

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

FINANCE COMMITTEE

October 26, 2023

- Item I.1.** **Louisiana Tech University's** request for approval to update and extend the Affiliation Agreement with the Louisiana Tech Applied Research Corporation (LTARC) for an additional three-year term.

EXECUTIVE SUMMARY

Louisiana Tech University is requesting permission to update and extend its existing Affiliation Agreement with the Louisiana Tech Applied Research Corporation (LTARC). The Agreement allows LTARC, which is a separate 501(c)(3) entity, to be the contracting arm for the University, especially for classified contracts. LTARC will also manage and operate the Louisiana Technical Research Institute (LTRI) in the National Cyber Research Park in Bossier City. LTARC will make the LTRI facility available for University personnel to perform services related to contracts and other University purposes. The existing Affiliation Agreement expires on December 1, 2023, but may be extended for additional three-year terms.

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 approves Louisiana Tech University's request to develop and execute such documents, subject to review and approval of Board Staff and Legal Counsel, necessary to update and extend its existing Affiliation Agreement with the Louisiana Tech Applied Research Corporation for an additional three-year term.



I.1.

LOUISIANA TECH UNIVERSITY®

OFFICE OF THE PRESIDENT

September 29, 2023

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

The University's research programs are supported by a broad range of federal, state, and industry grants and contracts and are performed by faculty, staff, and students from all of its academic and research units, including the Louisiana Tech Research Institute, which is a center within the University. The Louisiana Tech Applied Research Corporation ("LTARC") is a separate 501(c)(3) nonprofit corporation with its own governing board. Part of LTARC's mission is to support the advancement of the University. To that end, LTARC, and the University entered into an Affiliation Agreement on December 1, 2020, for LTARC, among other functions, to act as the contracting entity for the University on externally funded contracts, including classified and unclassified contracts with the Department of Defense. Additionally, LTARC will operate a new facility with both classified and unclassified space in the National Cyber Research Park in Bossier City wherein University personnel and other tenants will work to service classified contracts. LTARC will continue to flow contract funding to the University for all work performed and expenditures incurred by University personnel.

The initial term of the Affiliation Agreement ends on December 1, 2023. The Affiliation Agreement provides it may be renewed for additional three-year terms. The University requests approval to update and extend the affiliation agreement for an additional three-year term, subject to the approval of Board Staff and Legal Counsel.

Sincerely,

A handwritten signature in blue ink that reads "Leslie K. Guice".

Leslie K. Guice
President

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

FINANCE COMMITTEE

October 26, 2023

Item I.2. **University of Louisiana System's** request for acceptance of Fiscal Year 2022-23 Financial and Compliance and Federal Award Programs Representation Letters for the University of Louisiana System, Nicholls State University, Northwestern State University, and 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. The documentation is available in the System Office.

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 2022-23 Financial and Compliance and Federal Award Programs Representation Letters for the University of Louisiana System, Nicholls State University, Northwestern State University, and University of New Orleans.



I.2.

Claiborne Building | 1201 North Third Street | Suite 7-300 | Baton Rouge, LA 70802
P 225.342.6950 | F 225.342.6473
www.ULSystem.edu

Date: July 31, 2023

**University/College System Assurances
Financial and Compliance Representation Letter**

Legislative Auditor
Baton Rouge, Louisiana

In connection with your audit of the University of Louisiana System's annual financial statements as of June 30, 2023 and for the year ended June 30, 2023 conducted for the purpose of forming and 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 (U.S. GAAP), providing assurances on the system's accounts, classes of transactions, and disclosures that are material to the State of Louisiana's financial statements in accordance with the accounting and reporting requirements of the Division of Administration, and reviewing 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, 2023*.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document dated June 28, 2023, for the preparation and fair presentation of our financial statements (or other financial information/schedules) in conformity with U.S. GAAP and in accordance with accounting and reporting requirements of the Division of Administration. The annual financial statements (or other financial information/schedules) present fairly, in all material respects, our financial position as of June 30, 2023 and changes in financial position, (including cash flows, if applicable) for the year ended June 30, 2023 in conformity with U.S. GAAP and in accordance with accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐

2. We acknowledge our responsibility and have fulfilled our responsibility, as set out in the terms of the engagement, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements (or other

financial information/schedules) 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 effective internal control 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 and appropriately reflect management's intent and ability to carry out specific courses of action relevant to the accounting estimates and disclosures.

Yes ☒ No ☐ NA ☐

5. We have disclosed to you the identity of all 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 (or other financial information/schedules) in accordance with U.S. GAAP and accounting and reporting requirements of the Division of Administration.

Edh 8/30/23

Yes ☒ No ☐ There are none ☒

7. Transactions with related parties were conducted on terms equivalent to those prevailing in an arm's length transaction and there are no side agreements or other arrangements with related parties that have not been disclosed to the auditor.

Edh 8/30/23

Yes ☒ No ☐ NA ☒

8. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated for the impact on the financial statements (or other financial information/schedules), including the impact on accounting estimates, and have been

adjusted or disclosed in accordance with U.S. GAAP and accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐ There are none ☐

9. We acknowledge our responsibility to advise you of events that occur or are identified by us after the date of this representation that may impact the financial statements (or other financial information/schedules).

Yes ☒ No ☐

10. The effects of all known actual or possible litigation and claims whose effects should be considered by management when preparing the financial statements (or other financial information/schedules) have been disclosed to you and have been accounted for and disclosed in accordance with U.S. GAAP and the accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐ There are none ☐

11. 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* and the accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐

12. 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* and the accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐

13. It is correct that all accounting estimates that could be material to the financial statements (or other financial information/schedules) have been prepared with measurement processes, including related assumptions and models, that are appropriate and consistently applied.

Yes ☒ No ☐ There are none ☐

14. Disclosures included in the financial statements (or other financial information/schedules) related to accounting estimates, are complete and accurate, and have been prepared in

accordance with U.S. GAAP and the accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐ There are none ☐

15. 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 (or other financial information/schedules), and we have not consulted legal counsel concerning litigation or claims.

Yes ☒ No ☐

16. 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 Statement 34, as amended, and the accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐

17. 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 ☐

18. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements (or other financial information/schedules) may be materially misstated as a result of fraud.

Yes ☒ No ☐

19. 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 (or other financial information/schedules).

Yes ☒ No ☐

20. 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 ☐

21. 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 other financial information/schedules) or as a basis for recording a loss contingency or for reporting on noncompliance.

Yes ☒ No ☐

22. It is correct that we have disclosed to you all instances of identified or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements (or other financial information/schedules) or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☐ No ☐ There are none ☒

23. It is correct that we have disclosed to you all instances of identified or suspected fraud that is material, either quantitatively or qualitatively, to the financial statement (or other financial information/schedules) amounts or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☐ No ☐ There are none ☒

24. 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 (or other financial information/schedules).

Yes ☐ No ☐ NA ☒

25. We have disclosed to the auditor all investigations or legal proceedings that have been initiated or are in process with respect to the current period under audit.

