BOARD OF SUPERVISORS
FOR THE UNIVERSITY OF LOUISIANA SYSTEM
NOTICE OF MEETING AND AGENDA
10:00 a.m., Tuesday, August 20, 2013**
Room 100, “Louisiana Purchase Room”
Claiborne Conference Center
1201 North Third Street
Baton Rouge, Louisiana

A. Call to Order
B. Roll Call
C. Invocation
D. Approval of June 25, 2013 Board Meeting Minutes
E. REPORT OF ACADEMIC AND STUDENT AFFAIRS COMMITTEE

1. Louisiana Tech University’s request for approval for realignment of its organizational structure.

2. McNeese State University and Southeastern Louisiana University’s request for approval of an amendment to Southeastern Louisiana University’s Letter of Intent for a Bachelor of Science degree program in Health Management Systems to include McNeese State University as an equal partner.

3. Nicholls State University’s request for approval to change the name of the Department of Psychology and Counselor Education to the Department of Psychology, Counseling, and Family Studies.

4. University of Louisiana at Lafayette’s request for approval of the Center for Visual and Decision Informatics.

** 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.
5. University of Louisiana at Monroe’s request for approval to establish a Post Baccalaureate Certificate (PBC) in Unmanned Aircraft Systems Management in the College of Business Administration.

6. University of Louisiana at Monroe’s request for approval of a Proposal for a Bachelor of Science degree program in Pharmaceutical Sciences.

7. University of Louisiana at Monroe’s request for approval to offer a Certificate in Computed Tomography degree program in the Department of Radiologic Technology in Fall 2014.

8. University of Louisiana at Monroe’s request for approval of an Agreement of Academic Cooperation with GEUMGANG University, Nonsan, Republic of Korea.

9. University of Louisiana at Monroe’s request for approval of a Student Exchange Agreement with the University of Stirling.

10. University of New Orleans’ request for approval of a Letter of Intent for a Bachelor of Science degree program in Health Care Management.

11. University of New Orleans’ request for approval of a Letter of Intent for a Master of Fine Arts degree program in Creative Writing.

12. University of Louisiana System’s request for approval of System Universities’ 2013-14 Promotions in Faculty Rank and Recommendations for Tenure.


14. Other Business

F. REPORT OF ATHLETIC COMMITTEE

1. McNeese State University’s request for approval of a contract with Mr. Andre A. Burk, Jr., Head Men’s Golf Coach, effective July 1, 2013.

2. McNeese State University’s request for approval of a contract with Mr. Michael E. Fluty, Head Women’s Golf Coach, effective July 1, 2013.

3. McNeese State University’s request for approval of a contract with Mr. Brendon J. Gilroy, Head Men’s and Women’s Track Coach, effective July 1, 2013.

4. McNeese State University’s request for approval of a contract with Mr. Justin W. Hill, Head Baseball Coach, effective July 1, 2013.
5. **McNeese State University**’s request for approval of a contract with Mr. Michael J. Smith, Head Women’s Softball Coach, effective July 1, 2013.

6. **McNeese State University**’s request for approval of a contract with Ms. Danielle Steinberg, Head Women’s Tennis Coach, effective July 1, 2013.

7. **Northwestern State University**’s request for approval of a contract with Mr. Mike McConathy, Head Basketball Coach, effective May 1, 2013.

8. **Northwestern State University**’s request for approval of a contract with Mr. Donald Pickett, Head Women’s Softball Coach, effective July 1, 2013.

9. **Southeastern Louisiana University**’s request for approval of a contract with Mr. Tim Baldwin, Head Golf Coach, effective August 1, 2013.

10. **Southeastern Louisiana University**’s request for approval of a contract with Mr. James Brady, Head Track & Field/Cross Country Coach, effective August 1, 2013.

11. **University of Louisiana at Monroe**’s request for approval of a contract with Mr. Brian Wickstrom, Athletic Director, effective July 14, 2013.

12. **University of Louisiana System**’s report of significant athletic activities for the period of June 12 to August 4, 2013.

13. Other Business

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**G. REPORT OF AUDIT COMMITTEE**

1. **University of Louisiana System**’s request for acceptance of Fiscal Year 2012-13 Financial and Compliance and Federal Award Programs Representation Letters for:
   
   a. Grambling State University  
   b. Louisiana Tech University  
   c. Nicholls State University  
   d. Northwestern State University  
   e. Southeastern Louisiana University  
   f. University of Louisiana at Lafayette  
   g. University of New Orleans

2. **University of Louisiana System**’s report on internal and external audits submitted for the period of June 15 to August 6, 2013.

3. Other Business
H. REPORT OF FACILITIES PLANNING COMMITTEE

1. Louisiana Tech University’s request for approval to enter into a ground lease with Louisiana Tech Foundation, Inc. to begin improvement on the Thomas Assembly Center scoreboard and to accept donations from the Foundation for the improvements to the facility upon completion of the installation.

2. Louisiana Tech University’s request for approval to accept bequest and complete transfer of property from Ms. Frances Baxter Mitchell.

3. University of Louisiana at Lafayette’s request for approval of the form and authorization to execute a Ground and Buildings Lease Agreement and Agreement to Lease with Option to Purchase with Ragin’ Cajun Facilities Corporation to develop the University’s Tier 1 Athletic Facilities Project.

4. University of Louisiana at Lafayette’s request for approval of the form and authorization to execute a Ground and Buildings Lease Agreement and Agreement to Lease with Option to Purchase with Ragin’ Cajun Facilities Corporation to develop the University’s Lewis Street Parking Garage and related facilities project.

5. University of New Orleans’ request for approval to enter into a Ground Lease with McDonald’s USA, LLC.


7. Other Business

I. REPORT OF FINANCE COMMITTEE

1. Grambling State University’s request for approval of a resolution providing for the issuance of not exceeding $7,500,000 Revenue Bonds, approving the form of a Supplemental Trust Indenture, approving the form and authorizing the execution of other documents in connection therewith; authorizing the office and trustees of the System to do all things necessary to effectuate this resolution; and providing for other matters in connection with the foregoing.

2. Southeastern Louisiana University’s request for approval to issue refunding bonds (Southeastern Louisiana Student Housing/University Facilities, Inc. Project) not to exceed $55,000,000.

3. University of Louisiana at Monroe’s request for approval to enter into a Management Agreement with the ULM Athletic Foundation effective August 21, 2013.
4. University of Louisiana System’s request for approval of Fiscal Year 2013-14 Operating Budgets, including organizational charts, undergraduate/graduate mandatory attendance fees, scholarships, and System Shared Costs.

5. University of Louisiana System’s request for approval of Fiscal Year 2013-14 distribution of Overcollections Fund allocated to the Board of Supervisors for the University of Louisiana System in HB1 of the 2013 Legislative Session.

6. Other Business

J. REPORT OF PERSONNEL COMMITTEE

1. Grambling State University’s request for approval to appoint Dr. King David Godwin as Interim Dean of the College of Arts and Sciences, effective July 1, 2013.

2. Grambling State University’s request for appointment to appoint Mr. Aaron James as Athletic Director, effective September 1, 2013.

3. Louisiana Tech University’s request for approval of a Memorandum of Understanding with Mr. Tommy McClelland as Director of Athletics, effective August 1, 2013.

4. University of Louisiana at Lafayette’s request for approval to appoint Dr. Bradd E. Clark as Interim Provost and Vice President for Academic Affairs, effective July 1, 2013.

5. University of Louisiana at Lafayette’s request for approval to continue the appointment of Mr. Ken Ardoin as Interim Vice President for University Advancement, effective July 1, 2013.

6. University of Louisiana at Lafayette’s request for approval to appoint Dr. Azmy S. Ackleh as Dean of the Ray P. Authement College of Sciences, effective August 1, 2013.

7. University of Louisiana at Lafayette’s request for approval to appoint Dr. Mary J. Farmer-Kaiser as Acting Dean of the Graduate School, effective August 1, 2013.

8. University of Louisiana at Monroe’s request for approval to appoint Dr. Brian D. Wickstrom as Director of Athletics, effective July 14, 2013.

9. University of Louisiana at Monroe’s request for approval to appoint Ms. Pamela Jackson as Interim Dean of Students, effective August 1, 2013.

10. Other Business
K.  **SYSTEM PRESIDENT’S BUSINESS**

1.  Personnel Actions
2.  System President’s Report
3.  MyEdu Presentation
4.  Louisiana Tech University Presentation
5.  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 20, 2013

Item G.1. University of Louisiana System’s request for acceptance of Fiscal Year 2012-2013 Financial and Compliance, and Federal Award Programs Representation Letters for (a) Grambling State University, (b) Louisiana Tech University, (c) Nicholls State University, (d) Northwestern State University, (e) Southeastern Louisiana University, (f) University of Louisiana at Lafayette, and (g) University of New Orleans.

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 2012-2013 Financial and Compliance, and Federal Award Programs Representation Letters for Grambling State University, Louisiana Tech University, Nicholls State University, Northwestern State University, Southeastern Louisiana University, University of Louisiana at Lafayette, and University of New Orleans.
MEMORANDUM TO THE BOARD OF SUPERVISORS OF THE UNIVERSITY OF LOUISIANA SYSTEM

SUBJECT: FINANCIAL AND COMPLIANCE REPRESENTATION LETTER AND FEDERAL AWARD PROGRAMS REPRESENTATION LETTER

Grambling State University hereby requests approval to place Grambling State University’s Financial and Compliance Representation Letter and Federal Award Programs Representation Letter for the Legislative Auditor on the agenda for the August, 2013 Board of Supervisors meeting.

Your favorable consideration of this request is appreciated.

Sincerely,

[Signature]

Frank G. Pogue, Ph.D.
President

FGP:jj

Attachments
Date: August 8, 2013

Grambling State 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 (System) as of June 30, 2013 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 of America, to provide assurances on the Grambling State University’s (University) 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 System, 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 9, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the System. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2013 and changes in financial position, (including cash flows, if applicable) for year then ended in accordance with accounting and reporting requirements of the System.

   Yes ☑ No ☐

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes ☑ No ☐

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes ☑ No ☐

4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

   Yes ☑ No ☐
5. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

   Yes ☐ No ☐ There are none ☑

6. The substance of all related party relationships and transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, etc., has been considered, and appropriate adjustments or disclosures are made in the financial statements.

   Yes ☐ No ☐ There are none ☑

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated and classified as recognized or not recognized.

