

TEACHERS' RETIREMENT SYSTEM OF LOUISIANA

AGREED UPON PROCEDURES

JUNE 30, 2018

TEACHERS' RETIREMENT SYSTEM OF LOUISIANA  
AGREED UPON PROCEDURES

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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED UPON PROCEDURES  
(ST. TAMMANY PARISH SCHOOL BOARD)

September 21, 2018

Board of Trustees  
Teachers' Retirement System of Louisiana  
Baton Rouge, Louisiana

We have applied the procedures enumerated below which were agreed to by the Teachers' Retirement System of Louisiana (the System), solely to assist you with respect to evaluating the completeness and accuracy of the census data records of St. Tammany Parish School Board for the year ended June 30, 2018. The Teachers' Retirement System of Louisiana's management is responsible for the completeness and accuracy of the census data. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. We reviewed the applicable revised statutes to obtain an understanding of the contribution rates for employee and employer, the eligible compensation on which contributions are based and the eligibility criteria for membership in the System.

We applied the procedure above, documenting the laws surrounding membership eligibility, eligible compensation, employer contribution rates, and employee contribution rates.

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- 2) We obtained an understanding of the processes and controls used by the System to support the completeness and accuracy of the census data that is provided to the actuary. We also obtained an understanding of the processes and controls over the significant elements of census data at the St. Tammany Parish School Board and determined the extent of testing required.

We applied the procedure above, documenting the processes and controls surrounding the census data process of the System and the St. Tammany Parish School Board.

- 3) We obtained the latest available monthly employer payroll journal and agreed contribution wages and employee/employer contributions to the monthly contribution remittance report.

No findings were noted as a result of applying the procedure above.

- 4) We performed the following procedures on the St. Tammany Parish School Board's payroll and personnel records for a representative sample of employees:

- a. Determined the employee was eligible for participation in the System;
- b. Agreed hours worked per the payroll journal to a time card or time sheet;
- c. Agreed pay rate per the payroll journal to authorized pay rate in the personnel file;
- d. Re-computed wages based on hours worked, authorized pay rate, and eligible compensation based on revised statutes;
- e. Re-computed employee and employer contributions based on eligible wages;
- f. Agreed re-computed employee eligible wages and the corresponding employee/employer contributions to the remittance report submitted to the System.

No findings were noted as a result of applying the procedure above.

- 5) We obtained a schedule of employees who were not contributing to the System and scanned for employees who appeared to be eligible and were not enrolled. On a sample basis, we ensured that these employees were properly not enrolled in the System, based on the relevant rules, laws, and regulations of the System.

No findings were noted as a result of applying the procedure above.

- 6) We obtained the following relevant demographic data for a sample of eligible employees, from the St. Tammany Parish School Board personnel files, and agreed to the System's records and data provided to the actuary.

- a. Birth date
- b. Gender
- c. Hire date

Upon applying the procedure above, we noted seven members whose hire date per the St. Tammany Parish School Board's personnel file did not agree to the System's records. For two of these members, the hire date did not agree to the actuary's data files.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the participant data. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Teachers' Retirement System of Louisiana and is not intended to be and should not be used by anyone other than those specified parties.

*Duplantier, Hrapmann, Hogan & Maher, LLP*

New Orleans, Louisiana



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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED UPON PROCEDURES  
(UNIVERSITY OF NEW ORLEANS)

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September 21, 2018

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Board of Trustees  
Teachers' Retirement System of Louisiana  
Baton Rouge, Louisiana

Michael J. O'Rourke, CPA  
David A. Burgard, CPA  
Clifford J. Giffin, Jr., CPA

We have applied the procedures enumerated below which were agreed to by the Teachers' Retirement System of Louisiana (the System), solely to assist you with respect to evaluating the completeness and accuracy of the census data records of the University of New Orleans for the year ended June 30, 2018. The Teachers' Retirement System of Louisiana's management is responsible for the completeness and accuracy of the census data. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

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Our procedures and findings are as follows:

1. We reviewed the applicable revised statutes to obtain an understanding of the contribution rates for employee and employer, the eligible compensation on which contributions are based and the eligibility criteria for membership in the System.

We applied the procedure above, documenting the laws surrounding membership eligibility, eligible compensation, employer contribution rates, and employee contribution rates.

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- 2) We obtained an understanding of the processes and controls used by the System to support the completeness and accuracy of the census data that is provided to the actuary. We also obtained an understanding of the processes and controls over the significant elements of census data at the University of New Orleans and determined the extent of testing required.

We applied the procedure above, documenting the processes and controls surrounding the census data process of the System and the University of New Orleans.