Yes ☒ No ☐ There are none ☐

26. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements (or other financial information/schedules).

Yes ☒ No ☐

27. During the fiscal year under audit, there have been no changes of our accounting principles and practices as defined by GASB Statement 62.

Yes ☒ No ☐

28. 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 (or other financial information/schedules) - (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 ☐

29. 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 ☐

30. We acknowledge that we are responsible for adopting sound accounting policies, including 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 (or other financial information/schedules); to safeguard public assets; and to comply with applicable laws and regulations.

Yes ☒ No ☐

31. We have disclosed to the auditor any known matters within our internal control, 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 ☐ There are none ☒

32. 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 other financial information/schedules) or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

33. 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 ☐

34. 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 that you have reported to us.

Yes ☐ No ☐ There are none ☒

35. We have a process to promptly follow up and take corrective action on audit findings and recommendations.

Yes ☒ No ☐

36. 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. 2002-4 (exceptions should be listed).

Yes ☒ No ☐

37. 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 ☐

38. 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 ☐

39. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies directly related to the objectives of the audit including whether related recommendations have been implemented.

Yes ☒ No ☐ There are none ☐

40. 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 (or other financial information/schedules).

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

43. 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 ☐

44. 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 ☐

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

Yes ☒ No ☐

46. 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 ☐

47. The financial statements (or other financial information/schedules) include all component units as well as joint ventures with an equity interest, and properly disclose all component units, joint ventures and other related organizations, if any.

Yes ☒ No ☐ There are none ☐

48. All funds that meet the quantitative criteria of GASB Statement 34, as amended, 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 (or other financial information/schedules) users.

Yes ☐ No ☐ NA ☒

49. Components of net position (net investment in capital assets, restricted, and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ There are none ☐

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

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ There are none ☐

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

Yes ☐ No ☐ There are none ☒

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

Yes ☒ No ☐ There are none ☐

56. Majority equity interests in legally-separate organizations are reported as either an investment or a component unit in accordance with GASB Statement 90.

Yes ☒ No ☐ There are none ☐

57. Risk disclosures associated with deposit and investment securities and derivative instrument transactions are presented in accordance with GASB requirements and accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐ There are none ☐

58. Assets held under leases are properly classified and disclosed.

Yes ☒ No ☐ There are none ☐

59. We have properly disclosed all Subscription-Based Information Technology Arrangements and have recorded resulting right-to-use subscription assets and corresponding liabilities in accordance with GASB 96.

Yes ☒ No ☐ There are none ☐

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

Yes ☒ No ☐ There are none ☐

61. 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 ☒

62. The system'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 ☐

63. It is correct that we are following either our established accounting policy regarding which resources (i.e., restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or we are following GASB Statement 54, paragraph 18 and accounting and reporting requirements of the Division of Administration to determine the fund balance classifications for financial reporting purposes.

Yes ☒ No ☐ NA ☐

64. 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 or presentation have changed, we provided the reasons for the changes.
- d) We have communicated all significant assumptions or interpretations underlying the measurement or presentation of RSI.

Yes ☒ No ☐ NA ☐

65. 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 or presentation have changed, we provided the reasons for the changes.
- d) We have communicated all significant assumptions or interpretations underlying the measurement or presentation of SI.
- e) We will present the SI with the audited financial statements, or, if the SI is not presented with the audited financial statements, 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.
- f) We agree to include the auditor's report on the SI in any document that contains the SI and that indicates that the auditor has reported on such SI.

Yes ☒ No ☐ NA ☐

66. We acknowledge that for other information (OI):

- a) We have informed the auditor of all documents that may comprise OI (other than financial statements and the auditor's report thereon) that we expect to include in our annual report.
- b) The OI that we provided to the auditor prior to the auditor's report date is consistent with the financial statements and does not contain any material misstatements.
- c) In the event that some or all of the OI will not be available until after the auditor's report date, we will provide the final version of the OI to the auditor as soon as available and prior to issuance by us allowing the auditor time to complete the required procedures on the OI.

Yes ☐ No ☐ NA ☒

67. We acknowledge as part of the audit, you assisted in the preparation of the draft financial statements (or other financial information/schedules), 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 (or other financial information/schedules) and related notes and/or schedules.

Yes ☐ No ☐ NA ☒

68. 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 ☒

69. 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 (or other financial information/schedules) 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 ☒

70. We have evaluated our ability to continue as a going concern and have either not identified any conditions or events that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time or have made appropriate disclosures in the financial statements (or other financial information/schedules) as necessary under GASB requirements and accounting and reporting requirements of the Division of Administration.

Yes ☒ No ☐

71. We have provided you with all of the information that is relevant to our plans to mitigate the adverse effects of conditions and events that indicate there is substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time, including our evaluation of the likelihood that those plans can be effectively implemented.

Yes ☐ No ☐ NA ☒

Legal Compliance

PART II. PUBLIC BID LAW

72. We have complied with the provisions of the public bid law, R.S. 38:2211 - 2296, and the regulations of the Division of Administration - Office of State Procurement, where applicable.

Yes ☒ No ☐ NA ☐

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

73. 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 ☐

74. 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

75. We have complied with the state budget requirements of R.S. 39:21-87.7 and the provisions of the annual appropriation act.

Yes ☒ No ☐ NA ☐

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

76. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements (or other financial information/schedules) to comply with R.S. 24:514.

Yes ☒ No ☐

77. 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 ☐

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

Yes ☒ No ☐

79. We have filed our annual financial statements (or other financial information/schedules) in accordance with R.S. 24:514.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ NA ☐

81. 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 ☐

82. 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

83. 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

84. We have complied with the fiscal entity and cash management requirements of R.S. 49:301-331.

Yes ☒ No ☐

PART VIII. DEBT RESTRICTION LAWS

85. 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

86. 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 ☐

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

Yes ☒ No ☐ NA ☐

88. 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 ☐

89. It is correct that we have not advanced wages or salaries to employees or paid bonuses that are in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; and/or R.S. 14:138.

Yes ☒ No ☐ NA ☐

90. 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 Eddie P. Mecher Date July 31, 2023

Title Vice President for Business and Finance

Signature [Signature] Date July 31, 2023

Title President and CEO



Nicholls State University

Office of the President

P.O. Box 2001 | Thibodaux, LA 70310 | 985.448.4003 | 985.448.4920 [F]

October 5, 2023

Via Electronic Transmittal Only

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

Dear Dr. Henderson:

Nicholls State University requests consideration and approval of the following to be placed on the agenda for the October 26, 2023 meeting of the Board of Supervisors for the University of Louisiana System:

Financial & Compliance Representation Letters-FY 2022-2023.

Thank you for your assistance in this matter.