   Yes ☐ No ☐ There are none ☑

8. We acknowledge our responsibility to advise you of events occurring after the date of this representation.

   Yes ☑ No ☐

9. The effects of all known actual or possible litigation and claims have been accounted for and have been disclosed to you in accordance with accounting principles generally accepted in the United States of America and whose effects should be considered when preparing the financial statements.

   Yes ☐ No ☐ NA ☑

10. 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 GASB Codification C50, Claims and Judgments.

    Yes ☑ No ☐

11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, Claims and Judgments.

    Yes ☑ No ☐

12. 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 in accordance with GASB Codification C50, Claims and Judgments.

    Yes ☑ No ☐ NA ☑

13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

    Yes ☐ No ☐ NA ☑

CONFIDENTIAL
14. 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) in accordance with GASB 54.

Yes ☒ No ☐

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

Yes ☒ No ☐

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Yes ☒ No ☐

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

Yes ☒ No ☐

18. 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, etc., in the event of noncompliance.

Yes ☒ No ☐

19. 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 ☐

20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐

21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

Yes ☒ No ☐

CONFIDENTIAL
22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

Yes ☐ No ☐ NA ☑

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

Yes ☐ No ☐ NA ☑

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

Yes ☑ No ☐

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

Yes ☑ No ☐

26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

a) Financial records and related data.

b) Minutes of the meetings of directors, board members, commission members, etc., 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.

e) Additional information that you have requested from us for the purpose of the audit.

f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

Yes ☑ No ☐

27. 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 ☐

CONFIDENTIAL
28. 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 ☐

29. 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 ☐

30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒  No ☐

31. 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 ☐

32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.

Yes ☐  No ☐  NA ☒

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

Yes ☒  No ☐

34. It is correct that we are not aware of any employees who were employed by this entity 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 ☐

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

Yes ☒  No ☐

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

   Yes ☑ No ☐

37. 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 whether related recommendations have been implemented.

   Yes ☐ No ☐ There are none ☑

38. 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 position in the financial statements.

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

41. 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 amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

   Yes ☑ No ☐

42. 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 ☐

43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

   Yes ☑ No ☐

44. 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 ☐

CONFIDENTIAL
45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.

Yes ☒ No ☐ There are none ☐

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.

Yes ☒ No ☐ NA ☐

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

48. Provisions for uncollectible receivables have been properly identified and recorded.

Yes ☒ No ☐ NA ☐

49. Expenses have been appropriately classified in or allocated to functions and programs in the schedules of the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).

Yes ☒ No ☐

50. Revenues are appropriately classified in the statement of activities of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

Yes ☒ No ☐

51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

Yes ☒ No ☐ NA ☐

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

Yes ☐ No ☐ NA ☒

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

Yes ☒ No ☐

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.

Yes ☒ No ☐

CONFIDENTIAL
55. Capital assets held under capital leases are properly classified and disclosed.
   Yes ☑ No ☐

56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).
   Yes ☑ No ☐ NA ☐

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.
   Yes ☐ No ☐ NA ☑

58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.
   Yes ☑ No ☐ NA ☐

59. We acknowledge that for required supplementary information (RSI):
   a) We are responsible for RSI.
       Yes ☑ No ☐ NA ☐

59. We acknowledge that for required supplementary information (RSI):
   a) We are responsible for RSI.
      Yes ☑ No ☐ NA ☐

b) RSI is measured and presented in accordance with prescribed guidelines.

c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.
   Yes ☑ No ☐ NA ☐

60. We acknowledge that for supplementary information (SI):
   a) We are responsible for the presentation of the SI in accordance with applicable criteria.
      Yes ☑ No ☐ NA ☐

b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.

c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.

e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.

CONFIDENTIAL
61. 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 ☐

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☐ No ☐ NA ☒

63. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialists 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 ☒

64. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

65. 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

66. 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 ☒ No ☐

67. 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.

CONFIDENTIAL
PART IV. LAWS AFFECTING BUDGETING

68. 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

69. 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 ☐

70. 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 ☐

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

Yes ☑ No ☐

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

Yes ☑ No ☐ NA ☐

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

Yes ☑ No ☐ NA ☐

74. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes ☑ No ☐ NA ☐

75. 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 ☐ There are none ☐

PART VI. ASSET MANAGEMENT LAWS

76. 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 ☐

CONFIDENTIAL
PART VII. FISCAL ENTITY AND CASH MANAGEMENT LAWS

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

   Yes ☑ No ☐

PART VIII. DEBT RESTRICTION LAWS

78. 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 ☐ NA ☑

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

79. 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 ☐

80. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

   Yes ☑ No ☐ NA ☐

81. 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 ☐

82. 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 ☐ NA ☐

83. 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 ☐ NA ☐

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

Signature: Lam Sanders  
Date: 8-9-2013

Title: Vice President for Finance

Signature: Frank Vogt  
Date: 8/9/13

Title: President

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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, 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 as a whole 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 __________________________

Title Vice President for Finance ______________________________

Signature ______________________________ Date __________________________

Title President ______________________________
Date: August 8, 2013

GRAMBLING STATE UNIVERSITY
Federal Award Programs Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the University of Louisiana System’s (System) financial statements as of June 30, 2013 and for the year then ended for the purposes of expressing opinions on the fair presentation of the System’s 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 August 9, 2013.

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

   Yes ☒ No ☐

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

   Yes ☒ No ☐

3. We have identified and disclosed to the auditor all of our government programs and related activities subject to the governmental audit requirement.

   Yes ☒ No ☐

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

   Yes ☒ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐ NA ☐

8. We believe that we have complied with the direct and material compliance requirements related to federal programs (except for noncompliance we have disclosed to you).

   Yes ☑ No ☐

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

   Yes ☑ No ☐

10. We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.

    Yes ☐ No ☐ NA ☑

11. We have disclosed to the auditor any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor’s report.

    Yes ☑ No ☐ NA ☐

12. 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 ☐

13. 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 ☐ NA ☐

14. 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 ☐ NA ☑

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15. If applicable, management has issued management decisions timely after their receipt of subrecipients’ auditors’ 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 □  NA  X

16. 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 □  NA  X

17. We are responsible for taking corrective action on findings of the compliance audit.

   Yes  X  No □

18. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor’s report.

   Yes X  No □  NA □

19. 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 □  NA □

20. 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 □  NA □

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

   Yes □  No □  NA  X

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

   Yes □  No □  NA  X

23. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor’s report or stating that there were no such known instances.

   Yes □  No □  NA  X

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24. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

Yes ☐ No ☐ NA ☒

25. 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 and material weaknesses in internal control over compliance, have occurred subsequent to the date as of which compliance is audited.

Yes ☐ No ☐ NA ☒

26. Management acknowledges and understands its responsibility for presentation of the Schedule of Expenditures of Federal Awards, in accordance with Circular A-133. We have prepared the Schedule of Expenditures of Federal Awards, believe it is fairly presented in form and content, 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. Any changes from the prior year to the methods of measurement or presentation and any assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards have been disclosed.

Yes ☒ No ☐ NA ☐

27. 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 ☐ NA ☐

28. 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 ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

30. 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 ☐ NA ☐

31. 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

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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 ☐

32. Management has charged costs to federal awards in accordance with applicable cost principles.

Yes ☑ No ☐

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

Yes ☑ No ☐

34. 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 ☐

35. 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 ☐

36. 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 ☑ No ☐ NA ☐

37. 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 ☑ No ☐

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

Yes ☑ No ☐ NA ☐

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39. 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 ☐

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

Signature: [Signature]
Title: Vice President for Finance
Date: 8/9/2013

Signature: [Signature]
Title: President
Date: 8/9/13
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 _________________________________ Date ____________________

Title ___________________________________

Signature _________________________________ Date ____________________

Title ___________________________________
OFFICE OF THE PRESIDENT

July 23, 2013

LADIES AND GENTLEMEN OF THE BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM:

Please find attached for your review and approval Louisiana Tech University’s Audit Representation Letter for the fiscal year ended June 30, 2013 submitted at the request of the Legislative Auditor for the State of Louisiana. Your approval of the University’s Representation Letter is requested.

Sincerely,

Leslie K. Guice
President

de

Attachment
OFFICE OF THE PRESIDENT

Financial and Compliance Representation Letter

July 22, 2013

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the annual financial statements of the University of Louisiana System (System) as of June 30, 2013 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 of America, to provide assurances on the Louisiana Tech University's (University) 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 System, 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 22, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the System. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2013 and changes in financial position, (including cash flows, if applicable) for the year then ended in accordance with accounting and reporting requirements of the System.

   Yes ☒  No ☐

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes ☒  No ☐

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes ☒  No ☐
4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

   Yes ☒ No ☐

5. We have disclosed to you the identity of the entity’s related parties and all the related party relationships and transactions of which we are aware.

   Yes ☒ No ☐ There are none ☐

6. The substance of all related party relationships and transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, etc., has been considered, and appropriate adjustments or disclosures are made in the financial statements.

   Yes ☒ No ☐ There are none ☐

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated and classified as recognized or not recognized.

   Yes ☒ No ☐ There are none ☐

8. We acknowledge our responsibility to advise you of events occurring after the date of this representation.

   Yes ☒ No ☐

9. The effects of all known actual or possible litigation and claims have been accounted for and have been disclosed to you in accordance with accounting principles generally accepted in the United States of America and whose effects should be considered when preparing the financial statements.

   Yes ☒ No ☐ NA ☐

10. 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 GASB Codification C50, Claims and Judgments.

    Yes ☒ No ☐

11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, Claims and Judgments.

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12. 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 in accordance with GASB Codification C50, Claims and Judgments.

Yes ☒ No ☐ NA ☐

13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

Yes ☒ No ☐ NA ☐

14. 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) in accordance with GASB 54.

Yes ☒ No ☐

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

Yes ☒ No ☐

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Yes ☒ No ☐

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

Yes ☒ No ☐

18. 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, etc., in the event of noncompliance.

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19. 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 ☐

20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐

21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

Yes ☒ No ☐

22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

Yes ☒ No ☐ NA ☐

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐

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

   Yes ☒  No ☐

26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

   a) Financial records and related data.

   b) Minutes of the meetings of directors, board members, commission members, etc., 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.

   e) Additional information that you have requested from us for the purpose of the audit.

   f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

   Yes ☒  No ☐

27. 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 ☐

28. 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 ☐

29. 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).

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30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

   Yes ☒ No ☐

31. 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 ☐

32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.

   Yes ☒ No ☐ NA ☐

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

   Yes ☒ No ☐

34. It is correct that we are not aware of any employees who were employed by this entity 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).

