

STATE POLICE COMMISSION
STATE OF LOUISIANA



FINANCIAL AUDIT SERVICES
PROCEDURAL REPORT
ISSUED APRIL 1, 2020

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Louisiana Legislative Auditor

Daryl G. Purpera, CPA, CFE

State Police Commission



April 2020

Audit Control # 80200043

Introduction

The primary purpose of our procedures at the State Police Commission (Commission) was to evaluate certain controls that the Commission uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and to provide accountability over public funds.

Results of Our Procedures

We evaluated the Commission'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 the Commission's controls and our understanding of related laws and regulations, we performed procedures on selected controls and transactions relating to LaCarte purchasing cards, travel expenditures, contracts, and payroll. We also reviewed the Commission's compliance with certain state laws, including commissioner appointments.

LaCarte Purchasing Cards

The Commission has one purchasing card, which is used by the Program Manager for office supplies and other small purchases. We analyzed credit card transactions for the period July 1, 2018, through December 31, 2019. We traced selected credit card purchases to supporting documentation and evaluated the purpose of the purchase, compliance with laws and regulations, and proper approval. No exceptions were noted.

Travel Expenditures

Travel expenditures include administrative staff travel and reimbursement of expenses for Commission members to attend meetings. Fiscal year 2019 and fiscal year 2020 travel expenditures totaled \$8,312 through December 31, 2019. We traced selected travel reimbursements to supporting documentation and evaluated compliance with laws and regulations. No exceptions were noted.

Contracts

The Commission contracted with Taylor, Porter, Brooks, & Phillips Law Firm; Louisiana State University in Shreveport; and ProctorU, Inc., to perform legal and testing services. For fiscal years 2019 and 2020, contract and service agreement expenditures totaled \$168,010 through December 31, 2019. We traced selected contract payments to contract terms and evaluated compliance with laws and regulations. No exceptions were noted.

Payroll and Personnel

Approximately 63% of the Commission's fiscal year 2019 expenditures relate to payroll costs. Commission personnel include the Director, Program Manager, and a Test Analyst. We traced selected employees' salaries to contract terms or pay structure and evaluated controls over time and attendance records. We also reviewed selected commissioner per diem transactions to ensure payments were made in accordance with state laws. No exceptions were noted.

Other Compliance Areas

We reviewed the Commission's minutes for the fiscal period and determined the Commission met (with a quorum) regularly in accordance with the schedule planned by the Commission. No exceptions were noted.

We accessed the "entity name" online information included in the Division of Administration's boards and commissions database and determined that the Commission submitted board meeting notices and minutes, as available, for all Commission meetings to date during fiscal years 2019 and 2020. In addition, we obtained the budget information for fiscal year 2020 and determined that the information agreed with the budget information contained in the database. No exceptions were noted.

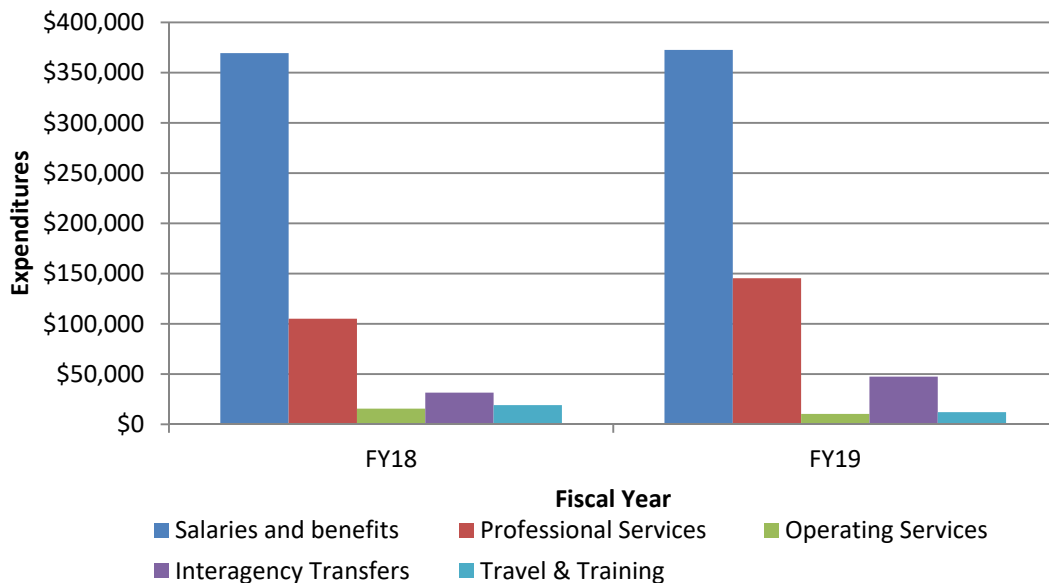
We also reviewed commissioner appointments made during the fiscal period to ensure that state policies, procedures, and relevant laws were followed. No exceptions were noted.