Sincerely,

Jay Clune, PhD
President

JC/apf

Enclosures

c: Dr. Sue Westbrook, Provost/Vice President for Academic Affairs
Mr. Terry Braud, Vice President for Finance & Administration
Mr. Jonathan Terrell, Vice President for Collegiate Athletics/Athletic Director
Dr. Michele Caruso, Vice President for Student Affairs
Dr. Todd Keller, Vice Provost
Ms. Renee Hicks, Assistant Vice President of Institutional Effectiveness Access & Success
Ms. Alison Hadaway, Director of Human Resources
Mr. Jerad David, Director of Communications
Ms. Paige Thomas, Director of Alumni Affairs
Ms. Paulette Mayon, Assistant Controller for Reporting/Compliance & Ethics Liaison
Ms. Claire Bourgeois, Faculty Senate President



Nicholls State University
Office of Finance and Administration
P.O. Box 2070 | Thibodaux, LA 70310 | 985.448.4017 | 985.448.4123 [F]

Date: July 28, 2023

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 (UL) System as of June 30, 2023, and for the fiscal year then ended conducted for the purpose of forming and expressing an opinion as to the fair presentation of the UL System's financial statements in accordance with accounting principles generally accepted in the United States (U.S. GAAP), providing assurances on 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 UL System, and reviewing 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 28, 2023.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document dated June 29, 2023 for the preparation and fair presentation of our financial statements (or Annual Fiscal Report and/or other financial information/schedules) in conformity with accounting and reporting requirements of the UL System. The annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) present fairly, in all material respects, our financial position as of June 30, 2023 and changes in financial position, (including cash flows, if applicable) for the fiscal year then ended in accordance with accounting and reporting requirements of the UL System.

Yes ☒ No ☐

2. We acknowledge our responsibility and have fulfilled our responsibility, as set out in the terms of the engagement, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements (or Annual

Fiscal Report and/or other financial information/schedules) 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 effective internal control 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 and appropriately reflect management's intent and ability to carry out specific courses of action relevant to the accounting estimates and disclosures.

Yes ☒ No ☐ NA ☐

5. We have disclosed to you the identity of all 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 (or Annual Fiscal Report and/or other financial information/schedules) in accordance with U.S. GAAP and accounting and reporting requirements of the UL System.

Yes ☒ No ☐ There are none ☐

7. Transactions with related parties were conducted on terms equivalent to those prevailing in an arm's length transaction and there are no side agreements or other arrangements with related parties that have not been disclosed to the auditor.

Yes ☒ No ☐ NA ☐

8. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated for the impact on the financial statements (or Annual Fiscal Report and/or other financial information/schedules), including the impact on accounting estimates, and have been adjusted or disclosed in accordance with accounting and reporting requirements of the UL System.

Yes ☒ No ☐ There are none ☐

9. We acknowledge our responsibility to advise you of events that occur or are identified by us after the date of this representation that may impact the financial statements (or Annual Fiscal Report and/or other financial information/schedules).
- Yes ☒ No ☐
10. The effects of all known actual or possible litigation and claims whose effects should be considered by management when preparing the financial statements (or Annual Fiscal Report and/or other financial information/schedules) have been disclosed to you and have been accounted for and disclosed in accordance with U.S. GAAP and the accounting and reporting requirements of the UL System.
- Yes ☒ No ☐ There are none ☐
11. 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* and the accounting and reporting requirements of the UL System.
- Yes ☒ No ☐
12. 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* and the accounting and reporting requirements of the UL System.
- Yes ☒ No ☐
13. It is correct that all accounting estimates that could be material to the financial statements (or Annual Fiscal Report and/or other financial information/schedules) have been prepared with measurement processes, including related assumptions and models, that are appropriate and consistently applied.
- Yes ☒ No ☐ There are none ☐
14. Disclosures included in the financial statements (or Annual Fiscal Report and/or other financial information/schedules) related to accounting estimates are complete and accurate, and have been prepared in accordance with U.S. GAAP and the accounting and reporting requirements of the UL System.
- Yes ☒ No ☐ There are none ☐
15. 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 (or Annual Fiscal

Report and/or other financial information/schedules), and we have not consulted legal counsel concerning litigation or claims.

Yes ☒ No ☐

16. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or Annual Fiscal Report and/or other financial information/schedules) in accordance with GASB Statement 34, as amended, and the accounting and reporting requirements of the UL System.

Yes ☒ No ☐

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

Yes ☒ No ☐

18. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements (or Annual Fiscal Report and/or other financial information/schedules) may be materially misstated as a result of fraud.

Yes ☒ No ☐

19. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

20. 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 Annual Fiscal Report and/or other financial information/schedules) or on the individual agreement, grant award, etc., in the event of noncompliance.

Yes ☒ No ☐

21. 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 Annual Fiscal Report and/or other

financial information/schedules) or as a basis for recording a loss contingency or for reporting on noncompliance.

Yes ☒ No ☐

22. It is correct that we have disclosed to you all instances of identified or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements (or Annual Fiscal Report and/or other financial information/schedules) or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐ There are none ☐

23. It is correct that we have disclosed to you all instances of identified or suspected fraud that is material, either quantitatively or qualitatively, to the financial statement (or Annual Fiscal Report and/or other financial information/schedules) amounts or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐ There are none ☐

24. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐ NA ☐

25. We have disclosed to the auditor all investigations or legal proceedings that have been initiated or are in process with respect to the current period under audit.

Yes ☐ No ☐ There are none ☒

26. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

27. During the fiscal year under audit, there have been no changes of our accounting principles and practices as defined by GASB Statement 62.

Yes ☒ No ☐

28. 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 (or Annual Fiscal Report and/or other financial information/schedules) - (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 ☐
29. 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 ☐
30. We acknowledge that we are responsible for adopting sound accounting policies, including 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 (or Annual Fiscal Report and/or other financial information/schedules); to safeguard public assets; and to comply with applicable laws and regulations.
- Yes ☒ No ☐
31. We have disclosed to the auditor any known matters within our internal control, 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 Annual Fiscal Report and/or other financial information/schedules).
- Yes ☐ No ☐ There are none ☒

32. 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 Annual Fiscal Report and/or other financial information/schedules) or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

33. 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 ☐

34. 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 that you have reported to us.

Yes ☒ No ☐ There are none ☐

35. We have a process to promptly follow up and take corrective action on audit findings and recommendations.

Yes ☒ No ☐

36. 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. 2002-4 (exceptions should be listed).

