal audit reports are prepared based upon independent review of university departments and functions. The internal audits are designed to ascertain compliance with established policies and procedures, to evaluate operational efficiencies of business and management practices, and to determine adequacy of internal controls. The internal audits are conducted to provide management with recommendations and comments designed to improve the operations of university departments and functions. External audits are generally conducted in accordance with laws, regulations, or contracts.

Also included are internal audits that are currently in progress.

This is a report only and no action by the Board is necessary.
### G.2.

**University of Louisiana System**  
**AUDITS/REVIEWS CONDUCTED**  
**Reports for the Period of June 1 to August 8, 2012**

<table>
<thead>
<tr>
<th>INSTITUTION: Grambling State University Audit/Review Conducted</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internal Audit Follow-up Audit of the June 23, 2011 Purchasing Review Audit Report. Report dated June 12, 2012.</td>
<td>Internal Audit noted that the following key findings and recommendations reported in the original report have not been fully resolved along with one additional finding identified during the follow-up review:</td>
<td>Management responded that:</td>
</tr>
<tr>
<td></td>
<td>- Purchasing Department Processes Need Strengthening</td>
<td>- Not Resolved – The Purchasing Department will continue to work with management to implement additional policies and procedures and update the training presentations published on the University’s intranet by July 1, 2012.</td>
</tr>
<tr>
<td></td>
<td>- Emergency purchases files should at least include: the completed Purchase Authorization Form, supporting documents, written response by purchasing, written information regarding soliciting bids (or an explanation of the time constraints that prevented purchasing from soliciting emergency bids), and a detailed report that complies with the requirement in the Louisiana Procurement Code.</td>
<td>- PartiallyResolved - We have not developed a detailed report for emergency purchases. We will continue to work with the Facilities Director.</td>
</tr>
<tr>
<td>INSTITUTION:</td>
<td>Findings/Recommendations</td>
<td>Resolution</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Louisiana Tech University</strong>&lt;br&gt;Audit/Review Conducted</td>
<td>Internal Audit noted that the original recommendation related to a camp participant having a valid and signed medical/liability release form before being...</td>
<td>Management responded that an additional procedure will be implemented so campers...</td>
</tr>
</tbody>
</table>

**Audits in Progress include a Review of Financial Aid, Annual Inventory Observations, and Personnel Actions Review.**

- Internal controls in the Office of Administrative Services are weak and contract administration practices for the University remain undeveloped and training has not been approved by management.

- BANNER Finance Module Applications are not being used by key participants in the procurement process.

- The Director of Property and Receiving should develop and implement a policy for tracking movable property that costs less than $1,000. A policy should be developed and implemented in regards to replacing University property that costs less than $1,000 by the Director of Property and Receiving.

- Partially Resolved - A comprehensive Contract Administration Policy has been created, but is pending final approval and publication. Some training has now begun with the new Associate Vice President for Finance and Administration taking classes.

- Not Resolved - Staff has been working together on identifying resources to provide training.

- The Director of Property and Receiving will develop this policy and submit it to the Policies and Procedures Committee for approval by August 1, 2012.

Internal Audit will follow up in six months.
June 4, 2012.

Objective was to determine if management has taken steps to implement the two recommendations included in the original audit.

---

allowed to participate in camp was not implemented for some of the camps. Internal Audit also noted a new issue that camp operators have not secured a worker’s compensation policy as required by the Athletics Department Camp/Clinic Policy.

---

without the release forms will not be allowed to participate. Management responded that each head coach and their staff have been notified recently of the requirement.

Internal Audit will follow up in six months.

---


Objective was to determine if management has taken steps to implement the two recommendations included in the original audit.

Internal Audit noted that both recommendations have been fully implemented by management.

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No response required.

---


Objective was to determine if management has taken steps to implement the five recommendations included in the original audit.

Internal Audit noted that all recommendations have been fully implemented by management.

---

No response required.

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Objective was to determine if management has taken steps to implement the seven recommendations included in the original audit.