   Theft by Chance Snow, Athletic Ticket Manager, ($50,891 Theft), previously reported. Recovery Office of Risk Management - $49,891: recovered from Chance Snow - $1,000

   Yes ☒ No ☐

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

   Yes ☒ No ☐
36. It is correct that the ORM has not refused to cover a loss by this entity because it was caused by an employee who had previously committed a "dishonest act" (exceptions should be listed).

   Yes ☒ No ☐

37. 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 whether related recommendations have been implemented.

   Yes ☒ No ☐ There are none ☐

38. 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 position in the financial statements.

   Yes ☒ No ☐

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

   Yes ☒ No ☐

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

   Yes ☒ No ☐

41. 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 amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

   Yes ☒ No ☐

42. 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.
43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

Yes ☒ No ☐ NA ☐

44. 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 ☐

45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.

Yes ☒ No ☐ There are none ☐

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.

Yes ☒ No ☐ NA ☐

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

49. Expenses have been appropriately classified in or allocated to functions and programs in the statements to the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).

Yes ☒ No ☐

50. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

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51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   Yes ☒ No ☐ NA ☐

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

   Yes ☒ No ☐ NA ☐

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

   Yes ☒ No ☐

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.

   Yes ☒ No ☐

55. Capital assets held under capital leases are properly classified and disclosed.

   Yes ☒ No ☐

56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).

   Yes ☒ No ☐ NA ☐

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.

   Yes ☒ No ☐ NA ☐

58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.

   Yes ☒ No ☐ NA ☐
59. We acknowledge that for required supplementary information (RSI):
   a) We are responsible for RSI.
   b) RSI is measured and presented in accordance with prescribed guidelines.
   c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.
   d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.
      
      Yes ☒ No ☐ NA ☐

60. We acknowledge that for supplementary information (SI):
   a) We are responsible for the presentation of the SI in accordance with applicable criteria.
   b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.
   c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.
   d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.
   e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.
      
      Yes ☒ No ☐ NA ☐

61. 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 ☐

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the

CONFIDENTIAL
services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☒ No ☐ NA ☒

63. We have adequately disclosed the required information for the OPEB liability based on information provided by the System. The system agreed with the findings of the specialists in evaluating the OPEB plan information and determined the qualifications of the specialists 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 ☐

64. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

65. 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

66. 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 ☒ No ☐

67. 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.

CONFIDENTIAL
PART IV. LAWS AFFECTING BUDGETING

68. 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

69. 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 ☐

70. 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 ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

74. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes ☒ No ☐ NA ☐

75. 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.

CONFIDENTIAL
PART VI. ASSET MANAGEMENT LAWS

76. 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 ENTITY AND CASH MANAGEMENT LAWS

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

Yes ☒ No ☐

PART VIII. DEBT RESTRICTION LAWS

78. 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 ☐ NA ☐

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

79. 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 ☐

80. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

Yes ☒ No ☐ NA ☐

81. 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 ☐

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82. 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 ☐ NA ☐

83. 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 ☐ NA ☐

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

Signature

Date 7-22-13

Title Vice President for Finance and Administration

Signature

Date 7-22-13

Title President
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, 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 as a whole 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 ____________________________

Title ________________________________

Signature ____________________________ Date ____________________________

Title ________________________________
May 1, 2013

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

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of Louisiana Tech University’s financial statements as of June 30, 2013 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 April 30, 2013.

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 [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 [ ]
Federal Award Programs Representation Letter
Page 3

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 [ X ] No [ ] N/A [ ]

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 [ 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.

\(^1\) 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.
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.

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.\footnote{1}

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)

(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.

[Daniella - Signed]  President  5/9/13  Date

[Vicente - Signed]  Vice President for Finance & Administration  5-9-13  Date
July 26, 2013

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

Dear Dr. Woodley:

Nicholls State University respectfully requests consideration and approval of the following to be placed on the agenda for the August 20, 2013, meeting of the Board of Supervisors for the University of Louisiana System:

Legislative Auditor’s Financial and Compliance Representation Letters

If you need additional information, please let us know accordingly.

Sincerely,

Stephen T. Hulbert
President

STH/ad

Attachment

pc: Mr. Larry Howell, Executive Vice President
    Dr. Laynie Barrilleaux, Vice President for Academic Affairs
    Dr. David Boudreaux, Vice President for Institutional Advancement
    Dr. Eugene Dial, Vice President for Student Affairs and Enrollment Services
    Mr. Mike Naquin, Associate Vice President for Finance and CFO
    Mr. Mike Davis, Assistant Vice President for Facilities
    Mrs. Stacy LeJeune, Internal Auditor
    Dr. Stephen Michot, Faculty Senate President and Faculty Association Representative
July 30, 2013

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, 2013 and for the period July 1, 2012 – June 30, 2013 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 of America, to provide assurances on the Nicholls 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 University of Louisiana System, 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 30, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the University of Louisiana System. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2013 and changes in financial position, (including cash flows, if applicable) for period July 1, 2012 – June 30, 2013 in accordance with accounting and reporting requirements of the University of Louisiana System.

   Yes ☒ No ☐

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes ☒ No ☐

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes ☒ No ☐

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4. Significant assumptions used by us in making accounting estimates, including those measured at 
   fair value, are reasonable.

   Yes ☒ No ☐

5. We have disclosed to you the identity of the entity's related parties and all the related party 
   relationships and transactions of which we are aware.

   See attached memo.

   Yes ☒ No ☐ There are none ☐

6. The substance of all related party relationships and transactions involving sales, purchases, 
   receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to 
   related parties, etc., has been considered, and appropriate adjustments or disclosures are made in 
   the financial statements.

   Yes ☒ No ☐ There are none ☐

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter 
   have been evaluated and classified as recognized or nonrecognized.

   Yes ☐ No ☐ There are none ☒

8. We acknowledge our responsibility to advise you of events occurring after the date of this 
   representation.

   Yes ☒ No ☐

9. The effects of all known actual or possible litigation and claims have been accounted for and have 
   been disclosed to you in accordance with accounting principles generally accepted in the United 
   States of America and whose effects should be considered when preparing the financial 
   statements.

   Yes ☒ No ☐ NA ☐

10. 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 GASB 
    Codification C50, Claims and Judgments.

    Yes ☒ No ☐
11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, *Claims and Judgments*.

   Yes ☒ No ☐

12. 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 in accordance with GASB Codification C50, *Claims and Judgments*.

   Yes ☐ No ☐ NA ☒

13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

   Yes ☒ No ☐ NA ☐

14. 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) in accordance with GASB 54.

   Yes ☒ No ☐

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes ☒ No ☐

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

   Yes ☒ No ☐

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

   Yes ☒ No ☐

18. 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

   CONFIDENTIAL
effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, etc., in the event of noncompliance.

Yes ☒ No ☐

19. 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 ☐

20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐

21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

Yes ☒ No ☐

22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

Yes ☐ No ☐ NA ☒

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

Yes ☐ No ☐ NA ☒
24. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements.

   Yes ☒ No ☐

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

   Yes ☒ No ☐

26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

   a) Financial records and related data.

   b) Minutes of the meetings of directors, board members, commission members, etc., 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.

   e) Additional information that you have requested from us for the purpose of the audit.

   f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

   Yes ☒ No ☐

27. 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 ☐

28. 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 ☐

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29. 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 ☐

30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

31. 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 ☐

32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.

Yes ☐ No ☐ NA ☒

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

Yes ☒ No ☐

34. It is correct that we are not aware of any employees who were employed by this entity 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 ☐

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

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

Yes ☒ No ☐

37. 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 whether related recommendations have been implemented.

Yes ☐ No ☐ There are none ☒

38. 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 position in the financial statements.

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

41. 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 amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

Yes ☒ No ☐

42. 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 ☐

CONFIDENTIAL
43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

   Yes ☒ No ☐

44. 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 ☐

45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.

   Yes ☒ No ☐ There are none ☐

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.

   Yes ☒ No ☐ NA ☐

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

   Yes ☒ No ☐ NA ☐

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

   Yes ☒ No ☐ NA ☐

49. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities in the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).

   Yes ☒ No ☐

50. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

   Yes ☒ No ☐

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51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
   
   Yes ☒ No ☐ NA ☐

52. Special and extraordinary items are appropriately classified and reported.
   
   Yes ☐ No ☐ NA ☒

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.
   
   Yes ☒ No ☐

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.
   
   Yes ☒ No ☐

55. Capital assets held under capital leases are properly classified and disclosed.
   
   Yes ☒ No ☐

56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).
   
   Yes ☒ No ☐ NA ☐

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.
   
   Yes ☐ No ☐ NA ☒

58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.
   
   Yes ☐ No ☐ NA ☒

59. We acknowledge that for required supplementary information (RSI):

   a) We are responsible for RSI.
b) RSI is measured and presented in accordance with prescribed guidelines.

c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.

Yes ☐ No ☐ NA ☒

60. We acknowledge that for supplementary information (SI):

a) We are responsible for the presentation of the SI in accordance with applicable criteria.

b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.

c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.

e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.

Yes ☐ No ☐ NA ☒

61. 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 ☐

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☒ No ☐ NA ☐

CONFIDENTIAL
63. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

64. 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

65. 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 ☒ No ☐

66. 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 ☐

PART IV. LAWS AFFECTING BUDGETING

67. 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

68. 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 ☐

69. 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 ☐

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

   Yes ☒  No ☐

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

   Yes ☒  No ☐  NA ☐

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

   Yes ☒  No ☐  NA ☐

73. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

   Yes ☒  No ☐  NA ☐

74. We have reported (in writing) any known mis appropriations to the Legislative Auditor and the appropriate parish district attorney as required by R.S. 24:523.

   Yes ☒  No ☐  There are none ☐

PART VI. ASSET MANAGEMENT LAWS

75. 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 ☐

CONFIDENTIAL
PART VII. FISCAL ENTITY AND CASH MANAGEMENT LAWS

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

Yes ☒ No ☐

PART VIII. DEBT RESTRICTION LAWS

77. 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 ☐ NA ☐

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

78. 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 ☐

79. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

Yes ☒ No ☐ NA ☐

80. 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 ☐

81. 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 ☐ NA ☐

82. 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 ☐ NA ☐

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

Signature ___________________________ Date 7-30-13
Title ________________________________

Signature ___________________________ Date 7-30-13
Title ________________________________

CONFIDENTIAL
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, 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 as a whole 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 ___________________________

Title ________________________________

Signature ___________________________ Date ___________________________

Title ________________________________

CONFIDENTIAL
August 1, 2013

Dr. Sandra Woodley, President
University of Louisiana System
1201 North Third Street, 7-300
Baton Rouge, LA 70802

Re: Financial and Compliance Representation Letter
Federal Award Programs Representation Letter

Dear Dr. Woodley:

Northwestern State University is submitting the attached Financial and Compliance Representation Letter and the Federal Award Programs Representation Letter to be placed on the agenda for approval at the August 2013 Board Meeting.