Yes ☒ No ☐

37. 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 ☐

38. 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 ☐
39. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies directly related to the objectives of the audit including whether related recommendations have been implemented.
- Yes ☒ No ☐ There are none ☐
40. 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 (or Annual Fiscal Report and/or other financial information/schedules).
- Yes ☒ No ☐
41. It is correct that there are no guarantees, whether written or oral, under which the entity is contingently liable.
- Yes ☒ No ☐
42. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements applicable to our entity.
- Yes ☒ No ☐
43. 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 Annual Fiscal Report and/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 ☐
44. 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 ☐

45. It is correct that there are no reservations or designations of net position that were not properly authorized and approved.
- Yes ☒ No ☐
46. 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 ☐
47. The financial statements (or Annual Fiscal Report and/or other financial information/schedules) include all component units as well as joint ventures with an equity interest, and properly disclose all component units, joint ventures and other related organizations, if any.
- Yes ☒ No ☐ There are none ☐
48. All funds that meet the quantitative criteria of GASB Statement 34, as amended, 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 (or Annual Fiscal Report and/or other financial information/schedules) users.
- Yes ☒ No ☐ NA ☐
49. Components of net position (net investment in capital assets, restricted, and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.
- Yes ☒ No ☐ NA ☐
50. Provisions for uncollected receivables have been properly identified and recorded.
- Yes ☒ No ☐ There are none ☐
51. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities and/or other categories in the Annual Fiscal Report and/or other financial information/schedules in accordance with accounting and reporting requirements of the UL System, and allocations have been made on a reasonable basis (if applicable).
- Yes ☒ No ☐ NA ☐
52. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, contributions to permanent fund principal, or transfers, and/or classified to other categories in the Annual

Fiscal Report and/or other financial information/schedules in accordance with accounting and reporting requirements of the UL System.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ There are none ☐

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

Yes ☐ No ☐ There are none ☒

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

Yes ☒ No ☐ There are none ☐

56. Majority equity interests in legally-separate organizations are reported as either an investment or a component unit in accordance with GASB Statement 90 and accounting and reporting requirements of the UL System.

Yes ☒ No ☐ There are none ☐

57. Risk disclosures associated with deposit and investment securities and derivative instrument transactions are presented in accordance with GASB requirements and accounting and reporting requirements of the UL System.

Yes ☒ No ☐ There are none ☐

58. Assets held under leases are properly classified and disclosed.

Yes ☒ No ☐ There are none ☐

59. We have properly disclosed all Subscription-Based Information Technology Arrangements and have recorded resulting right-to-use subscription assets and corresponding liabilities in accordance with GASB 96.

Yes ☒ No ☐ There are none ☐

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

Yes ☒ No ☐ There are none ☐

61. 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 ☒

62. The System'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 ☒

63. It is correct that we are following either our established accounting policy regarding which resources (i.e., restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or we are following GASB Statement 54, paragraph 18 and accounting and reporting requirements of the UL System to determine the fund balance classifications for financial reporting purposes.

Yes ☐ No ☐ NA ☒

64. We acknowledge as part of the audit, you assisted in the preparation of the draft financial statements (or Annual Fiscal Report and/or other financial information/schedules), 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 (or Annual Fiscal Report and/or other financial information/schedules) and related notes and/or schedules.

Yes ☒ No ☐ NA ☐

65. 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 ☒

66. We agree with the findings of specialists in evaluating the *FACILITY CORP. SWAP VALUATION* [describe the assertion] and have adequately considered the qualifications of the specialists in determining the amounts and disclosures used in the financial statements (or Annual Fiscal Report and/or other financial information/schedules) 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 ☐

67. We have evaluated our ability to continue as a going concern and have either not identified any conditions or events that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time or made appropriate disclosures in the Annual Fiscal Report and/or other financial information/schedules as necessary under accounting and reporting requirements of the UL System.

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

68. We have complied with the provisions of the public bid law, R.S. 38:2211 - 2296, and the regulations of the Division of Administration - Office of State Procurement, where applicable.

Yes ☒ No ☐ NA ☐

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

69. 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 ☐

70. 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

71. We have complied with the state budget requirements of R.S. 39:21-87.7 and the provisions of the annual appropriation act.

Yes ☒ No ☐ NA ☐

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

72. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) to comply with R.S. 24:514.

Yes ☒ No ☐

73. 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 ☐

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

Yes ☒ No ☐

75. We have filed our annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) in accordance with R.S. 24:514.

Yes ☒ No ☐ NA ☐

76. We have had our financial statements (or Annual Fiscal Report and/or other financial information/schedules) audited in accordance with R.S. 24:513 as part of the system financial statements.

Yes ☒ No ☐ NA ☐

77. 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 ☐

78. 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

79. 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

80. We have complied with the fiscal entity and cash management requirements of R.S. 49:301-331.

Yes ☒ No ☐

PART VIII. DEBT RESTRICTION LAWS

81. 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

82. 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 ☐

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

Yes ☒ No ☐ NA ☐

84. 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 ☐


85. It is correct that we have not advanced wages or salaries to employees or paid bonuses that are in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; and/or R.S. 14:138.

Yes ☒ No ☐ NA ☐


86. 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 7/28/2023
JOHN J. CLUNE, JR., PhD

Title PRESIDENT

Signature  Date 7/28/2023
TERRY P. BRAUD, JR.

Title VICE-PRES. FINANCE & ADMIN.

NORTHWESTERN STATE

Office of the President

October 5, 2023

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

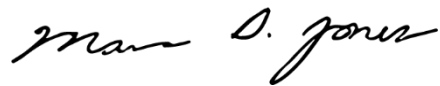
Re: Federal Award Programs Representation Letter

Dear Dr. Henderson:

Northwestern State University is submitting the attached *Federal Award Programs Representation Letter* to be placed on the agenda for approval at the October 2023 Board Meeting.

Thank you very much for your consideration.

Sincerely,



Dr. Marcus Jones
President

Attachment

est 1884



August 14, 2023

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

Legislative Auditor
Baton Rouge, Louisiana

In connection with the Single Audit of the State of Louisiana (Single Audit) for the fiscal year ended June 30, 2023, conducted in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, specifically, to review our compliance with laws and regulations applicable to our federal award programs, including requirements relating to the preparation of the schedule of expenditures of federal awards, we confirm the following representations. These representations are based on the information available to us as of August 14, 2023.

1. We are responsible for understanding and for complying, and have complied, with the requirements of the Uniform Guidance.

Yes ☒ No ☐

2. We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs.

Yes ☒ No ☐

3. We acknowledge our responsibility and have fulfilled our responsibility, as set out in the terms of the engagement, for the design, implementation, and maintenance, of effective internal control over compliance for federal programs that provides reasonable assurance that we are managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards that could have a material effect on the federal programs.

Yes ☒ No ☐

4. We have identified and disclosed to the auditor all of our government programs and related activities subject to the Uniform Guidance compliance audit.

Yes ☒ No ☐

5. We have identified and disclosed to the auditor the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

Yes ☒ No ☐

6. We have made available all federal awards (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 or stated that there was no such noncompliance.

Yes ☒ No ☐

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 the auditor 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 federal awarding agencies 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, or annual fiscal report, have been prepared.

Yes ☒ No ☐ NA ☐

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. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.

Yes ☐ No ☐ NA ☒

15. We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions are issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient from the pass-through entity.

Yes ☒ No ☐ NA ☐

16. We have considered the results of subrecipient audits and have made any necessary adjustments to management's own books and records.

Yes ☐ No ☐ NA ☒

17. We are responsible for taking corrective action on findings of the compliance audit and, if necessary, have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Yes ☒ No ☐

18. We have 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. We are responsible for, and have accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and the reporting requirements of the Division of Administration.