Internal Audit noted that all recommendations have been fully implemented by management.

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No response required.
<table>
<thead>
<tr>
<th>5. Internal Audit Review of Year-End Inventory Observations. Report dated July 24, 2012.</th>
<th>No findings were reported.</th>
<th>No response required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audits in Progress include Tech Talk Advertising Revenue, College of Engineering and Science Internal Controls, and Athletic Ticket Office.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INSTITUTION:**

**McNeese State University Audit/Review Conducted**

<table>
<thead>
<tr>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>1. Internal Audit Follow-up on Legislative Auditor’s Single Audit Findings for the Year Ended June 30, 2011. Report dated June 15, 2012. Responses from McNeese employees disclosed that the University has adequate policies and procedures in place.</td>
<td>No response required.</td>
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</table>

The objective of the follow-up was to determine if adequate policies and procedures are in place to prevent the issues found at other colleges and universities from occurring at McNeese.
Audits in progress include a Review of Personnel Actions.

<table>
<thead>
<tr>
<th>INSTITUTION: Nicholls State University</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Audit/Review Conducted</strong></td>
<td></td>
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<tr>
<td>1. Internal Audit Report on Facility Usage Fees. Report dated June 4, 2012.</td>
<td>No findings were reported.</td>
<td>No response required.</td>
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<tr>
<td>The purpose of this review was to determine if there was a university fee structure in place for the rental or usage of certain facilities on campus and to test collections of charges for the use of these buildings.</td>
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<tr>
<td>2. Internal Audit Report on Fleet Usage. Report dated June 27, 2012.</td>
<td>No significant findings were noted.</td>
<td>No response required.</td>
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<tr>
<td>The objective of this review was to determine if Daily Vehicle Logs were properly completed with appropriate supporting documentation.</td>
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<td>The Performance Audit Division of the Office of Legislative Auditor performed work at Nicholls relating to the LA GRAD Act. The President of Nicholls requested Internal Audit review the University’s response to non-reported weaknesses identified in the LLA audit.</td>
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<td>The Internal Audit position is currently vacant so there are no audits in progress.</td>
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<tr>
<td>INSTITUTION: Northwestern State University Audit/Review Conducted</td>
<td>Findings/Recommendations</td>
<td>Resolution</td>
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<tr>
<td>1. Internal Audit Review of Personnel Actions. Report dated July 20, 2012. The objective of this audit was to: 1) determine if University personnel action processes comply with UL System policy; and 2) confirm that the necessary board approvals for unclassified personnel actions were obtained. This review covers selected activities related to personnel actions and hiring practices during July 1, 2010 through June 30, 2012.</td>
<td>Internal Audit noted that approximately 48% of newly hired or re-hired employees (adjunct faculty) randomly selected for examination appear not to have been reported to the UL System for approval or Board ratification.</td>
<td>The Director of Human Resources concurred with Internal Audit’s observation and corrective action will be implemented with the Fall 2012 semester. Internal Audit will follow up in six months.</td>
</tr>
</tbody>
</table>
| 2. Internal Audit of Sports Camps and Clinics for Summer of 2011. Report dated July 31, 2012. The objective was to determine if summer sports camps and clinics were conducted in compliance with 1) University policies and procedures; 2) UL System policies and procedures; 3) NSU Athletic policies and procedures; and 4) NCAA guidelines governing camps and clinics. | Internal Audit noted the following:  
- The University did not negotiate a written contract or separate independent contract for the Head coach of Baseball, Soccer, and Softball (all private camps).  
- No evidence was provided of workers’ compensation and employer’s liability by four private camps as required by policy VII-19, Rent and Use of Property.  
- Baseball and Football may have violated NSU Athletics Fiscal Policies and Procedures by utilizing the University’s name to promote camps.  
- The Baseball Camp failed to pay proper amount for use of facilities.  
- The Baseball Camp and Football Camp failed to submit timely payment for facility use. | The Director of Athletics concurred with Internal Audit’s observations and overall corrective action will be implemented by October 31, 2012. At the time of fieldwork for this report, sports camps and clinics for Summer 2012 had commenced. Upon becoming aware of the issues Internal Audit was detecting, the Director of Athletics disseminated an e-mail to all Coaches and the Athletic Administration on June 11, 2012 to re-inform his staff of proper procedures for |
- Four of twenty athletic employees working or owning private camps reported “none” on their *Outside Employment Activities Certification* form for the period April 1, 2011 through March 31, 2012.
- Annual leave was not taken by six of fourteen football coaches for private camp held June 9, 2011.
- *Camps & Clinics Approval Request Form* was inaccurately completed by the Football Camp Coordinator; however, it was approved by the Athletic Administration.
- The Football Camp Coordinator did not submit request to employ student athletes prior to conducting the camp resulting in a violation of *NCAA Bylaws 13.12.1.7.1* and *13.02.12.1* requiring self-reporting the violation.
- Roster of camp participants do not reconcile to reported revenues for three of seven camps.
- Record of revenue and expenses are missing or incomplete for three of seven camps.