Thank you for your consideration.

Sincerely,

Randall J. Webb
President

RJW/pc

Attachment
Date: July 29, 2013

Northwestern State 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 (System) as of June 30, 2013 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 of America, to provide assurances on the Northwestern 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 System, 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 29, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the System. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2013 and changes in financial position, (including cash flows, if applicable) for the year then ended in accordance with accounting and reporting requirements of the System.

   Yes ☒ No ☐

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes ☒ No ☐

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes ☒ No ☐

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4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

   Yes ☒ No ☐

5. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

   Yes ☒ No ☐ There are none ☐

6. The substance of all related party relationships and transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, etc., has been considered, and appropriate adjustments or disclosures are made in the financial statements.

   Yes ☐ No ☐ There are none ☒

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated and classified as recognized or not recognized.

   Yes ☒ No ☐ There are none ☐

8. We acknowledge our responsibility to advise you of events occurring after the date of this representation.

   Yes ☒ No ☐

9. The effects of all known actual or possible litigation and claims have been accounted for and have been disclosed to you in accordance with accounting principles generally accepted in the United States of America and whose effects should be considered when preparing the financial statements.

   Yes ☒ No ☐ NA ☐

10. 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 GASB Codification C50, Claims and Judgments.

    Yes ☒ No ☐

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11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, *Claims and Judgments*.

   Yes ☒ No ☐

12. 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 in accordance with GASB Codification C50, *Claims and Judgments*.

   Yes ☒ No ☐ NA ☐

13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

   Yes ☒ No ☐ NA ☐

14. 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) in accordance with GASB 54.

   Yes ☒ No ☐

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes ☒ No ☐

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

   Yes ☒ No ☐

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

   Yes ☒ No ☐

18. 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

   CONFIDENTIAL
effect on the financial statements (or other financial information/schedules) or on the individual agreement, grant award, etc., in the event of noncompliance.

Yes ☒ No ☐

19. 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 ☐

20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐

21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

Yes ☒ No ☐

22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

Yes ☒ No ☐ NA ☐

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

a) Financial records and related data.

b) Minutes of the meetings of directors, board members, commission members, etc., 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.

e) Additional information that you have requested from us for the purpose of the audit.

f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

Yes ☒ No ☐

27. 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 ☐

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28. 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 ☐

29. 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 ☐

30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

31. 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 ☐

32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐

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34. It is correct that we are not aware of any employees who were employed by this entity 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 ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

37. 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 whether related recommendations have been implemented.

Yes ☒ No ☐ There are none ☐

38. 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 position in the financial statements.

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

41. 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

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amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

Yes ☒ No ☐

42. 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 ☐

43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

Yes ☒ No ☐

44. 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 ☐

45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.

Yes ☐ No ☐ There are none ☒

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.

Yes ☒ No ☐ NA ☐

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

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

 Yes ☒ No ☐ NA ☐

49. Expenses have been appropriately classified in or allocated to functions and programs in the statements to the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).

 Yes ☒ No ☐

50. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

 Yes ☒ No ☐

51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

 Yes ☐ No ☐ NA ☒

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

 Yes ☒ No ☐ NA ☐

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

 Yes ☒ No ☐

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.

 Yes ☒ No ☐

55. Capital assets held under capital leases are properly classified and disclosed.

 Yes ☒ No ☐
56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).

   Yes ☒ No ☐ NA ☐

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.

   Yes ☒ No ☐ NA ☐

58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.

   Yes ☒ No ☐ NA ☐

59. We acknowledge that for required supplementary information (RSI):

   a) We are responsible for RSI.

   b) RSI is measured and presented in accordance with prescribed guidelines.

   c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

   d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.

   Yes ☒ No ☐ NA ☐

60. We acknowledge that for supplementary information (SI):

   a) We are responsible for the presentation of the SI in accordance with applicable criteria.

   b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.

   c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

   CONFIDENTIAL
d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.

e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.

Yes ☒ No ☐ NA ☐

61. 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 ☐

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☐ No ☐ NA ☒

63. We have adequately disclosed the required information for the OPEB liability based on information provided by the system. The system agree with the findings of specialists in evaluating the OPEB plan information and determined the qualifications of the specialists 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 ☒

64. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes ☒ No ☐
Legal Compliance

PART II. PUBLIC BID LAW

65. 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

66. 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 ☐  No ☒

67. 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 ☒

PART IV. LAWS AFFECTING BUDGETING

68. 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

69. 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 ☐

70. 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 ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

74. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes ☒ No ☐ NA ☐

75. 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 ☐ There are none ☐

PART VI. ASSET MANAGEMENT LAWS

76. 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 ENTITY AND CASH MANAGEMENT LAWS

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

Yes ☒ No ☐

CONFIDENTIAL
PART VIII. DEBT RESTRICTION LAWS

78. 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 ☐ NA ☐

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

79. 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 ☐

80. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

Yes ☒ No ☐ NA ☐

81. 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 ☐

82. 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 ☐ NA ☐

83. 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 ☐ NA ☐

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

Dr. Randall J. Webb, President
Date 7/25/13

Dr. Lisa Abney, Provost & Vice President for Academic Affairs
Date 7/25/13

Mr. Carl Jones, Vice President for Business Affairs
Date 7/26/13

Dr. Marcus Jones, Vice President for University Affairs
Date 7/25/13

Mr. Jerry Pierce, Vice President for External Affairs
Date

Dr. Darlene Williams, Vice President for University Technology, Research & Economic Development
Date 7/26/13
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, 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 as a whole 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 □

Dr. Randall J. Webb, President

Date

Mr. Carl Jones, Vice President for Business Affairs

Date

CONFIDENTIAL
July 29, 2013

Northwestern State University
Federal Award Programs Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the University of Louisiana Systems’ (System) financial statements as of June 30, 2013 and for the year then ended for the purposes of expressing opinions on the fair presentation of the System’s 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 29, 2013.

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

   Yes [X]  No [ ]

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

   Yes [X]  No [ ]

3. We have identified and disclosed to the auditor all of our government programs and related activities subject to the governmental audit requirement.

   Yes [X]  No [ ]

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

   Yes [X]  No [ ]

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A Member of the University of Louisiana System
nsula.edu | @nsula | Facebook.com/NorthwesternState
5. 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 [ ]

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

   Yes [X]  No [ ]

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

   Yes [X]  No [ ]  NA [ ]

8. We believe that we have complied with the direct and material compliance requirements related to federal programs (except for noncompliance we have disclosed to you).

   Yes [X]  No [ ]

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

   Yes [X]  No [ ]

10. We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.

    Yes [X]  No [ ]  NA [ ]

11. We have disclosed to the auditor any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor’s report.

    Yes [X]  No [ ]  NA [ ]

12. 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 [ ]

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13. 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 [ ]  NA [ ]

14. 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 [ ]  NA [ ]

15. If applicable, management has issued management decisions timely after their receipt of subrecipients' auditors' 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 [ ]  NA [ ]

16. 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 [ ]  NA [ ]

17. We are responsible for taking corrective action on findings of the compliance audit.

   Yes [X]  No [ ]

18. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

   Yes [ ]  No [ ]  NA [X]

19. 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 [ ]  NA [ ]

20. 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 [ ]  NA [ ]

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21. If applicable, management has disclosed all contracts or other agreements with service organizations.
   Yes [X]  No [ ]  NA [ ]

22. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.
   Yes [ ]  No [ ]  NA [X]

23. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor’s report or stating that there were no such known instances.
   Yes [ ]  No [ ]  NA [X]

24. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
   Yes [X]  No [ ]  NA [ ]

25. 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 and material weaknesses in internal control over compliance have occurred subsequent to the date as of which compliance is audited.
   Yes [X]  No [ ]  NA [ ]

26. Management acknowledges and understands its responsibility for presentation of the Schedule of Expenditures of Federal Awards, in accordance with Circular A-133. We have prepared the Schedule of Expenditures of Federal Awards, believe it is fairly presented in form and content, 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. Any changes from the prior year to the methods of measurement or presentation and any assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards have been disclosed.
   Yes [X]  No [ ]  NA [ ]

CONFIDENTIAL
27. 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 [ ]  NA [ ]

28. 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 [ ]  NA [ ]

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

Yes [X]  No [ ]  NA [ ]

30. 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 [ ]

31. 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 [ ]

32. Management has charged costs to federal awards in accordance with applicable cost principles.

Yes [X]  No [ ]

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

Yes [X]  No [ ]

34. 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 [ ]

CONFIDENTIAL
35. 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 [ ]

36. 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 [ ] NA [ ]

37. 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 [ ]

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

   Yes [X] No [ ] NA [ ]

39. 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 [ ]

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

Dr. Randall K. Webb, President

Carl Jones, VP for Business Affairs & Controller

Date 7/25/13

Date 7/24/13

CONFIDENTIAL
Northwestern State University
Federal Award Programs Representation Letter
Page 7

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.

Dr. Randall J. Webb, President

Carl Jones, VP for Business Affairs & Controller

Date

7/25/13

7/26/13

CONFIDENTIAL
July 31, 2013

Dr. Sandra Woodley  
President, University of Louisiana System  
1201 North Third Street, Suite 7-300  
Baton Rouge, Louisiana 70802

Dear Dr. Woodley:

Southeastern Louisiana University held its entrance conference with the Legislative Auditors for the fiscal year 2012-2013 audit. We have attached our Federal Award Programs Representation and our Financial and Compliance Representation letters that were completed as a result of the entrance conference.

We are requesting this be placed on the Board of Supervisors agenda for the meeting on August 19, 2013. Your approval of this request is greatly appreciated.

Sincerely,

John L. Crain  
President

Attachments
Date: July 30, 2013

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

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of Southeastern Louisiana University’s financial statements as of and for the year ending June 30, 2013 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 4, 2013.