Yes ☐ No ☐ NA ☒

20. We have 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. We have disclosed all contracts or other agreements with service organizations.

Yes ☐ No ☐ NA ☒

22. We have disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Yes ☐ No ☐ NA ☒

23. We have 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. We have 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. We have 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 period covered by the auditor's report.

Yes ☒ No ☐ NA ☐

26. We acknowledge and understand our responsibility for the presentation of the *Schedule of Expenditures of Federal Awards*,¹ in accordance with Uniform Guidance and the reporting requirements of the Division of Administration. We have prepared the *Schedule of Expenditures of Federal Awards*,¹ believe it is fairly presented in form and content, in accordance with Uniform Guidance and the reporting requirements of the Division of Administration, 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 charged costs to federal awards in accordance with applicable cost principles.

Yes ☒ No ☐

28. 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.

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.

- (b) Fraudulent or illegal acts involving other employees that could have an effect on the federal grants and awards.
- (c) Communications from regulatory agencies or grantor agencies concerning noncompliance with, or deficiencies in, federal financial reporting practices, grant administration, program/grant regulations, et cetera, that could have an effect on the grant award or on the *Schedule of Expenditures of Federal Awards*.¹

Yes ☒ No ☐

29. 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 2 CFR 200.503(e).

Yes ☒ No ☐

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

Yes ☒ No ☐ NA ☐

31. 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 ☐

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.

² 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.

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

Signature Patrick A Jones Date 8/15/23

Title CFO

Signature [Signature] Date 8/16/2023

Title President

NORTHWESTERN STATE

Office of the President

October 5, 2023

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

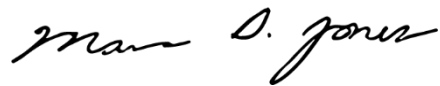
Re: System Related Assurances Financial and Compliance Representation Letter

Dear Dr. Henderson:

Northwestern State University is submitting the attached *System Related Assurances Financial and Compliance Representation Letter* to be placed on the agenda for approval at the October 2023 Board Meeting.

Thank you very much for your consideration.

Sincerely,



Dr. Marcus Jones
President

Attachment

est 1884



NORTHWESTERN STATE

Business Affairs

P.O. Box 5656
Natchitoches, LA 71497
T 318.357.5446
F 318.357.4257
businessaffairs.nsula.edu

August 14, 2023

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 (System) as of June 30, 2023 and for the year then ended conducted for the purpose of forming and 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 (U.S. GAAP), providing 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 reviewing 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 14, 2023.

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 Annual Fiscal Report and/or other financial information/schedules) in conformity with accounting and reporting requirements of the System. The annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) present fairly, in all material respects, our financial position as of June 30, 2023, 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 and have fulfilled our responsibility, as set out in the terms of the engagement, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements (or Annual Fiscal Report and/or other financial information/schedules) 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 effective internal control 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 and appropriately reflect management's intent and ability to carry out specific courses of action relevant to the accounting estimates and disclosures.

Yes ☒ No ☐ NA ☐

5. We have disclosed to you the identity of all 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 (or Annual Fiscal Report and/or other financial information/schedules) in accordance with U.S. GAAP and accounting and reporting requirements of the (System).

Yes ☐ No ☐ There are none ☒

7. Transactions with related parties were conducted on terms equivalent to those prevailing in an arm's length transaction and there are no side agreements or other arrangements with related parties that have not been disclosed to the auditor.

Yes ☐ No ☐ NA ☒

8. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated for the impact on the financial statements (or Annual Fiscal Report and/or other financial information/schedules), including the impact on accounting estimates, and have been adjusted or disclosed in accordance with accounting and reporting requirements of the (System).

Yes ☐ No ☐ There are none ☒

9. We acknowledge our responsibility to advise you of events that occur or are identified by us after the date of this representation that may impact the financial statements (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

10. The effects of all known actual or possible litigation and claims whose effects should be considered by management when preparing the financial statements (or Annual Fiscal Report and/or other financial information/schedules) have been disclosed to you and have been accounted for and disclosed in accordance with U.S. GAAP and the accounting and reporting requirements of the (System).

Yes ☐ No ☐ There are none ☒

11. 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* and the accounting and reporting requirements of the (System).

Yes ☒ No ☐

12. 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* and the accounting and reporting requirements of the (System).

Yes ☒ No ☐

13. It is correct that all accounting estimates that could be material to the financial statements (or Annual Fiscal Report and/or other financial information/schedules) have been prepared with measurement processes, including related assumptions and models, that are appropriate and consistently applied.

Yes ☒ No ☐ There are none ☐

14. Disclosures included in the financial statements (or Annual Fiscal Report and/or other financial information/schedules) related to accounting estimates are complete and accurate, and have been prepared in accordance with U.S. GAAP and the accounting and reporting requirements of the (System).

Yes ☒ No ☐ There are none ☐

15. 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 (or Annual Fiscal Report and/or other financial information/schedules), and we have not consulted legal counsel concerning litigation or claims.

Yes ☒ No ☐

16. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or Annual Fiscal Report and/or other financial

information/schedules) in accordance with GASB Statement 34, as amended, and the accounting and reporting requirements of the (System).

Yes ☒ No ☐

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

Yes ☒ No ☐

18. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements (or Annual Fiscal Report and/or other financial information/schedules) may be materially misstated as a result of fraud.

Yes ☒ No ☐

19. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

20. 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 Annual Fiscal Report and/or other financial information/schedules) or on the individual agreement, grant award, etc., in the event of noncompliance.

Yes ☒ No ☐

21. 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 Annual Fiscal Report and/or other financial information/schedules) or as a basis for recording a loss contingency or for reporting on noncompliance.

Yes ☒ No ☐

22. It is correct that we have disclosed to you all instances of identified or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements (or Annual Fiscal Report and/or other

financial information/schedules) or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☐ No ☐ There are none ☒

23. It is correct that we have disclosed to you all instances of identified or suspected fraud that is material, either quantitatively or qualitatively, to the financial statement (or Annual Fiscal Report and/or other financial information/schedules) amounts or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☐ No ☐ There are none ☒

24. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☐ No ☐ NA ☒

25. We have disclosed to the auditor all investigations or legal proceedings that have been initiated or are in process with respect to the current period under audit.

Yes ☐ No ☐ There are none ☒

26. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

27. During the fiscal year under audit, there have been no changes of our accounting principles and practices as defined by GASB Statement 62.

Yes ☒ No ☐

28. 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 (or Annual Fiscal Report and/or other financial information/schedules) - (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 ☐

29. 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 ☐

30. We acknowledge that we are responsible for adopting sound accounting policies, including 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 (or Annual Fiscal Report and/or other financial information/schedules); to safeguard public assets; and to comply with applicable laws and regulations.

Yes ☒ No ☐

31. We have disclosed to the auditor any known matters within our internal control, 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 Annual Fiscal Report and/or other financial information/schedules).

