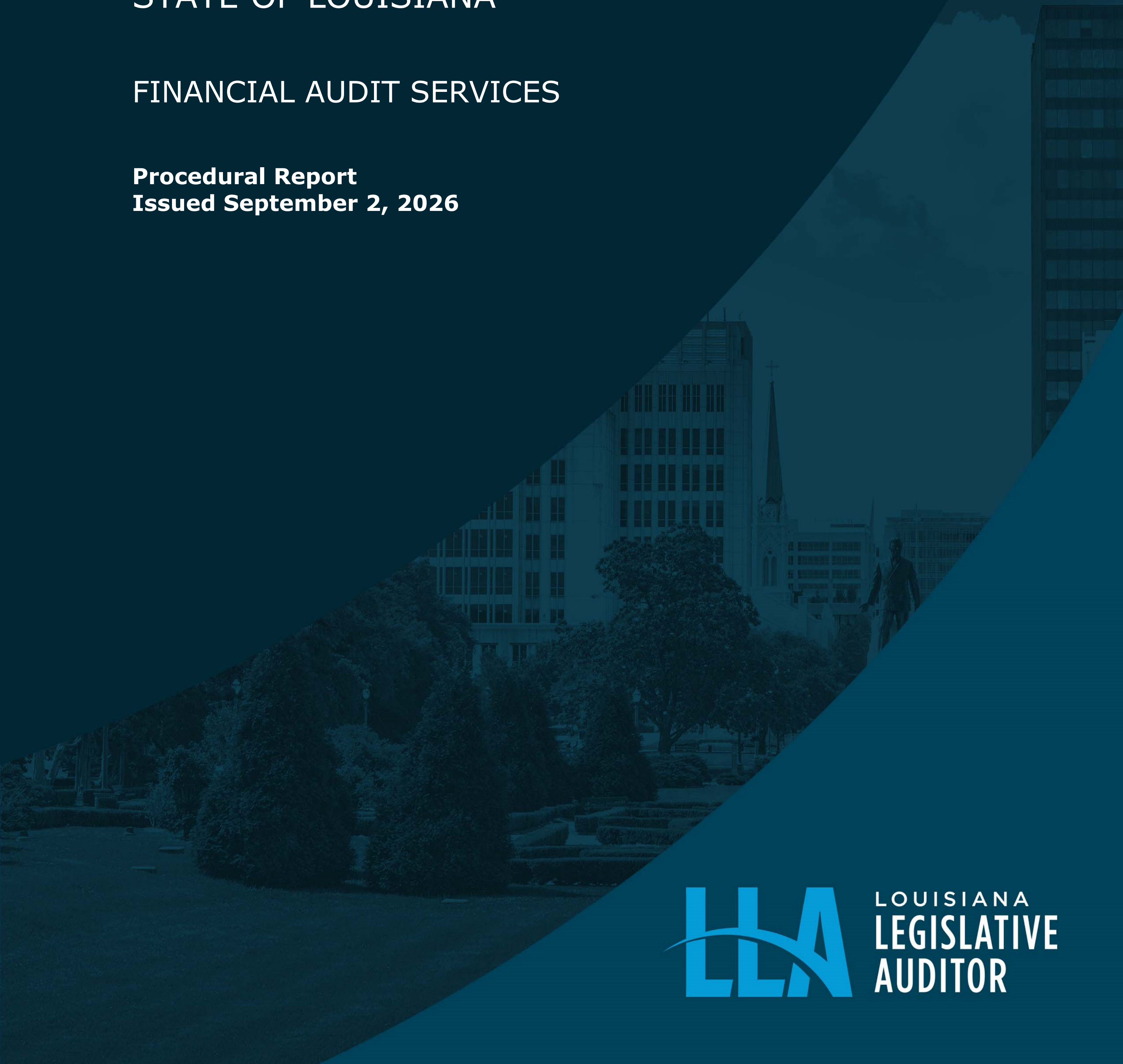
OFFICE OF LIEUTENANT GOVERNOR AND DEPARTMENT OF CULTURE, RECREATION, AND TOURISM

STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

Procedural Report
Issued September 2, 2026



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Louisiana Legislative Auditor
Michael J. "Mike" Waguespack, CPA

Office of Lieutenant Governor and Department of Culture, Recreation, and Tourism

September 2026

Audit Control # 80260018

Introduction

The primary purpose of our procedures at the Office of Lieutenant Governor (OLG) and the Department of Culture, Recreation, and Tourism (CRT) was to evaluate certain controls OLG/CRT 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 finding reported in the prior report.

Results of Our Procedures

We evaluated OLG/CRT'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 OLG/CRT's controls and our understanding of related laws and regulations, and the results of our analytical procedures, we performed procedures relating to the William R. Irby Trust, Office of State Museum admission fees, payroll and personnel, travel expenditures, internal audit activities, and contracts.

