

GOVERNOR'S OFFICE OF ELDERLY AFFAIRS

STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

**Procedural Report
Issued August 23, 2023**

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Louisiana Legislative Auditor

Michael J. "Mike" Waguespack, CPA

Governor's Office of Elderly Affairs



August 2023

Audit Control # 80230067

Introduction

The primary purpose of our procedures at the Governor's Office of Elderly Affairs (GOEA) was to evaluate certain controls GOEA uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and accountability over public funds.

Results of Our Procedures

We evaluated GOEA'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 GOEA's controls and our understanding of related laws and regulations, and the results of our analytical procedures, we performed procedures relating to fuel card access, payroll and personnel, purchasing card expenses, state fund allocation to senior centers, and travel expenses.

Fuel Card Access

GOEA uses fuel cards to purchase fuel and pay for agency vehicle maintenance while in travel status for official agency travel. We analyzed the employees with fuel card PINs during the period July 1, 2021, through April 27, 2023 and determined that all 65 active PINs belonged to active employees. Nineteen PINs were deactivated during this period of time. Based on the results of our procedures, GOEA had adequate controls over fuel card PIN access.

Payroll and Personnel

Salaries and related benefits comprised approximately 10% of GOEA's expenditures in fiscal years 2022 and 2023 (as of March 31, 2023). We obtained an understanding of GOEA's controls over the time and attendance function and reviewed 20 selected employee time statements, including overtime earned, leave taken, and/or hazard pay, if applicable. Based on the results of our procedures, GOEA had adequate

controls in place over the time and attendance function to ensure timely entry and certification of hours worked by employees; timely review and approval of employee time statements, including leave and overtime requests, by the supervisors; leave taken did not exceed the employee's leave balance; hazard pay was in accordance with the current hazard pay policies; and timely review of the time statements by the time administrators.

Purchasing Card Expenses

GOEA participates in the state of Louisiana's LaCarte purchasing card program for general office supplies and administrative expenses. We analyzed LaCarte card transaction listings for the period July 1, 2021, through June 20, 2023. Based on the results of our procedures, GOEA had adequate controls to ensure that purchases were approved, made for proper business purposes, and in compliance with state and agency purchasing card policies.

State Fund Allocation to Senior Centers

The legislature appropriates funds for GOEA to allocate to parish councils on aging for senior centers each fiscal year. Distribution of these funds is guided by R.S 46:1608 and the annual appropriations acts. We determined that language was added to fiscal year 2022 and 2023 annual appropriation bills to support GOEA's methodology of fund allocation. We analyzed GOEA's allocations for both fiscal years and determined GOEA's distributions to the centers were in compliance with the annual appropriation bills.

Travel Expenses

GOEA has two controlled billed accounts (CBAs) for airfare, hotels, and car rentals. The office also issues travel reimbursements to employees for mileage related to official agency travel. We obtained an understanding of GOEA's related policies and procedures. We analyzed CBA transactions and travel reimbursements for the period July 1, 2021, through March 31, 2023, and randomly selected 25 transactions for review. Based on the results of our procedures, we determined that GOEA had adequate controls to ensure that expenses were made for proper business purposes; sufficient documentation was maintained to support the expenses; and there was evidence of review by a supervisor.

Trend Analysis

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

Other Report

On July 5, 2023, a report was issued by the Louisiana Legislative Auditor's Performance Audit Services. The purpose of the performance audit was to evaluate GOEA's oversight of cases of elder abuse and neglect in its Elderly Protective Services program. This report is available on the LLA website.

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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GOEA2023

APPENDIX A: SCOPE AND METHODOLOGY

We performed certain procedures at the Governor’s Office of Elderly Affairs (GOEA) for the period from July 1, 2021, through June 30, 2023. Our objective was to evaluate certain controls GOEA 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 the GOEA’s Annual Fiscal Reports, and accordingly, we do not express an opinion on those reports. The GOEA’s accounts are an integral part of the state of Louisiana’s financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

- We evaluated GOEA’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 GOEA.
- Based on the documentation of GOEA’s controls and our understanding of related laws and regulations, and results of our analytical procedures, we performed procedures relating to fuel card access, payroll and personnel, purchasing card expenses, state fund allocation to senior centers, and travel expenses.
- We compared the most current and prior-year financial activity using GOEA’s Annual Fiscal Reports and/or system-generated reports to identify trends and obtained explanations from GOEA’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 GOEA, and not to provide an opinion on the effectiveness of GOEA’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.