Yes ☐ No ☐ There are none ☒

32. 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 Annual Fiscal Report and/or other financial information/schedules) or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

33. 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 ☐

34. 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 that you have reported to us.

Yes ☐ No ☐ There are none ☒

35. We have a process to promptly follow up and take corrective action on audit findings and recommendations.

Yes ☒ No ☐

36. 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. 2002-4 (exceptions should be listed).

Yes ☒ No ☐

37. 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 ☐

38. 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 ☐

39. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies directly related to the objectives of the audit including whether related recommendations have been implemented.

Yes ☒ No ☐ There are none ☐

40. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

43. 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 Annual Fiscal Report and/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 ☐

44. 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 ☐

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

Yes ☒ No ☐

46. 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 ☐

47. The financial statements (or Annual Fiscal Report and/or other financial information/schedules) include all component units as well as joint ventures with an equity interest, and properly disclose all component units, joint ventures and other related organizations, if any.

Yes ☐ No ☐ There are none ☒

48. All funds that meet the quantitative criteria of GASB Statement 34, as amended, 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 (or Annual Fiscal Report and/or other financial information/schedules) users.

Yes ☒ No ☐ NA ☐

49. Components of net position (net investment in capital assets, restricted, and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ There are none ☐

51. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities and/or other categories in the Annual Fiscal Report and/or other financial information/schedules in accordance with accounting and reporting requirements of (System), and allocations have been made on a reasonable basis (if applicable).

Yes ☒ No ☐ NA ☐

52. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, contributions to permanent fund principal, or transfers, and/or classified to other categories in the Annual Fiscal Report and/or other financial information/schedules in accordance with accounting and reporting requirements of (System).

Yes ☒ No ☐ NA ☐

53. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- Yes ☒ No ☐ There are none ☐
54. Special and extraordinary items are appropriately classified and reported.
- Yes ☐ No ☐ There are none ☒
55. Investments, including derivative instrument transactions, and land and other real estate held by endowments are properly valued.
- Yes ☒ No ☐ There are none ☐
56. Majority equity interests in legally-separate organizations are reported as either an investment or a component unit in accordance with GASB Statement 90 and accounting and reporting requirements of (System).
- Yes ☐ No ☐ There are none ☒
57. Risk disclosures associated with deposit and investment securities and derivative instrument transactions are presented in accordance with GASB requirements and accounting and reporting requirements of (System).
- Yes ☒ No ☐ There are none ☐
58. Assets held under leases are properly classified and disclosed.
- Yes ☐ No ☐ There are none ☒
59. We have properly disclosed all Subscription-Based Information Technology Arrangements and have recorded resulting right-to-use subscription assets and corresponding liabilities in accordance with GASB 96.
- Yes ☐ No ☐ There are none ☒
60. Capital assets, including infrastructure assets, are properly classified, reported, and, if applicable, depreciated (modified approach not used).
- Yes ☒ No ☐ There are none ☐
61. 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 ☒

62. The System'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 ☐

63. It is correct that we are following either our established accounting policy regarding which resources (i.e., restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available or we are following GASB Statement 54, paragraph 18 and accounting and reporting requirements of the (System) to determine the fund balance classifications for financial reporting purposes.

Yes ☒ No ☐ NA ☐

64. We acknowledge as part of the audit, you assisted in the preparation of the draft financial statements (or Annual Fiscal Report and/or other financial information/schedules), 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 (or Annual Fiscal Report and/or other financial information/schedules) and related notes and/or schedules.

Yes ☐ No ☐ NA ☒

65. 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 ☒

66. 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 (or Annual Fiscal Report and/or other financial information/schedules) 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 ☒

67. We have evaluated our ability to continue as a going concern and have either not identified any conditions or events that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time or made appropriate disclosures in the Annual Fiscal Report and/or other financial information/schedules as necessary under accounting and reporting requirements of the (System).

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

68. We have complied with the provisions of the public bid law, R.S. 38:2211 - 2296, and the regulations of the Division of Administration - Office of State Procurement, where applicable.

Yes ☒ No ☐ NA ☐

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

69. 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 ☐

70. 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

71. We have complied with the state budget requirements of R.S. 39:21-87.7 and the provisions of the annual appropriation act.

Yes ☒ No ☐ NA ☐

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

72. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) to comply with R.S. 24:514.

Yes ☒ No ☐

73. 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 ☐

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

Yes ☒ No ☐

75. We have filed our annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) in accordance with R.S. 24:514.

Yes ☒ No ☐ NA ☐

76. We have had our financial statements (or Annual Fiscal Report and/or other financial information/schedules) audited in accordance with R.S. 24:513 as part of the system financial statements.

Yes ☒ No ☐ NA ☐

77. 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 ☐

78. 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

79. 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

80. We have complied with the fiscal entity and cash management requirements of R.S. 49:301-331.

Yes ☒ No ☐

PART VIII. DEBT RESTRICTION LAWS

81. 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

82. 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 ☐

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

Yes ☒ No ☐ NA ☐

84. 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 ☐

85. It is correct that we have not advanced wages or salaries to employees or paid bonuses that are in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; and/or R.S. 14:138.

Yes ☒ No ☐ NA ☐

86. 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 Patrick A Jones Date 9/28/23

Title CFO

Signature [Signature] Date 9/28/23

Title President



THE UNIVERSITY *of*
NEW ORLEANS
OFFICE OF THE PRESIDENT

September 25, 2023

Dr. James B. Henderson
President
The University of Louisiana System
1201 North Third Street
Baton Rouge, LA 70802

Re: Federal Award Programs

Dear Dr. Henderson,

On behalf of the University of New Orleans, I am submitting the attached Federal Award Programs Representation Letter for consideration and approval.

Thank you for your consideration.

Sincerely,

Jeannine O'Rourke, Ph.D.
Interim President



UNIVERSITY of
NEW ORLEANS

Date: July 20, 2023

Federal Award Programs Representation Letter

Legislative Auditor
Baton Rouge, Louisiana

In connection with the Single Audit of the State of Louisiana (Single Audit) for the fiscal year ended June 30, 2023, conducted in accordance with Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and, specifically, to review our compliance with laws and regulations applicable to our federal award programs, including requirements relating to the preparation of the schedule of expenditures of federal awards, we confirm the following representations. These representations are based on the information available to us as of July 20, 2023.

1. We are responsible for understanding and for complying, and have complied, with the requirements of the Uniform Guidance.

Yes ☒ No ☐

2. We are responsible for understanding and complying with the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs.

Yes ☒ No ☐

3. We acknowledge our responsibility and have fulfilled our responsibility, as set out in the terms of the engagement, for the design, implementation, and maintenance, of effective internal control over compliance for federal programs that provides reasonable assurance that we are managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal awards that could have a material effect on the federal programs.

Yes ☒ No ☐

4. We have identified and disclosed to the auditor all of our government programs and related activities subject to the Uniform Guidance compliance audit.