1. We are responsible for understanding and for complying, and have complied, with the requirements of Office of Management and Budget (OMB) Circular A-133.
   Yes √ No □

2. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance that provides reasonable assurance that we are administering federal awards in accordance with the compliance requirements and in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on the federal awards.
   Yes √ No □

3. We have identified and disclosed to the auditor all of our government programs and related activities subject to the governmental audit requirement.
   Yes √ No □

4. We are responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs and have complied, in all material respects, with those requirements.
   Yes √ No □

5. 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 □
6. We have made available all contracts and grant agreements (including amendments, if any) and any other correspondence relevant to federal programs and related activities that has taken place with federal agencies or pass-through entities.
   Yes √ No □

7. We have identified and disclosed to the auditor all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards, including those resulting from other audits or program reviews, as related to the current and prior years.
   Yes √ No □ NA □

8. We believe that we have complied with the direct and material compliance requirements related to federal programs (except for noncompliance we have disclosed to you).
   Yes √ No □

9. We have made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
   Yes √ No □

10. We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.
    Yes □ No □ NA √

11. We have disclosed to the auditor any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor’s report.
    Yes □ No □ NA √

12. 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 □

13. 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 □ NA □
14. 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 □  NA □

15. If applicable, management has issued management decisions timely after their receipt of subrecipients’ auditors’ 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 □  NA √

16. 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 □  NA √

17. We are responsible for taking corrective action on findings of the compliance audit.

Yes √  No □

18. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor’s report.

Yes √  No □  NA □

19. 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 □  NA □

20. 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 □  NA □

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

Yes √  No □  NA □
22. If applicable, management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Yes □ No □ NA √

23. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor’s report or stating that there were no such known instances.

Yes √ No □ NA □

24. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

Yes □ No □ NA √

25. 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 and material weaknesses in internal control over compliance, have occurred subsequent to the date as of which compliance is audited.

Yes √ No □ NA □

26. Management acknowledges and understands its responsibility for presentation of the Schedule of Expenditures of Federal Awards,\(^1\) in accordance with Circular A-133. We have prepared the Schedule of Expenditures of Federal Awards,\(^1\) believe it is fairly presented in form and content, 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. Any changes from the prior year to the methods of measurement or presentation and any assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards\(^1\) have been disclosed.

Yes √ No □ NA □

27. We have identified in the Schedule of Expenditures of Federal Awards\(^3\), 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 □ NA □

\(^1\) 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.
28. 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 ☐ NA ☐

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

Yes √ No ☐ NA ☐

30. 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 ☐

31. 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 ☐

32. Management has charged costs to federal awards in accordance with applicable cost principles.

Yes √ No ☐

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

Yes √ No ☐

34. 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 ☐

35. 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 ☐
Federal Award Programs Representation Letter
Page 6

36. 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.\[2]

       Yes √ No □ NA □

37. 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 √ No □

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

       Yes √ No □ NA □

39. 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\[2] after the written representation.

       Yes √ No □

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

Signature __________________________ Date 07.30.13

Title Int. Vice President for Administration & Finance

Signature __________________________ Date 7/30/13

Title President

[F&C REPLETTER FEDERAL AWARDS] CONFIDENTIAL

Revised: 05/13
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

Date

Title

Signature

Date

Title

1See endnote 1 above.
2See endnote 1 above.
3See endnote 1 above.
4See endnote 1 above.
Date: July 30, 2013

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 and for the year ending June 30, 2013 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 of America, to provide assurances on the 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 University of Louisiana System, 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, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the University of Louisiana System. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2013 and changes in financial position, (including cash flows, if applicable) for year ending June 30, 2013 in accordance with accounting and reporting requirements of the University of Louisiana System.

   Yes √   No □

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes √   No □

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes √   No □
5. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Yes √ No □ There are none □

6. The substance of all related party relationships and transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, etc., has been considered, and appropriate adjustments or disclosures are made in the financial statements.

Yes □ No □ There are none √

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated and classified as recognized or nonrecognized.

Yes □ No □ There are none √

8. We acknowledge our responsibility to advise you of events occurring after the date of this representation.

Yes √ No □

9. The effects of all known actual or possible litigation and claims have been accounted for and have been disclosed to you in accordance with accounting principles generally accepted in the United States of America and whose effects should be considered when preparing the financial statements.

Yes □ No □ NA √

10. 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 GASB Codification C50, Claims and Judgments.

Yes √ No □

11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, Claims and Judgments.

Yes √ No □

12. 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 in accordance with GASB Codification C50, Claims and Judgments.
13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

Yes □ No □ NA √

14. 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) in accordance with GASB 54.

Yes √ No □

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

Yes √ No □

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Yes √ No □

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

Yes √ No □

18. 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, etc., in the event of noncompliance.

Yes √ No □

19. 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 □
20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes √ No ☐

21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

Yes √ No ☐

22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

Yes √ No ☐ NA ☐

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

Yes √ No ☐ NA ☐

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

Yes √ No ☐

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

Yes √ No ☐

26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

a) Financial records and related data.

b) Minutes of the meetings of directors, board members, commission members, etc., 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.

e) Additional information that you have requested from us for the purpose of the audit.

f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

Yes √ No ☐

27. 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 ☐

28. 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 ☐

29. 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 ☐

30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

Yes √ No ☐

31. 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.
32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.
   Yes √ No ☐

33. We have a process to track the status of audit findings and recommendations.
   Yes √ No ☐

34. It is correct that we are not aware of any employees who were employed by this entity 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 ☐

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

36. It is correct that the ORM has not refused to cover a loss by this entity because it was caused by an employee who had previously committed a “dishonest act” (exceptions should be listed).
   Yes √ No ☐

37. 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 whether related recommendations have been implemented.
   Yes ☐ No ☐ There are none √

38. 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 position in the financial statements.
   Yes √ No ☐

39. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.
   Yes √ No ☐
40. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.

   Yes √ No □

41. 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 amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

   Yes √ No □

42. 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 □

43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

   Yes √ No □

44. 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 □

45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.

   Yes √ No □ There are none □

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.

   Yes □ No □ NA √

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

   Yes √ No □ NA □
48. Provisions for uncollected receivables have been properly identified and recorded.

   Yes √  No □  NA □

49. Expenses have been appropriately classified in or allocated to functions and programs in the statements and/or schedules of the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).

   Yes √  No □

50. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

   Yes √  No □

51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

   Yes √  No □  NA □

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

   Yes □  No □  NA √

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.

   Yes √  No □

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.

   Yes √  No □

55. Capital assets held under capital leases are properly classified and disclosed.

   Yes √  No □

56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).

   Yes √  No □  NA □

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.
58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.

Yes √ No □ NA □

59. We acknowledge that for required supplementary information (RSI):
   a) We are responsible for RSI.
   b) RSI is measured and presented in accordance with prescribed guidelines.
   c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.
   d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.

Yes □ No □ NA √

60. We acknowledge that for supplementary information (SI):
   a) We are responsible for the presentation of the SI in accordance with applicable criteria.
   b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.
   c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.
   d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.
   e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.

Yes □ No □ NA √

61. 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 √

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☐ No ☐ NA √

63. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialists 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 √

64. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes √ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

65. 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

66. 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 √ No ☐

67. 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.
PART IV. LAWS AFFECTING BUDGETING

68. 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 ☐

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

69. 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 ☐

70. 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 ☐

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

Yes √ No ☐

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

Yes √ No ☐

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

Yes √ No ☐

74. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes √ No ☐

75. 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 ☐ There are none √

PART VI. ASSET MANAGEMENT LAWS
76. 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 ENTITY AND CASH MANAGEMENT LAWS

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

Yes √ No □

PART VIII. DEBT RESTRICTION LAWS

78. 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 □ NA □

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

79. 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 □

80. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

Yes √ No □ NA □

81. 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 □

82. 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 □ NA □

83. 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.
The previous responses have been made to the best of our belief and knowledge.

Signature

Date 07/30/13

Title Int. Vice President for Administration & Finance

Signature

Date 7/30/13

Title President
System Related Assurances –
Financial and Compliance Representation Letter
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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, 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 as a whole 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 ____________________________

Title ____________________________

Signature ____________________________  Date ____________________________

Title ____________________________

[Signature]

[Title]

[Signature]

[Title]
July 31, 2013

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

Dear Dr. Woodley:

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

Sincerely,

[Signature]

E. Joseph Savoie
President

mp

Enclosures
July 31, 2013

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, 2013 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 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 31, 2013.

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

3. We have identified and disclosed to the auditor all of our government programs and related activities subject to the governmental audit requirement.

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

Yes ☑ No ☐

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

Yes ☐ No ☐ NA ☑

8. We believe that we have complied with the direct and material compliance requirements related to federal programs (except for noncompliance we have disclosed to you).

Yes ☑ No ☐

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

Yes ☑ No ☐

10. We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.

Yes ☐ No ☐ NA ☑

11. We have disclosed to the auditor any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor’s report.

Yes ☐ No ☐ NA ☑

12. 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 ☐
13. 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 ☐ NA ☐

14. 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 ☐ NA ☑

15. If applicable, management has issued management decisions timely after their receipt of subrecipients’ auditors’ 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 ☐ NA ☑

16. 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 ☐ NA ☑

17. We are responsible for taking corrective action on findings of the compliance audit.

Yes ☑ No ☐

18. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

Yes ☑ No ☐ NA ☐

19. 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 ☐ NA ☐
20. 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 ☐ NA ☐

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

Yes ☐ No ☐ NA ☑

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

Yes ☐ No ☐ NA ☑

23. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stating that there were no such known instances.

Yes ☐ No ☐ NA ☑

24. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

Yes ☐ No ☐ NA ☑

25. 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 and material weaknesses in internal control over compliance, have occurred subsequent to the date as of which compliance is audited.

Yes ☐ No ☐ NA ☑

26. Management acknowledges and understands its responsibility for presentation of the Schedule of Expenditures of Federal Awards,¹ in accordance with Circular A-133. We have prepared the Schedule of Expenditures of Federal Awards,¹ believe it is fairly presented in form and content, 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

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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.
Federal Award Programs Representation Letter
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grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Any changes from the prior year to the methods of measurement or presentation and any assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards\(^1\) have been disclosed.

Yes ☑  No ☐  NA ☐

27. We have identified in the Schedule of Expenditures of Federal Awards\(^1\), 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 ☐  NA ☐

28. We have identified in the Schedule of Expenditures of Federal Awards\(^2\) the name of the federal agency or other state or local government (pass-through entity) that provided the assistance.