- 3) We obtained the latest available monthly employer payroll journal and agreed contribution wages and employee/employer contributions to the monthly contribution remittance report.

No findings were noted as a result of applying the procedure above.

- 4) We performed the following procedures on the University of New Orleans' payroll and personnel records for a representative sample of employees:
  - a. Determined the employee was eligible for participation in the System;
  - b. Agreed hours worked per the payroll journal to a time card or time sheet;
  - c. Agreed pay rate per the payroll journal to authorized pay rate in the personnel file;
  - d. Re-computed wages based on hours worked, authorized pay rate, and eligible compensation based on revised statutes;
  - e. Re-computed employee and employer contributions based on eligible wages;
  - f. Agreed re-computed employee eligible wages and the corresponding employee/employer contributions to the remittance report submitted to the System.

No findings were noted as a result of applying the procedure above.

- 5) We obtained a schedule of employees who were not contributing to the System and scanned for employees who appeared to be eligible and were not enrolled. On a sample basis, we ensured that these employees were properly not enrolled in the System, based on the relevant rules, laws, and regulations of the System.

No findings were noted as a result of applying the procedure above.

- 6) We obtained the following relevant demographic data for a sample of eligible employees, from the University of New Orleans' personnel files, and agreed to the System's records and data provided to the actuary.
  - a. Birth date
  - b. Gender
  - c. Hire date

Upon applying the procedures above, we noted one member whose date of birth per the University of New Orleans' personnel files did not agree to the System's records and the actuary's data files.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the participant data. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Teachers' Retirement System of Louisiana and is not intended to be and should not be used by anyone other than those specified parties.

*Duplantier, Hrapmann, Hogan & Maher, LLP*

New Orleans, Louisiana



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INDEPENDENT ACCOUNTANT'S REPORT  
ON APPLYING AGREED UPON PROCEDURES  
(TERREBONNE PARISH SCHOOL BOARD)

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Board of Trustees  
Teachers' Retirement System of Louisiana  
Baton Rouge, Louisiana

We have applied the procedures enumerated below which were agreed to by the Teachers' Retirement System of Louisiana (the System), solely to assist you with respect to evaluating the completeness and accuracy of the census data records of the Terrebonne Parish School Board for the year ended June 30, 2018. The Teachers' Retirement System of Louisiana's management is responsible for the completeness and accuracy of the census data. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the Governmental Accounting Standards Board. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

- 1) We reviewed the applicable revised statutes to obtain an understanding of the contribution rates for employee and employer, the eligible compensation on which contributions are based and the eligibility criteria for membership in the System.

We applied the procedure above, documenting the laws surrounding membership eligibility, eligible compensation, employer contribution rates, and employee contribution rates.

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- 2) We obtained an understanding of the processes and controls used by the System to support the completeness and accuracy of the census data that is provided to the actuary. We also obtained an understanding of the processes and controls over the significant elements of census data at the Terrebonne Parish School Board to determine the extent of testing required.

We applied the procedure above, documenting the processes and controls surrounding the census data process of the System and the Terrebonne Parish School Board.

- 3) We obtained the latest available monthly employer payroll journal and agreed contribution wages, employee/employer contributions to monthly contribution remittance report.

No findings were noted as a result of applying the procedure above.

- 4) We performed the following procedures on the Terrebonne Parish School Board's payroll and personnel records for a representative sample of employees:

- a. Determined the employee was eligible for participation in the System;
- b. Agreed hours worked per the payroll journal to a time card or time sheet;
- c. Agreed pay rate per the payroll journal to authorized pay rate in the personnel file;
- d. Re-computed wages based on hours worked, authorized pay rate, and eligible compensation based on revised statutes;
- e. Re-computed employee and employer contributions based on eligible wages;
- f. Agreed re-computed employee eligible wages and the corresponding employee/ employer contributions to the remittance report submitted to the System.

No findings were noted as a result of applying the procedure above.

- 5) We obtained a schedule of employees who were not contributing to the System and scanned for employees who appeared to be eligible and were not enrolled. On a sample basis, we ensured that these employees were properly not enrolled in the System, based on the relevant rules, laws, and regulations of the System.

No findings were noted as a result of applying the procedure above.

- 6) We obtained the following relevant demographic data for a sample of eligible employees, from Terrebonne Parish School Board personnel files, and agreed to the System's records and data provided to the actuary.

- a. Birth date
- b. Gender
- c. Hire date

Upon applying the procedures above, we noted one member whose gender per the Terrebonne Parish School Board's personnel file and the System's records did not agree to the actuary's data files.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the participant data. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Teachers' Retirement System of Louisiana and is not intended to be and should not be used by anyone other than those specified parties.

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