Yes ☒ No ☐

5. We have identified and disclosed to the auditor the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

Yes ☒ No ☐

6. We have made available all federal awards (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 or stated that there was no such noncompliance.

Yes ☒ No ☐

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 the auditor 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 federal awarding agencies 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, or annual fiscal report, have been prepared.

Yes ☒ No ☐ NA ☐

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. We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.

Yes ☒ No ☐ NA ☐

15. We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions are issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient takes timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient from the pass-through entity.

Yes ☐ No ☐ NA ☒

16. We have considered the results of subrecipient audits and have made any necessary adjustments to management's own books and records.

Yes ☐ No ☐ NA ☒

17. We are responsible for taking corrective action on findings of the compliance audit and, if necessary, have developed a corrective action plan that meets the requirements of the Uniform Guidance.

Yes ☒ No ☐

18. We have 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. We are responsible for, and have accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and the reporting requirements of the Division of Administration.

Yes ☒ No ☐ NA ☐

20. We have 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. We have disclosed all contracts or other agreements with service organizations.

Yes ☒ No ☐ NA ☐

22. We have disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Yes ☐ No ☐ NA ☒

23. We have 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. We have 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. We have 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 period covered by the auditor's report.

Yes ☐ No ☐ NA ☒

26. We acknowledge and understand our responsibility for the presentation of the *Schedule of Expenditures of Federal Awards*, in accordance with Uniform Guidance and the reporting requirements of the Division of Administration. We have prepared the *Schedule of Expenditures of Federal Awards*, believe it is fairly presented in form and content, in accordance with Uniform Guidance and the reporting requirements of the Division of Administration, 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 charged costs to federal awards in accordance with applicable cost principles.

Yes ☒ No ☐

28. 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 ☐

29. 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 2 CFR 200.503(e).

Yes ☒ No ☐

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

Yes ☒ No ☐ NA ☐

31. 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 07.20.2023

Title Interim President

Signature  Date 7.20.23

Title Vice President for Business Affairs



THE UNIVERSITY of
NEW ORLEANS
OFFICE OF THE PRESIDENT

September 25, 2023

Dr. James B. Henderson
President
The University of Louisiana System
1201 North Third Street
Baton Rouge, LA 70802

Re: Assurances Financial and Compliance Representation

Dear Dr. Henderson,

On behalf of the University of New Orleans, I am submitting the attached System Related Assurances Financial and Compliance Representation Letter for consideration and approval.

Thank you for your consideration.

Sincerely,

Jeannine O'Rourke, Ph.D.
Interim President



UNIVERSITY of
NEW ORLEANS

Date: July 20, 2023

**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, 2023 and for the fiscal year ended conducted for the purpose of forming and expressing an opinion as to the fair presentation of the University of Louisiana System's financial statements in accordance with accounting principles generally accepted in the United States (U.S. GAAP), providing 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 reviewing 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 20, 2023.

PART I. GENERAL

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement or entrance document dated August 2023 (date not yet determined), for the preparation and fair presentation of our financial statements (or Annual Fiscal Report and/or other financial information/schedules) in conformity with accounting and reporting requirements of the University of Louisiana System. The annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) present fairly, in all material respects, our financial position as of June 30, 2023 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 and have fulfilled our responsibility, as set out in the terms of the engagement, for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements (or Annual Fiscal Report and/or other financial information/schedules) 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 effective internal control 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 and appropriately reflect management's intent and ability to carry out specific courses of action relevant to the accounting estimates and disclosures.

Yes ☒ No ☐ NA ☐

5. We have disclosed to you the identity of all 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 (or Annual Fiscal Report and/or other financial information/schedules) in accordance with U.S. GAAP and accounting and reporting requirements of the University of Louisiana System.

Yes ☐ No ☐ There are none ☒

7. Transactions with related parties were conducted on terms equivalent to those prevailing in an arm's length transaction and there are no side agreements or other arrangements with related parties that have not been disclosed to the auditor.

Yes ☐ No ☐ NA ☒

8. Events that have occurred subsequent to the balance sheet date and through the date of this letter have been evaluated for the impact on the financial statements (or Annual Fiscal Report and/or other financial information/schedules), including the impact on accounting estimates, and have been adjusted or disclosed in accordance with accounting and reporting requirements of the University of Louisiana System.

Yes ☐ No ☐ There are none ☒

9. We acknowledge our responsibility to advise you of events that occur or are identified by us after the date of this representation that may impact the financial statements (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

10. The effects of all known actual or possible litigation and claims whose effects should be considered by management when preparing the financial statements (or Annual Fiscal Report and/or other financial information/schedules) have been disclosed to you and have been accounted for and disclosed in accordance with U.S. GAAP and the accounting and reporting requirements of the (System).

Yes ☐ No ☐ There are none ☒

11. 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* and the accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐

12. 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* and the accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐

13. It is correct that all accounting estimates that could be material to the financial statements (or Annual Fiscal Report and/or other financial information/schedules) have been prepared with measurement processes, including related assumptions and models, that are appropriate and consistently applied.

Yes ☐ No ☐ There are none ☒

14. Disclosures included in the financial statements (or Annual Fiscal Report and/or other financial information/schedules) related to accounting estimates are complete and accurate, and have been prepared in accordance with U.S. GAAP and the accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐ There are none ☐

15. 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 (or Annual Fiscal Report and/or other financial information/schedules), and we have not consulted legal counsel concerning litigation or claims.

Yes ☒ No ☐

16. It is correct that all funds and activities under our control and oversight are properly classified in the financial statements (or Annual Fiscal Report and/or other financial information/schedules) in accordance with GASB Statement 34, as amended, and the accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐

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

Yes ☒ No ☐

18. It is correct that we have disclosed to you the results of our assessment of the risk that the financial statements (or Annual Fiscal Report and/or other financial information/schedules) may be materially misstated as a result of fraud.

Yes ☒ No ☐

19. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

20. 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 Annual Fiscal Report and/or other financial information/schedules) or on the individual agreement, grant award, etc., in the event of noncompliance.

Yes ☒ No ☐

21. 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 Annual Fiscal Report and/or other financial information/schedules) or as a basis for recording a loss contingency or for reporting on noncompliance.

Yes ☒ No ☐

22. It is correct that we have disclosed to you all instances of identified or suspected noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements (or Annual Fiscal Report and/or other financial information/schedules) or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☐ No ☐ There are none ☒

23. It is correct that we have disclosed to you all instances of identified or suspected fraud that is material, either quantitatively or qualitatively, to the financial statement (or Annual Fiscal Report and/or other financial information/schedules) amounts or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

Yes ☒ No ☐ There are none ☐

24. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☐ No ☐ NA ☒

25. We have disclosed to the auditor all investigations or legal proceedings that have been initiated or are in process with respect to the current period under audit.

Yes ☐ No ☐ There are none ☒

26. The accounting principles, and the practices and methods followed in applying them, are as disclosed in the financial statements (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

27. During the fiscal year under audit, there have been no changes of our accounting principles and practices as defined by GASB Statement 62.