The objective of this review was to determine the validity of the allegations of misuse of sick leave and payroll irregularities received from the Office of Legislative Auditor by examining selected documents for the period January 1, 2010 through March 3, 2012

Internal Audit noted the following:

- Sick leave was used for personal purposes and vacations prior to January 2011.

- Errors in reporting leave on timesheets resulted in the under-reporting of hours for the period of July 2010 through March 4, 2012 related to sick leave, other leave, and leave without pay.

- Disposal of faculty office hour’s schedules after each semester may have violated the University’s public record retention policy.

Management responded as follows:

- The Dean of the College of Nursing concurred with Internal Audit’s observation. Corrective action was implemented January 2011.

- The Provost and Vice President of Academic and Student Affairs concurred with Internal Audit’s observation, and corrective action will be taken.

- The Dean of the College of Nursing did not concur with Internal Audit’s observation; however, the department will maintain electronic copies of office hour schedules effective January 2012.

Audits in progress include a Review of Facility Use Fees and Charges and IT Audit (Disaster Recovery and Contingency Planning).

<table>
<thead>
<tr>
<th>INSTITUTION: Southeastern Louisiana University</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>Audit/Review Conducted</td>
<td>Internal Audit noted the following:</td>
<td>Management responded that they have begun implementing the recommendations from</td>
</tr>
</tbody>
</table>
At the request of President Crain, Internal Audit investigated the propriety of an allegation related to excessive overtime hours by the Campus Police Administrative Supervisor.

<table>
<thead>
<tr>
<th>Internal Audit Follow-up of the April 2, 2012 Student Technology Fee Report. Report dated July 16, 2012.</th>
<th>Internal Audit noted that all recommendations have been fully implemented by management.</th>
<th>No response required.</th>
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<tbody>
<tr>
<td>Objective was to determine if management has taken steps to implement the recommendations included in the original audit.</td>
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<td>Internal Audit noted some exceptions related to the tagging, location, and description of a few movable property items.</td>
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<td>Management of the department concurred with the observations, and stated that corrective action has been implemented. Additional training will be provided to employees within the department.</td>
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<td>Internal Audit will follow up in six months.</td>
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<td>Internal Audit. The employee resigned from the University, and management will pursue restitution. President Crain notified the Legislative Auditor and the District Attorney.</td>
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<td>The Director of University Police (supervisor) was not verifying the accuracy of the overtime before signing. In addition, he was signing blank “Request for Additional Time” forms, which allowed the employee to add unapproved overtime hours.</td>
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<td>• The employee added additional hours of overtime after certification by her supervisor.</td>
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<td>• The timekeeper for University Police did not question date irregularities when reviewing time sheet entries.</td>
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The objective of the audit was to determine the adequacy of the department’s internal controls over movable property, equipment and inventories, and to determine compliance with applicable state laws and University guidelines.