Comparison of Activity between Years

We compared the most current and prior-year financial activity using the Commission’s general ledger and other system generated reports to identify trends and obtained explanations from management for any significant variances that could potentially indicate areas of risk. Management provided reasonable explanations for all significant variances. As shown in Exhibit 1, fiscal year 2019 professional service expenditures and interagency transfers increased slightly as a result of an increase in rates for legal services and monthly rental payments for office space in the Louisiana Department of Agriculture and Forestry building.

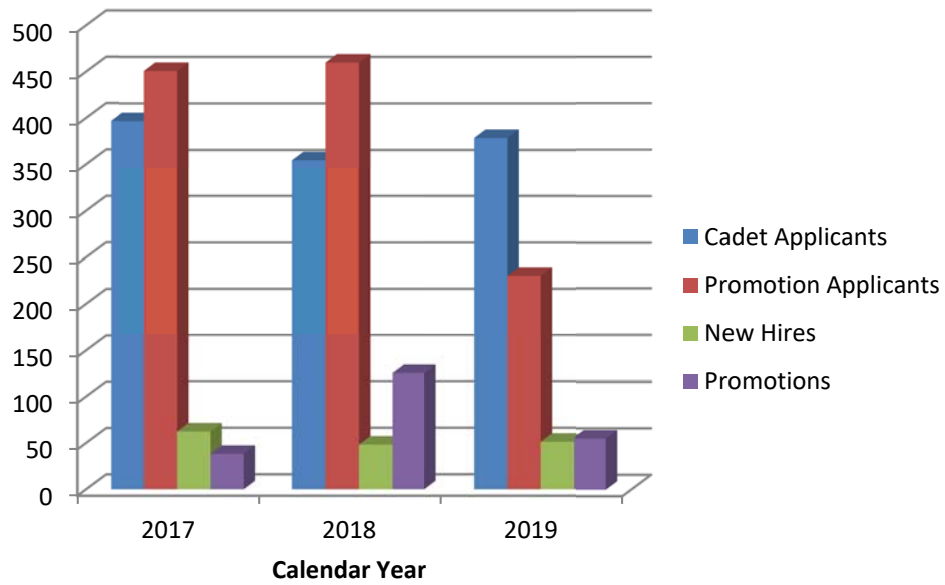
Since January 2017, the Commission has administered testing for 1,131 new cadet applicants and 1,141 applicants for promotion, as shown by year in Exhibit 2. During that time period, there were 161 new hires and 218 promotions of officers within the Louisiana State Police. During calendar year 2018, there were a large number of officer retirements, which created additional promotional opportunities. Subsequently, there were fewer retirements in calendar year 2019, which resulted in a decrease in promotional applicants.

**Exhibit 1
Expenditures by Fiscal Year**



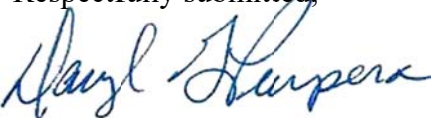
Source: Commission’s General Ledger

Exhibit 2
Applicants, New Hires, and Promotions, by Year



Source: Commission-generated reports

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

Respectfully submitted,

 Daryl G. Purpera, CPA, CFE
 Legislative Auditor

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APPENDIX A: SCOPE AND METHODOLOGY

We performed certain procedures at the State Police Commission (Commission) for the period from July 1, 2018, through March 9, 2020. Our objective was to evaluate certain internal controls the Commission uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and to provide 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 Commission's Annual Fiscal Reports, and accordingly, we do not express opinions on those reports. The Commission's accounts are an integral part of the state of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

- We evaluated the Commission's operations and system of internal control through inquiry, observation, and review of its policies and procedures, including a review of the laws and regulations applicable to the Commission.
- Based on the documentation of the Commission's controls and our understanding of related laws and regulations, we performed procedures on selected controls and transactions relating to LaCarte purchasing cards, travel expenditures, contracts, and payroll. We also reviewed the Commission's compliance with certain state laws, including commissioner appointments.
- We compared the most current- and prior-year financial activity using the Commission's general ledger and other system generated reports and obtained explanations from the Commission'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 the Commission, and not to provide an opinion on the effectiveness of the Commission'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.