

RIVER PARISHES COMMUNITY COLLEGE

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE
SYSTEM

STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

Procedural Report
Issued May 15, 2024

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Louisiana Legislative Auditor

Michael J. "Mike" Waguespack, CPA



River Parishes Community College

May 2024

Audit Control # 80240019

Introduction

The primary purpose of our procedures at River Parishes Community College (RPCC) was to evaluate certain controls RPCC uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and accountability over public funds. In addition, we determined whether management has taken action to correct the findings reported in the prior report.

Results of Our Procedures

We evaluated RPCC's operations and system of internal control through inquiry, observation, and review of its policies and procedures, including a review of the applicable laws and regulations. Based on the documentation of RPCC's controls and our understanding of related laws and regulations, and the results of our analytical procedures, we performed procedures relating to cash, student receivables, student waivers, non-credit course fees, payroll and personnel, non-payroll expenses, and professional services contract expenses.

Follow-up on Prior-report Findings

We reviewed the status of the prior-report findings in RPCC's procedural report dated September 7, 2022. We determined that management has resolved the prior-report findings related to Inadequate Controls over Student Account Balances and Ineffective Bank Reconciliations.

Cash

We performed procedures to address the prior-report finding titled Ineffective Bank Reconciliations. We obtained an understanding of RPCC's controls over the bank reconciliation process and reviewed selected bank statements and reconciliations prepared for the months of July 2022 through December 2023, to determine whether reconciliations were effectively and timely prepared and properly reviewed. Based

on the results of our procedures, we determined that the prior-report finding has been resolved.

Student Receivables

We performed procedures to address the prior-report finding titled Inadequate Controls over Student Account Balances related to write-offs of student-related account balances. We reviewed student receivables to determine if RPCC is performing write-offs of delinquent accounts in accordance with Louisiana Community and Technical College System (LCTCS) and RPCC policies and procedures. In addition, we performed procedures to ensure RPCC is complying with applicable laws and regulations related to the transfer of delinquent debt to the Office of Debt Recovery for collections. Based on the results of our procedures, we determined that the portion of the prior-report finding related to delinquent student accounts has been resolved, and RPCC is complying with applicable laws and regulations related to the transfer of delinquent student debt to the Office of Debt Recovery.

Student Waivers

We performed procedures to address the prior-report finding titled Inadequate Controls over Student Account Balances related to timely placement of waivers on dual enrolled student accounts. We obtained an understanding of RPCC's controls over waivers and reviewed selected student accounts from the Fall 2022, Spring 2023, and Fall 2023 semesters to determine if waivers were correctly applied to the students' accounts. Based on the results of our procedures, we determined that the portion of the prior-report finding related to waivers has been resolved.

Non-Credit Course Fees

RPCC offers non-credit, short term courses and programs customized to optimize training for individuals seeking to enhance their skills or obtain new skills in industry-based areas. We obtained an understanding of RPCC's controls over setting non-credit student course fees and reviewed selected non-credit course fee transactions from the Fall 2022, Spring 2023, Fall 2023, and Spring 2024 semesters. Based on the results of our procedures, RPCC had adequate controls in place to ensure non-credit fee rates were properly charged and collected.

Payroll and Personnel

We obtained an understanding of RPCC's controls over salary increases (merit and adjustments) and tested selected employees who received such increases during the period under review. Based on the results of our procedures, RPCC had adequate controls in place to ensure salary increases were properly authorized and approved

and adequately supported in accordance with Louisiana State Civil Service, LCTCS, and RPCC policies.

Non-Payroll Expenses

For non-payroll expenses (excluding professional services contract expenses), we obtained an understanding of RPCC's controls over non-payroll expenses and traced selected expense transactions to supporting documentation. Based on the results of our procedures, RPCC had adequate controls in place to ensure expense transactions were adequately supported, properly approved, and complied with applicable laws and regulations.

Professional Services Contract Expenses

For professional services contract expenses, we obtained an understanding of RPCC's controls over such expenses and traced selected contract expenses to contract terms and other supporting documentation. We also analyzed expense transactions for vendors with payments exceeding the threshold for which contracts are needed to determine if contracts were appropriately executed. Based on the results of our procedures, RPCC had adequate controls in place to ensure contract expenses were in agreement with contract terms, adequately supported, properly approved, and complied with applicable laws and regulations.

Trend Analysis

We compared the most current and prior-year financial activity using RPCC's Annual Fiscal Reports and/or system-generated reports and obtained explanations from RPCC's management for any significant variances.

Under Louisiana Revised Statute 24:513, this report is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,



Michael J. "Mike" Waguespack, CPA
Legislative Auditor

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RPCC2024

APPENDIX A: SCOPE AND METHODOLOGY

We performed certain procedures at River Parishes Community College (RPCC) for the period from July 1, 2022, through May 9, 2024. Our objective was to evaluate certain controls RPCC uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and accountability over public funds. The scope of our procedures, which is summarized below, was significantly less than an audit conducted in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. We did not audit or review RPCC's Annual Fiscal Reports, and accordingly, we do not express an opinion on those reports. RPCC's accounts are an integral part of the state of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

- We evaluated RPCC's operations and system of internal controls through inquiry, observation, and review of its policies and procedures, including a review of the laws and regulations applicable to RPCC.
- Based on the documentation of RPCC's controls and our understanding of related laws and regulations, and results of our analytical procedures, we performed procedures relating to cash, student receivables, student waivers, non-credit course fees, payroll and personnel, non-payroll expenses and professional services contract expenses.
- We compared the most current and prior-year financial activity using RPCC's Annual Fiscal Reports and/or system-generated reports to identify trends and obtained explanations from RPCC's management for any significant variances that could potentially indicate areas of risk.

The purpose of this report is solely to describe the scope of our work at RPCC and not to provide an opinion on the effectiveness of RPCC's internal control over financial reporting or on compliance. Accordingly, this report is not intended to be, and should not be, used for any other purpose.