Audits in progress include Year-End Inventory Observations.

tagging, location, and description of a few movable property items.

concluded with the observations, and stated that corrective action has been implemented.

Internal Audit will follow up in six months.

<table>
<thead>
<tr>
<th>INSTITUTION: University of Louisiana at Lafayette Audit/Review Conducted</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>No reports issued.</td>
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<tr>
<td>Audits in progress include a Review of Year-End Inventory Procedures for the Bookstore, and New Iberia Research Center Business Process Controls.</td>
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<tr>
<td>INSTITUTION: University of Louisiana at Monroe Audit/Review Conducted</td>
<td>Findings/Recommendations</td>
<td>Resolution</td>
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<tr>
<td>1. Internal Audit Review of Internal Control over Inventory of Fuel at the Physical Plant. Report dated July 17, 2012. A University employee admitted to University Police that he put University fuel in his personal vehicle. As a result, President Bruno requested that Internal Audit review the adequacy of internal controls over the fuel inventory at the Physical Plant. The review was limited to obtaining an understanding of the controls in place at the date of field work (June 19, 2012 – June 29, 2012).</td>
<td>Internal Audit noted that internal control over the inventory of fuel needs improvement, and recommended that management ensure the following: Written policies and procedures are prepared; fuel meters are operating properly and are locked; inventory of keys is updated; pre-numbered fuel slips are used; fuel logs are maintained; fuel dispensed is routinely reconciled with the cumulative pump meter readings; periodic physical inventories are performed; perpetual inventory records are maintained and reconciled with the physical inventory; value of inventory of fuel on hand at the end of each fiscal year is recognized in the University’s financial statements; fuel tanks are located where they can be monitored; use of security/surveillance cameras is considered; and, University policy prohibiting personal vehicles from entering the Physical Plant complex is enforced.</td>
<td>The Director of Physical Plant responded that management has begun implementing the recommendations. The employee resigned from the University and paid restitution of $3,960. President Bruno notified the Legislative Auditor and the District Attorney. Internal Audit will follow up in six months.</td>
</tr>
<tr>
<td>2. Internal Audit of the Student Technology Fee Account for the Two Years Ended June 30, 2011. Report dated July 23, 2012. The objectives were to determine whether: • The system of internal control provides reasonable assurance the Statements of Changes in Fund Balance are fairly presented. • The system of internal control provides reasonable assurance of compliance with applicable laws,</td>
<td>Internal audit observed the following: 1. For the year ended June 30, 2011, personnel services expenditures comprised 33% of the expenditures of the Student Technology Fee account. Board PPM FB-IV.V.-1 provides that personnel expenditures generally should not exceed 25% of the annual technology fee program budget. 2. Existing employees were paid $34,520 in</td>
<td>Management concurred with the findings and detailed the following planned corrective actions: 1. Management will ensure compliance with the guidelines. 2. Management will notify the</td>
</tr>
</tbody>
</table>
- Information technology controls provide reasonable assurance that update access to applicable Banner forms is limited to only those University personnel with a legitimate business need.

overload and casual wages. Board PPM FB-IV.V.-1 provides that expenditures for salaries of existing staff or supervisory personnel are a prohibited use of the fee.

3. For the year ended June 30, 2010, the budgeted amount of STAP (Student Technology Access Plan) expenditures entered in the accounting system was less than the budgeted amount approved by the STAP committee and the President. There was no evidence of approval of the reduced amount.

3. Management will verify the STAP expenditures entered in the accounting system agree with the budget approved by the STAP committee and the President.

Internal Audit will follow up during the next audit of the Student Technology Fee.