Yes ☑  No ☐  NA ☐

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

Yes ☑  No ☐  NA ☐

30. 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 ☐

31. 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.\(^3\)

Yes ☑  No ☐

32. Management has charged costs to federal awards in accordance with applicable cost principles.
Federal Award Programs Representation Letter
Page 6

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

Yes ☑ No ☐

34. 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 ☐

35. 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 ☐

36. 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. iv

Yes ☑ No ☐ NA ☐

37. 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 ☑ No ☐

38. We have not included audit costs billed by the Legislative Auditor in federal program charges for the current year.
Federal Award Programs Representation Letter
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39. 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 ☐ NA ☐

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

Signature

Date 7/31/13

Title President

Signature

Date 7/31/13

Title Vice President, Administration and Finance
July 31, 2013

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, 2013 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 of America, to provide assurances on the 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 July 31, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and 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, 2013 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. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes ☑ No ☐

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes ☑ No ☐

4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

   Yes ☑ No ☐
5. We have disclosed to you the identity of the entity’s related parties and all the related party relationships and transactions of which we are aware.

Yes ☑ No ☐

6. The substance of all related party relationships and transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, etc., has been considered, and appropriate adjustments or disclosures are made in the financial statements.

Yes ☑ No ☐ There are none ☐

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated and classified as recognized or nonrecognized.

Yes ☑ No ☐ There are none ☐

8. We acknowledge our responsibility to advise you of events occurring after the date of this representation.

Yes ☑ No ☐

9. The effects of all known actual or possible litigation and claims have been accounted for and have been disclosed to you in accordance with accounting principles generally accepted in the United States of America and whose effects should be considered when preparing the financial statements.

Yes ☐ No ☐ NA ☑

10. 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 GASB Codification C50, Claims and Judgments.

Yes ☑ No ☐

11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, Claims and Judgments.

Yes ☑ No ☐
12. 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 in accordance with GASB Codification C50, *Claims and Judgments*.

   Yes ☐ No ☐ NA ☑

13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

   Yes ☑ No ☐ NA ☐

14. 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) in accordance with GASB 54.

   Yes ☑ No ☐

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes ☑ No ☐

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

   Yes ☑ No ☐

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

   Yes ☑ No ☐

18. 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, etc., in the event of noncompliance.

   Yes ☑ No ☐
19. 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 □

20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

   Yes ☑/ No □

21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

   Yes ☑/ No □

22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

   Yes □/ No □/ NA ☑

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

   Yes □/ No □/ NA ☑

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

   Yes ☑/ No □

25. During the fiscal year under audit, there have been no changes of our accounting principles and practices.
26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

a) Financial records and related data.

b) Minutes of the meetings of directors, board members, commission members, etc., 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.

e) Additional information that you have requested from us for the purpose of the audit.

f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

27. 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.

28. 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.

29. 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).
30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

   Yes ☑ No ☐

31. 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 ☐

32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.

   Yes ☐ No ☐ NA ☑

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

   Yes ☑ No ☐

34. It is correct that we are not aware of any employees who were employed by this entity 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 ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐
37. 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 whether related recommendations have been implemented.

   Yes ☑ No ☐ There are none ☐

38. 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 position in the financial statements.

   Yes ☑ No ☐

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

   Yes ☑ No ☐

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

   Yes ☑ No ☐

41. 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 amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

   Yes ☑ No ☐

42. 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 ☐

43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

   Yes ☑ No ☐
44. 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 ☐

45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.
   Yes ☑ No ☐ There are none ☐

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.
   Yes ☐ No ☐ NA ☐

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.
   Yes ☑ No ☐ NA ☐

48. Provisions for uncollected receivables have been properly identified and recorded.
   Yes ☑ No ☐ NA ☐

49. Expenses have been appropriately classified in or allocated to functions and programs in the statements and/or schedules of the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).
   Yes ☑ No ☐

50. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
   Yes ☑ No ☐

51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
   Yes ☑ No ☐ NA ☐
52. Special and extraordinary items are appropriately classified and reported.
   Yes ✔ No □ NA □

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.
   Yes ✔ No □

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.
   Yes ✔ No □

55. Capital assets held under capital leases are properly classified and disclosed.
   Yes ✔ No □

56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).
   Yes ✔ No □ NA □

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.
   Yes □ No □ NA ❌

58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.
   Yes ✔ No □ NA □

59. We acknowledge that for required supplementary information (RSI):
   a) We are responsible for RSI.
   b) RSI is measured and presented in accordance with prescribed guidelines.
   c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.
d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.

Yes ☑ No ☐ NA ☐

60. We acknowledge that for supplementary information (SI):

a) We are responsible for the presentation of the SI in accordance with applicable criteria.

b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.

c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.

e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.

Yes ☐ No ☐ NA ☑

61. 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 ☐

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☐ No ☐ NA ☑

63. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialists 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 ☑

64. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes ☑ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

65. 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

66. 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 ☑ No ☐

67. 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 ☐

PART IV. LAWS AFFECTING BUDGETING

68. 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
69. 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 ☐

70. 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 ☐

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

Yes ☑ No ☐

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

Yes ☑ No ☐ NA ☐

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

Yes ☑ No ☐ NA ☐

74. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes ☑ No ☐ NA ☐

75. 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 ☐ There are none ☐

PART VI. ASSET MANAGEMENT LAWS

76. 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 ENTITY AND CASH MANAGEMENT LAWS
77. We have complied with the fiscal entity and cash management requirements of R.S. 49:301-330.

Yes ☑/ No ☐

PART VIII. DEBT RESTRICTION LAWS

78. 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 ☐/ NA ☐

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

79. 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 ☐

80. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

Yes ☑/ No ☐/ NA ☐

81. 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 ☐

82. 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 ☐/ NA ☐

83. 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 ☐/ NA ☐

The previous responses have been made to the best of our belief and knowledge.
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Financial and Compliance Representation Letter
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Signature ___________________________ Date 7/31/13

Title President

Signature ___________________________ Date 7/31/13

Title Vice President, Administration and Finance
Date: August 1, 2013

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, 2013 and for the fiscal year 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 of America, 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 University of Louisiana System, 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 1, 2013.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with accounting and reporting requirements of the University of Louisiana System. The annual financial statements (or other financial information) present fairly, in all material respects, our financial position as of June 30, 2013 and changes in financial position, (including cash flows, if applicable) for the fiscal year ended in accordance with accounting and reporting requirements of the University of Louisiana System.

   Yes ☒ No ☐

2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

   Yes ☒ No ☐

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal controls to prevent and detect fraud.

   Yes ☒ No ☐

4. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

   Yes ☒ No ☐
5. We have disclosed to you the identity of the entity’s related parties and all the related party relationships and transactions of which we are aware.

   Yes ☐ No ☐ There are none ☒

6. The substance of all related party relationships and transactions involving sales, purchases, receivables, payables, guarantees, transfers, equipment usage, amounts receivable or payable to related parties, etc., has been considered, and appropriate adjustments or disclosures are made in the financial statements.

   Yes ☐ No ☐ There are none ☒

7. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated and classified as recognized or nonrecognized.

   Yes ☐ No ☐ There are none ☒

8. We acknowledge our responsibility to advise you of events occurring after the date of this representation.

   Yes ☒ No ☐

9. The effects of all known actual or possible litigation and claims have been accounted for and have been disclosed to you in accordance with accounting principles generally accepted in the United States of America and whose effects should be considered when preparing the financial statements.

   Yes ☒ No ☐ NA ☐

10. 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 GASB Codification C50, Claims and Judgments.

   Yes ☒ No ☐

11. It is correct that there are no other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB Codification C50, Claims and Judgments.

   Yes ☒ No ☐

12. 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 in accordance with GASB Codification C50, Claims and Judgments.

   Yes ☒ No ☐ NA ☐

CONFIDENTIAL
13. It is correct that we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements, and we have not consulted legal counsel concerning litigation or claims.

   Yes [X]  No [ ]  NA [ ]

14. 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) in accordance with GASB 54.

   Yes [X]  No [ ]

15. It is correct that all transactions have been properly recorded in the accounting records and are reflected in the financial statements (or other financial information/schedules), and there are no undisclosed assets, liabilities, or other unrecorded transactions.

   Yes [X]  No [ ]

16. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

   Yes [X]  No [ ]

17. It is correct that there have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, or noncompliance with statutory provisions, that could have an effect on the financial statements.

   Yes [X]  No [ ]

18. 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, etc., in the event of noncompliance.

   Yes [X]  No [ ]

19. 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 [ ]

20. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

   CONFIDENTIAL
21. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

   Yes ☒ No ☐

22. It is correct that we have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

   Yes ☒ No ☐ NA ☐

23. We have disclosed to the auditor all fraud, noncompliance with laws and regulations, or uncorrected misstatements that have occurred at service organizations and have been reported to us by the service organization(s) or of which we are aware and that affect our financial statements (AU-C §402.19).

   Yes ☐ No ☐ NA ☒

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

   Yes ☒ No ☐

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

   Yes ☒ No ☐

26. We have made available to you all, if and to the extent requested by you, of the following data relevant to the preparation and fair presentation of the financial statements - (exceptions should be listed)

   a) Financial records and related data.

   b) Minutes of the meetings of directors, board members, commission members, etc., 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.

   e) Additional information that you have requested from us for the purpose of the audit.

CONFIDENTIAL
f) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

Yes ☒ No ☐

27. 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 ☐

28. 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 ☐

29. 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 ☐

30. 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 when the fraud could have a material effect on the financial statements or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

31. 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 ☐

32. We have taken timely and appropriate steps to remedy fraud, illegal acts, violations of or noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that you have reported to us.

Yes ☐ No ☐ NA ☒

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

CONFIDENTIAL
34. It is correct that we are not aware of any employees who were employed by this entity 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 ☐

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

Yes ☑ No ☐

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

Yes ☑ No ☐

37. 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 whether related recommendations have been implemented.

Yes ☐ No ☐ There are none ☑

38. 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 position in the financial statements.

Yes ☑ No ☐

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

Yes ☑ No ☐

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

Yes ☑ No ☐

41. 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 amounts (or other financial information/schedules) or other financial data significant to the audit objectives, including provisions for reporting specific activities in separate funds and legal matters that could have a material impact on our operations.

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42. 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 ☐

43. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.

Yes ☒ No ☐

44. 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 ☐

45. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all joint ventures and other related organizations, if any.

Yes ☒ No ☐ There are none ☐

46. All funds that meet the quantitative criteria of GASB 34 and GASB 37 for presentation as major are identified and presented as such, and all other funds that are presented as major are particularly important to the financial statement users.

Yes ☒ No ☐ NA ☐

47. Components of net position (invested in capital assets, net of related debt; restricted; and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

49. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities in the annual fiscal report, and allocations have been made on a reasonable basis (if applicable).

Yes ☒ No ☐

50. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.