Yes ☒ No ☐

28. 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 (or Annual Fiscal Report and/or other financial information/schedules) - (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 ☐

29. 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 ☐

30. We acknowledge that we are responsible for adopting sound accounting policies, including 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 (or Annual Fiscal Report and/or other financial information/schedules); to safeguard public assets; and to comply with applicable laws and regulations.

Yes ☒ No ☐

31. We have disclosed to the auditor any known matters within our internal control, 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 Annual Fiscal Report and/or other financial information/schedules).

Yes ☐ No ☐ There are none ☒

32. 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 Annual Fiscal Report and/or other financial information/schedules) or, where applicable, state and/or federal grants, contracts, and awards.

Yes ☒ No ☐

33. 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 ☐

34. 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 that you have reported to us.

Yes ☒ No ☐ There are none ☐

35. We have a process to promptly follow up and take corrective action on audit findings and recommendations.

Yes ☒ No ☐

36. 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. 2002-4 (exceptions should be listed).

Yes ☒ No ☐

37. 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 ☐

38. 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 ☐

39. We have identified to you any previous financial audits, attestation engagements, performance audits, or other studies directly related to the objectives of the audit including whether related recommendations have been implemented.

Yes ☐ No ☐ There are none ☒

40. 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 (or Annual Fiscal Report and/or other financial information/schedules).

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

43. 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 Annual Fiscal Report and/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 ☐

44. 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 ☐

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

Yes ☒ No ☐

46. 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 ☐

47. The financial statements (or Annual Fiscal Report and/or other financial information/schedules) include all component units as well as joint ventures with an equity interest, and properly disclose all component units, joint ventures and other related organizations, if any.

Yes ☒ No ☐ There are none ☐

48. All funds that meet the quantitative criteria of GASB Statement 34, as amended, 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 (or Annual Fiscal Report and/or other financial information/schedules) users.

Yes ☒ No ☐ NA ☐

49. Components of net position (net investment in capital assets, restricted, and unrestricted), and reserves and designations, as applicable, are properly classified and, if applicable, approved.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ There are none ☐

51. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities and/or other categories in the Annual Fiscal Report and/or other financial information/schedules in accordance with accounting and reporting requirements of the University of Louisiana System, and allocations have been made on a reasonable basis (if applicable).

Yes ☒ No ☐ NA ☐

52. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, contributions to permanent fund principal, or transfers, and/or classified to other categories in the Annual Fiscal Report and/or other financial information/schedules in accordance with accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐ NA ☐

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

Yes ☒ No ☐ There are none ☐

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

Yes ☐ No ☐ There are none ☒

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

Yes ☒ No ☐ There are none ☐

56. Majority equity interests in legally-separate organizations are reported as either an investment or a component unit in accordance with GASB Statement 90 and accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐ There are none ☐

57. Risk disclosures associated with deposit and investment securities and derivative instrument transactions are presented in accordance with GASB requirements and accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐ There are none ☐

58. Assets held under leases are properly classified and disclosed.

Yes ☒ No ☐ There are none ☐

59. We have properly disclosed all Subscription-Based Information Technology Arrangements and have recorded resulting right-to-use subscription assets and corresponding liabilities in accordance with GASB 96.

Yes ☒ No ☐ There are none ☐

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

Yes ☒ No ☐ There are none ☐

61. 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 ☒

62. The System'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 ☐

63. It is correct that we are following either our established accounting policy regarding which resources (i.e., restricted, committed, assigned, or unassigned) are considered to be spent

first for expenditures for which more than one resource classification is available or we are following GASB Statement 54, paragraph 18 and accounting and reporting requirements of the University of Louisiana System to determine the fund balance classifications for financial reporting purposes.

Yes ☒ No ☐ NA ☐

64. We acknowledge as part of the audit, you assisted in the preparation of the draft financial statements (or Annual Fiscal Report and/or other financial information/schedules), 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 (or Annual Fiscal Report and/or other financial information/schedules) and related notes and/or schedules.

Yes ☐ No ☐ NA ☒

65. 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 ☒

66. 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 (or Annual Fiscal Report and/or other financial information/schedules) 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 ☒

67. We have evaluated our ability to continue as a going concern and have either not identified any conditions or events that raise substantial doubt about the ability to continue as a going concern for a reasonable period of time or made appropriate disclosures in the Annual

Fiscal Report and/or other financial information/schedules as necessary under accounting and reporting requirements of the University of Louisiana System.

Yes ☒ No ☐

Legal Compliance

PART II. PUBLIC BID LAW

68. We have complied with the provisions of the public bid law, R.S. 38:2211 - 2296, and the regulations of the Division of Administration - Office of State Procurement, where applicable.

Yes ☒ No ☐ NA ☐

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

69. 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 ☐

70. 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

71. We have complied with the state budget requirements of R.S. 39:21-87.7 and the provisions of the annual appropriation act.

Yes ☒ No ☐ NA ☐

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

72. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) to comply with R.S. 24:514.

Yes ☒ No ☐

73. 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 ☐

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

Yes ☒ No ☐

75. We have filed our annual financial statements (or Annual Fiscal Report and/or other financial information/schedules) in accordance with R.S. 24:514.

Yes ☒ No ☐ NA ☐

76. We have had our financial statements (or Annual Fiscal Report and/or other financial information/schedules) audited in accordance with R.S. 24:513 as part of the system financial statements.

Yes ☒ No ☐ NA ☐

77. 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 ☐

78. 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

79. 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

80. We have complied with the fiscal entity and cash management requirements of R.S. 49:301-331.

Yes ☒ No ☐

PART VIII. DEBT RESTRICTION LAWS

81. 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

82. 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 ☐

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

Yes ☒ No ☐ NA ☐

84. 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 ☐


85. It is correct that we have not advanced wages or salaries to employees or paid bonuses that are in violation of Article VII, Section 14 of the 1974 Louisiana Constitution; and/or R.S. 14:138.

Yes ☒ No ☐ NA ☐


86. 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 07.20.2023

Title Interim President

Signature  Date 7.20.23

Title Vice President for Business Affairs

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

FINANCE COMMITTEE

October 26, 2023

Item I.3. **University of Louisiana System's** financial status of alternatively financed projects for the fiscal year ended June 30, 2023.

EXECUTIVE SUMMARY

Presented is a summary of financial activities of the UL System's alternatively financed capital projects for the fiscal year ended June 30, 2023. This information was obtained from standardized financial reports and certifications submitted by each university.

This is a report only and no action by the Board is necessary.

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

FINANCE COMMITTEE

October 26, 2023

Item I.4. **University of Louisiana System's** report of Fiscal Year 2022-23 fourth quarter financial reports and ongoing assurances.

EXECUTIVE SUMMARY

Attached is a summary of the financial activities through the year ended June 30, 2023. This information was obtained from fourth quarter financial reports submitted by each university.

This is a report only and no action by the Board is necessary.