### INSTITUTION:
University of Louisiana System
**Audit/Review Conducted**

<table>
<thead>
<tr>
<th>Findings/Recommendations</th>
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</thead>
<tbody>
<tr>
<td>No reports issued and no audits in progress.</td>
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<table>
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<tr>
<th>Resolution</th>
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### INSTITUTION:
University of New Orleans
**Audit/Review Conducted**


<table>
<thead>
<tr>
<th>Findings/Recommendations</th>
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</thead>
<tbody>
<tr>
<td>The University does not have adequate controls in place to ensure that student technology fees are planned and budgeted annually.</td>
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<tr>
<th>Resolution</th>
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<tbody>
<tr>
<td>The Senior Associate Vice President for Academic Affairs and Chief Information Officer concurred with Internal Audit’s observation and stated</td>
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</tbody>
</table>
LSA-R.S. 1733:51, and University policies related to student technology fees. Period tested was 2010-2011.

| 2. Internal Audit Follow-up to the January 14, 2011 Admissions Application Process Report. Report dated August 1, 2012. | Internal Audit noted that two of the three recommendations have been implemented. The remaining recommendation related to collecting an overpayment from Privateer Place has not been corrected. | Corrective action will be implemented by September 15, 2012. Internal Audit will follow up in six months. |
| Objective was to determine if management has taken steps to implement the recommendations included in the original audit. | | The Associate Athletic Director concurred with Internal Audit’s observation and has written a corrective action plan to be completed by October 1, 2012. Internal Audit will follow up in six months. |
| Audits in progress include Payroll Certification Process and Review of Athletic Expenditures. | | |
The table below includes audits previously reported that are pending follow-up to ensure implementation of recommendations.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Audit/Review Conducted</th>
<th>Audit Period Reported to Committee</th>
<th>Projected Follow-up Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grambling State University</td>
<td>1. Misuse of Corporate Travel Card</td>
<td>6/18/12</td>
<td>12/18/12</td>
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<td></td>
<td>2. Purchasing Review</td>
<td>8/21/12</td>
<td>2/28/13</td>
</tr>
<tr>
<td>Louisiana Tech University</td>
<td>1. Sports Camp Follow-up Review</td>
<td>8/21/12</td>
<td>2/28/13</td>
</tr>
<tr>
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<td>2. Review of Tech Talk Advertising Revenue And Cash Handling Procedures</td>
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<tr>
<td>McNeese State University</td>
<td>1. Follow-up Audit of Athletic Camps and Clinics</td>
<td>10/27/11</td>
<td>11/30/12</td>
</tr>
<tr>
<td>Nicholls State University</td>
<td>None</td>
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<tr>
<td>Northwestern State University</td>
<td>1. University Textbook Adoption &amp; Intellectual Property and Shared Royalties</td>
<td>2/14/12</td>
<td>8/31/12</td>
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<tr>
<td></td>
<td>2. Review of Personnel Actions</td>
<td>8/21/12</td>
<td>1/20/13</td>
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<tr>
<td></td>
<td>3. Review of Sports Camps and Clinics</td>
<td>8/21/12</td>
<td>1/31/13</td>
</tr>
<tr>
<td>Southeastern Louisiana University</td>
<td>1. Information System and General Controls and Disaster Recovery Audit</td>
<td>10/27/11</td>
<td>8/2/12</td>
</tr>
<tr>
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<td>2. Internal Audit of Recreational Sports and Wellness Department</td>
<td></td>
<td>7/9/12</td>
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<td>3. Audit of Campus Card Operations</td>
<td>10/27/11</td>
<td>7/9/12</td>
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<tr>
<td>University of Louisiana at Lafayette</td>
<td>None</td>
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<tr>
<td>University of Louisiana at Monroe</td>
<td>1. Review of Selected Grant and Contract Expenditures</td>
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<td>2. Review of Effort Reporting and Overload/Overtime Earnings</td>
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<td>3. Review of Auxiliary Service Contracts</td>
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<td>4. Review of ULM Lyceum Series</td>
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<td>5. Control over Inventory of Fuel</td>
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<tr>
<td>University of New Orleans</td>
<td>1. Review of the Office of the President</td>
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<td></td>
<td>2. Review of Student Technology Fees</td>
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