CONFIDENTIAL
51. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
   Yes ☒ No ☐ NA ☐

52. Special and extraordinary items are appropriately classified and reported.
   Yes ☐ No ☐ NA ☒

53. Investments, derivative transactions, and land and other real estate held by endowments are properly valued.
   Yes ☒ No ☐

54. Risk disclosures associated with deposit and investment securities and derivative transactions are presented in accordance with GASB requirements.
   Yes ☒ No ☐

55. Capital assets held under capital leases are properly classified and disclosed.
   Yes ☒ No ☐

56. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).
   Yes ☒ No ☐ NA ☐

57. If the modified approach is used to account for eligible infrastructure assets, the entity meets the GASB established requirements for doing so.
   Yes ☐ No ☐ NA ☒

58. The university’s policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available is appropriately disclosed, and net position is properly recognized under the policy.
   Yes ☒ No ☐ NA ☐

59. We acknowledge that for required supplementary information (RSI):
   a) We are responsible for RSI.
   b) RSI is measured and presented in accordance with prescribed guidelines.
c) The methods of measurement or presentation of the RSI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of RSI.

Yes ☒ No ☐ NA ☐

60. We acknowledge that for supplementary information (SI):

a) We are responsible for the presentation of the SI in accordance with applicable criteria.

b) We believe the SI, including its form and content, is fairly presented in accordance with the applicable criteria.

c) The methods of measurement or presentation of the SI have not changed from those used in the prior period. If the methods of measurement have changed, we provided the reasons for the changes.

d) We have communicated all significant assumptions or interpretations underlying the measurement and presentation of SI.

e) We will make the audited financial statements readily available to the intended users of the SI no later than the date of issuance by us of the SI and the auditor’s report, thereon, when the SI is not presented with the audited financial statements.

Yes ☒ No ☐ NA ☐

61. 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 ☒

62. We acknowledge our responsibilities as it relates to nonaudit services performed by you, including a statement that we assume all management responsibilities; that we oversee the services by having designated an individual within senior management who possesses suitable skill, knowledge, or experience; that we have evaluated the adequacy and results of the services performed; and that we accept responsibility for the results of the services.

Yes ☐ No ☐ NA ☒

63. We agree with the findings of specialists in evaluating the [describe the assertion] and have adequately considered the qualifications of the specialists 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

CONFIDENTIAL
are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

Yes ☐ No ☐ NA ☒

64. We have evaluated our ability to continue as a going concern and have made appropriate disclosures in the financial statements as necessary under GASB requirements.

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

65. 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

66. 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. 42:1104-1170.

Yes ☒ No ☐

67. 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 ☐

PART IV. LAWS AFFECTING BUDGETING

68. 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

69. 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 ☐
70. 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 [ ]

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

Yes [x] No [ ]

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

Yes [x] No [ ] NA [ ]

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

Yes [x] No [ ] NA [ ]

74. We have complied with the distribution requirements for entity reports submitted to the Louisiana Legislature as established in R.S. 24:772.

Yes [x] No [ ] NA [ ]

75. 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 [ ] There are none [x]

PART VI. ASSET MANAGEMENT LAWS

76. 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 [ ] NA [ ]

PART VII. FISCAL ENTITY AND CASH MANAGEMENT LAWS

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

Yes [x] No [ ]

PART VIII. DEBT RESTRICTION LAWS

78. 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.

PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS

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

80. We have complied with the policy and procedure memoranda (PPMs) and other regulations issued by the Division of Administration.

81. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and the annual appropriation act.

82. 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.

83. 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.

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

Signature ___________________________ Date 7/31/13
Peter J. Fos, President

Signature ___________________________ Date 7/31/13
Greg Lassen, Vice President for Business Affairs

CONFIDENTIAL
Date: August 1, 2013

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 University of Louisiana’s financial statements as of June 30, 2013 and for the fiscal year 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 August 1, 2013.

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

   Yes ☒  No ☐

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

   Yes ☒  No ☐

3. We have identified and disclosed to the auditor all of our government programs and related activities subject to the governmental audit requirement.

   Yes ☒  No ☐

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

   Yes ☒  No ☐

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

   Yes ☒ No ☐

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

   Yes ☒ No ☐ NA ☐

8. We believe that we have complied with the direct and material compliance requirements related to federal programs (except for noncompliance we have disclosed to you).

   Yes ☒ No ☐

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

   Yes ☒ No ☐

10. We have provided to you our interpretations of any compliance requirements that are subject to varying interpretations.

    Yes ☒ No ☐ NA ☐

11. We have disclosed to the auditor any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor’s report.

    Yes ☒ No ☐ NA ☐

12. 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 ☐
13. 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 ☐ NA ☐

14. 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 ☐ NA ☐

15. If applicable, management has issued management decisions timely after their receipt of subrecipients' auditors' 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 ☐ NA ☒

16. 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 ☐ NA ☒

17. We are responsible for taking corrective action on findings of the compliance audit.

   Yes ☒ No ☐

18. Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.

   Yes ☐ No ☐ NA ☒

19. 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 ☐ NA ☒
20. 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 □  NA  □

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

   Yes □  No □  NA  □

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

   Yes □  No □  NA  □

23. Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stating that there were no such known instances.

   Yes □  No □  NA  □

24. Management has disclosed the nature of any subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.

   Yes □  No □  NA  □

25. 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 and material weaknesses in internal control over compliance, have occurred subsequent to the date as of which compliance is audited.

   Yes □  No □  NA  □

26. Management acknowledges and understands its responsibility for presentation of the Schedule of Expenditures of Federal Awards,1 in accordance with Circular A-133. We have prepared the Schedule of Expenditures of Federal Awards,1 believe it is fairly presented in form and content, 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

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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.
Federal Award Programs Representation Letter
Page 5

subsidies, insurance, food commodities, direct appropriations, and other assistance. Any changes from the prior year to the methods of measurement or presentation and any assumptions or interpretations underlying the measurement or presentation of the Schedule of Expenditures of Federal Awards have been disclosed.

Yes ☒ No ☐ NA ☐

27. 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 ☐ NA ☐

28. 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 ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

30. 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 ☐

31. 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 ☐

32. Management has charged costs to federal awards in accordance with applicable cost principles.

Yes ☒ No ☐
33. We have complied with the financial and other reporting requirements applicable to our federal award programs.

   Yes ☒ No ☐

34. 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 ☐

35. 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 ☐

36. 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 ☒ No ☐ NA ☐

37. 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 ☒ No ☐

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

   Yes ☒ No ☐ NA ☐
Federal Award Programs Representation Letter
Page 7

39. 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 ☐

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

Signature ___________________________ Date 7/31/13
Peter J. Fos, President

Signature ___________________________ Date 7/20/15
Gregg Lassen, Vice President for Business Affairs
BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM

AUDIT COMMITTEE

August 20, 2013

Item G.2. University of Louisiana System’s report on internal and external audits submitted for the period of June 15 to August 6, 2013.

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.
University of Louisiana System
AUDITS/REVIEWS CONDUCTED
Reports for the Period of June 15 to August 6, 2013

<table>
<thead>
<tr>
<th>INSTITUTION: Grambling State University Audit/Review Conducted</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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</thead>
<tbody>
<tr>
<td>1. Internal Audit 2nd Follow-up of the June 23, 2011 Purchasing Review Audit Report. Report dated June 27, 2013.</td>
<td>Internal Audit noted that the following key findings and recommendations reported in the original report and the follow-up review have not been fully resolved:</td>
<td>• No policies have been drafted and submitted to the VP for Finance and Administration and the University’s Policies and Procedures Committee. However, the Purchasing Department staff did create multiple procedure manuals using BANNER screen shots and directional steps.</td>
</tr>
<tr>
<td>Objective was to determine if management has taken steps to implement the recommendations included in the original and follow-up audit.</td>
<td>• Purchasing Department Processes Need Strengthening</td>
<td>• State regulations and established policies and procedures regarding emergency purchases are still not being consistently followed. Additionally, policies and procedures have not been documented and submitted to the University’s Policy and</td>
</tr>
<tr>
<td></td>
<td>• State Regulations and Established Policies and Procedures Regarding Emergency Purchases Are Still Not Being Followed</td>
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<tr>
<td>Procedures Committee. Emergency Purchase files are still incomplete and all required documentation is not being retained with the approval document. Management must avoid unqualified “emergency” purchases that are not necessary to prevent imminent threat to Public Health, Public Welfare, Public Safety or Public Property occurring under Emergency Conditions.</td>
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<td>Senior management has accepted the risk, responsibility, and loss of efficiency in not securing training for staff to implement these BANNER Finance modules that have already been paid for by the University.</td>
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<tr>
<td>Internal Audit will follow up in six months.</td>
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The objective of our review was to determine the validity of inventory dollars appearing in financial records, confirm the

<table>
<thead>
<tr>
<th>No significant findings were noted by Internal Audit.</th>
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<tbody>
<tr>
<td>No response or follow-up required.</td>
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existence of inventory items in the various departments across campus, and to determine if adequate controls are in place for the inventory process for the fiscal year ended June 30, 2013.

Audits in progress include Payroll Process Review and Review of Financial Aid Follow-up.

<table>
<thead>
<tr>
<th>INSTITUTION: Louisiana Tech University</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>Audit/Review Conducted</td>
<td>Internal Audit recommended that the digital signage project, which was noted in the last audit, be monitored by the Student Technology Fee Board to ensure its timely completion including gaining assistance from the Computing Center and Building and Grounds to get the monitors mounted, connected, and running the software.</td>
<td>Management responded that this project will be monitored by the President’s Office and the Student Technology Fee Board to ensure the completion no later than May 31, 2014. Internal Audit will follow up during the next audit of the Student Technology Fee.</td>
</tr>
</tbody>
</table>


The purpose of this audit was to assess the University’s compliance with Louisiana Revised Statute 17:3351.1 and the University Student Technology Fee Board’s Program Plan for Fiscal Year 2011-2012.


The scope of the review consisted of on-site sample testing to verify inventory counts, as well as, examining invoices to validate a sample of inventory values for the fiscal year ended June 30, 2013.

Audits in progress include Athletic Ticket Office Operating Procedures, and Cash Handling of permanent Cash Advances.
<table>
<thead>
<tr>
<th>INSTITUTION:</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>McNeese State University</td>
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<tr>
<td>Audit/Review Conducted</td>
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<td>No reports issued.</td>
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<tr>
<td>Audits in progress include a Review of the McNeese Autism Program.</td>
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<tr>
<th>INSTITUTION:</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<td>Nicholls State University</td>
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<tr>
<td>Audit/Review Conducted</td>
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<tr>
<td>No reports issued.</td>
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<tr>
<td>Audits in progress include Personnel Actions, and Cash Collections.</td>
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<tr>
<th>INSTITUTION:</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
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<tr>
<td>Northwestern State University</td>
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<tr>
<td>Audit/Review Conducted</td>
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</tr>
<tr>
<td>1. Internal Audit 3rd Follow-up Audit to the February 5, 2013 Review of University Textbook Adoption &amp; Intellectual Property and Shared Royalties” Follow-up Audit Report. Report dated July 12, 2013.</td>
<td>Internal Audit noted that the recommendation has been fully implemented by management</td>
<td>No response required.</td>
</tr>
<tr>
<td>Objective was to determine if management has taken steps to implement the remaining recommendation included in the second follow-up.</td>
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<tr>
<td>2. Internal Audit - Unscheduled Review – Improper Use of Student Technology Fee. Report dated August 2, 2013.</td>
<td>Internal Audit noted the following:</td>
<td>Management did not initially concur with the findings.</td>
</tr>
<tr>
<td>The objective of the review was to determine if there was improper usage of the Student Technology Fee (STF), subjecting the university to non-</td>
<td>- Funds from the Student Technology Fee were used to purchase software and computers for faculty which is in violation of UL System Policy Number FB-IV.V.-1.</td>
<td>However, Internal Audit will perform a follow-up review within two months to determine if management has reconsidered taking corrective</td>
</tr>
<tr>
<td></td>
<td>- Funds from the Student Technology Fee were used to supplant an existing information</td>
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</table>
compliance with UL System Student Technology Fee Guidelines and NSU’s User Fee Agreement. This review was performed to obtain additional information about the matter and offer recommendations. The scope of this review is limited to certain transactions approved during the April 18, 2013 meeting minutes of the Student Technology Advisory Team.

Audits in progress include IT Disaster Recovery, Departmental Ticket Sales (Non-Athletic), and Third Follow-up on Sports Camps and Clinics.

INSTITUTION: Southeastern Louisiana University Audit/Review Conducted


The objective of the audit was to determine compliance with ACT 1450 of the 1997 Louisiana Legislature, applicable SGA legislative documentation, the University of Louisiana “Student Technology Fee Expenditure Guidelines,” and other governing documents that may be applicable to the assessment and disbursement of Student Technology Fees for fiscal year 2011-12.

Findings/Recommendations

Internal Audit noted that University policy states that students should not be at work while scheduled to be in class, and that they should take a 30 minute unpaid break per 6-7 hours of work. It was found that there were 63 instances where students did not take the required unpaid break time. There were also 33 instances when students were clocked in when scheduled to be in class.

Resolution

Management responded that they reviewed the time violations and determined that scheduling 5.5 hour shifts instead of 6 hour shifts will be practiced and we will begin using scheduling software to perform this task which will also help us prevent students from working during class times. Many of the violations were from slight overages due to shift changes and closures that were not completed within their scheduled shifts. Since many of the students paid out of Tech Fee are managed by

- Management bypassed the systems of internal controls to prevent misuse of the fee by attending the Student Technology Advisory Team (STAT) meeting and informing the members of STAT that technology purchases for faculty and staff did not violate policy.
- The total approximate amount of funds misused was $664,138.

action to address Internal Audit’s concerns.

The purpose of the audit was to provide University administration with an independent verification of inventories reported in Southeastern Louisiana University’s annual financial statements for the fiscal year ended June 30, 2013. The audit was also conducted to determine the adequacy of internal controls over inventory assets.

Audits in progress include a Review of Grants.

<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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</thead>
<tbody>
<tr>
<td>No reports issued. Audits in progress include Student Technology Fee, Review of Sodexho Contract, Personnel Actions/Hiring Practices, and LaCarte Card.</td>
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<thead>
<tr>
<th>INSTITUTION: University of Louisiana at Monroe Audit/Review Conducted</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Internal Audit Follow-up Audit to the</td>
<td>Internal Audit noted that the recommendations have</td>
<td>No response required.</td>
</tr>
<tr>
<td>Objective</td>
<td>Implementation Status</td>
<td>Resolution</td>
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<tr>
<td>2. Internal Audit Follow-up to the October 22, 2012, Review of Internal Control - Intramural Concession Sales &amp; Activity Center Rental Audit Report. Report dated July 26, 2013.</td>
<td>Internal Audit noted that the recommendations have been fully implemented by management</td>
<td>No response required.</td>
</tr>
<tr>
<td>3. Internal Audit Follow-up to the October 23, 2012, Review of Controls Over Cash Handling - Department of Recreational Services Audit Report. Report dated July 26, 2013.</td>
<td>Internal Audit noted that the recommendations have been fully implemented by management</td>
<td>No response required.</td>
</tr>
<tr>
<td>Audits in progress include Personnel Actions, and Review of Student Technology Fee.</td>
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INSTITUTION:
University of Louisiana System Audit/Review Conducted

Findings/Recommendations

Resolution

No reports issued.
<table>
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<tr>
<th>INSTITUTION:</th>
<th>Findings/Recommendations</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of New Orleans</td>
<td>Internal Audit noted that the recommendations have been fully implemented by management</td>
<td>No response required.</td>
</tr>
<tr>
<td>Audit/Review Conducted</td>
<td></td>
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<tr>
<td>Objective was to determine if management has taken steps to implement the recommendations included in the original report.</td>
<td></td>
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<tr>
<td>2. Internal Audit - Review of Louisiana Legislative Auditor’s (LLA) University Audit Findings for the Year Ended June 30, 2012. Report dated August 1, 2013.</td>
<td>Internal Audit noted that UNO, based on responses from management, has taken steps to prevent the deficiencies that other colleges and universities have experienced as noted in the LLA reports.</td>
<td>No response or follow-up required.</td>
</tr>
<tr>
<td>Objective was to provide UNO management with the details of findings resulting from audits performed by the LLA on Louisiana colleges and universities for FYE 12 as part of a proactive self-assessment.</td>
<td></td>
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</tr>
<tr>
<td>3. Internal Audit Report on Former Athletic Director’s Salary Review. Report dated August 1, 2013.</td>
<td>Internal Audit noted the following:</td>
<td>Dr. Peter J. Fos, President of UNO, concurred with the findings and outlined a corrective action plan.</td>
</tr>
<tr>
<td>The scope of this audit was to determine if the former Athletic Director and Head Women’s Basketball Coach (Amy Champion) was properly authorized to hold and should have been paid for dual positions, if she fulfilled the</td>
<td>• The University’s Compliance and Employee Relations Officer denied Internal Audit access to Alpha English’s personnel file in its entirety when initially requested on February 1, 2013. After pages were redacted and confidential information blacked out, Mr. English’s personnel file was provided via e-mail to Internal Audit later that day. On February 5, 2013, Human</td>
<td>No follow-up required.</td>
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responsibilities associated with each role and to determine whether Mr. English performed duties as the Assistant Woman’s Basketball Coach.

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<tr>
<td>The major objectives of this review included determining whether: (1) expenditures excluding payroll and awards were allowable and reasonable; (2) controls are in place to ensure all accounts are</td>
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<tr>
<th>Resources allowed Internal Audit to view the redacted information in Mr. English’s personnel file.</th>
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<tr>
<td>• Although Amy Champion was approved by the LSU System Board to perform dual roles as Athletic Director and as Head Women’s Basketball Coach, and paid accordingly, Internal Audit found no evidence that she fulfilled her duties as Head Women’s Basketball Coach during the 2011-2012 season. All pictures, witness interviews and documentation suggest that Ms. Champion functioned solely in an administrative capacity while Ms. Carter appears to have functioned as the Interim Head Women’s Basketball Coach for the 2011-2012 season.</td>
</tr>
<tr>
<td>• Although Internal Audit could not find any evidence of an offer letter being extended to Mr. English or any evidence hiring documents had been processed by Human Resource Management, it appears Mr. English functioned as the Assistant Women’s Basketball Coach from July 1, 2011 to January 19, 2012. Mr. English traveled, practiced, held tryouts and recruited for the University’s women’s basketball team; however, there was no evidence that he inquired in writing about hours, compensation or the status of his employment.</td>
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<tr>
<th>Internal Audit recommended the following:</th>
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<tr>
<td>• The University should ensure that the employee’s supervisor signs the travel authorization of the traveler and implement additional compensating controls to ensure that forms are routing properly and overrides are detected timely so that travel expenses are only authorized and spent for University purposes.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>The University concurred with each recommendation, and outlined a corrective action plan to be completed by fiscal year 2013-2014.</th>
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<tbody>
<tr>
<td>Internal Audit will follow-up in six months.</td>
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reconciled and all expenditures are properly authorized; and (3) University property in Athletics has been tagged, tracked and located.

- The University should implement procedures to ensure contracts and rental agreements are authorized before contracts are processed and executed.
- Intercollegiate Athletics should ensure that procedures for donations are written in the departmental manual and are communicated and distributed to all staff and coaches. In addition, Intercollegiate Athletics should determine if any additional items should be tagged and included on the Property Control listing as required by Louisiana Administrative Code Title 34 Part VII 307.
- The University should implement a policy to ensure segregation of functions is maintained or compensating controls are in place and duties are properly segregated in the future.
- The University should revise the current petty cash policies and procedures to ensure that petty cash funds are only expended for emergencies and exceptional circumstances. Intercollegiate Athletics should plan in advance to purchase items using existing purchasing and accounts payable processes.
- Intercollegiate Athletics should implement a procedure for periodic monitoring and reconciling of all expenditures charged through the athletic accounts to ensure that all errors are identified and corrected timely. In addition, account reconciliations should be kept on file for three years in accordance with records retention requirements.
- The University should develop and implement a policy that prohibits University employees from directly profiting from the sale of textbooks or other materials to UNO students and establish a
| Procedure for collecting payments from faculty. In addition, the former physics instructor should remit payment to the foundation for the money received from the sale of lab manuals while employed by the University.  
- Intercollegiate Athletics should revise current policies and procedures to reflect the University’s transition to Division I athletics and recent changes in University policies.  
- The University should consider creating a separate account for In-State Travel so that all expenditures are properly classified when entered into the accounting system. |
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<tbody>
<tr>
<td>Audits in progress include Arena Cash Collections, Faculty Workload, and Ethics Training Compliance.</td>
</tr>
<tr>
<td>Institution</td>
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<tr>
<td>Grambling State University</td>
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