Based on the results of these procedures, we reported findings related to Control Weaknesses and Noncompliance Related to the William R. Irby Trust Expenditures, Apartment Use, and Budget Approval; Untimely Billings and Deposits of Museum Admission Fees; Weakness in Controls over Travel Expenditures; and Ineffective Internal Audit Function, as described in the Current-Report Findings section of the report.

Follow-up on Prior-report Finding

We reviewed the status of the prior-report finding in OLG/CRT's procedural report dated September 4, 2024. The prior-report finding related to Control Weaknesses over William R. Irby Trust Expenditures and Noncompliance Related to Apartment Use and Budget Approval has not been resolved and is addressed again in this report.

Current-report Findings

Control Weaknesses and Noncompliance Related to William R. Irby Trust Expenditures, Apartment Use, and Budget Approval

For the fifth consecutive engagement, our procedures identified weaknesses relating to the administration of the William R. Irby Trust (Trust). CRT's Office of State Museum, also referred to as the Louisiana State Museum (LSM), does not have adequate policies or internal controls as it relates to maintaining sufficient documentation to demonstrate that guest stays in the apartment designated by the Trust for museum-related purposes provided a tangible, direct benefit to the LSM and did not violate the Louisiana Constitution. The consequences of possible breaches of the Trust over the use of the apartment are not determinable absent legal action. LSM also did not ensure prior approval was obtained for all purchases made with funds dedicated through the Trust and did not maintain proper evidence to support approval of the annual budget. Failure to follow established policies and procedures for the expenditure of funds dedicated by the Trust and for budget authorization increases the risks that unauthorized and/or improper purchases could be made or made in excess of the LSM Board of Directors' (Board) intentions.

We requested documentation for all apartment guest stays from July 2024 through February 2026. Based on the information provided by LSM, 15 (23.8%) of the 63 total apartment guest stays were not supported by adequate documentation evidencing proper approvals for the entirety of the stay. For four of the stays, the dates on the approval log did not agree to the dates on the related booking calendar. The other 11 stays were documented on the calendar but were not included on the approval log.

In addition, LSM did not maintain sufficient documentation as evidence that any of the stays provided a tangible, direct benefit to the LSM, were consistent with the public purposes that LSM, OLG, and CRT are legally authorized to pursue, or were for museum-related purposes. For the 11 stays noted above that were not included on the approval log, no purpose for the stay was documented. For the remaining 52 stays, the documented purpose descriptions were limited and not adequate to support proper use of the apartment. While some of the descriptions implied there was a benefit to the museum, such as "museum consultant," no other information was provided to support the purpose of the stay. In the prior engagement, documented reasons for similar purposes included the exhibit or event that the guest was taking part in. Some stays on the current log included a purpose of "fundraiser fulfillment." Lacking any additional information, it's unclear if the fundraiser was in support of a state museum or for other purposes. Without additional information, LSM cannot support that the stay met the requirements of the Trust or that the stay did not violate the Louisiana Constitution regarding donation of public funds. After we provided our finding to CRT, management responded with some additional information for 8 of the 52 stays in question to demonstrate an authorized purpose.

We also reviewed 30 Trust expenditures occurring between July 1, 2024, and January 28, 2026, and identified two expenditures (6.7%) that lacked evidence of appropriate authorization. The two expenditure transactions were made without obtaining proper approvals for the purchases.

In addition, LSM did not maintain sufficient supporting documentation that the Trust's fiscal year 2025 budget was approved by the Board prior to the start of the fiscal year, as was required by LSM policy.

Mr. William Ratcliffe Irby, in his 1926 will, bequeathed the Lower Pontalba Building located in New Orleans to LSM, requiring that the property and all revenues derived from the property be used for the preservation of the public landmark and for the purpose of the LSM. The Lower Pontalba Building consists of 28 residential apartment units and 12 commercial units. The Board, as trustee for the building, designated one of the residential apartments for LSM to use for museum-related purposes. LSM is responsible for the management, operation, and maintenance of the building. The LSM's policy designates the LSM director or her designee as the person with control and approval authority for use of the apartment and requires a log be maintained showing the name of the guest, purpose for the visit, and arrival and departure time. The log of guest stays provided included a documented purpose for each stay; however, the documented purpose was not adequate to support a tangible, direct museum-related purpose.

The Attorney General has consistently opined that the purpose for which an entity uses the property must be within its specific authority when considering application of Article 7, Section 14 of the Louisiana Constitution, which prohibits funds, credit, property, or things of value of the state to be loaned, pledged, or donated to or for any person, association, or corporation, public or private.

Additionally, LSM policy requires prior authorization for all Trust purchases, except for emergency purchases which must be approved via email and requires that system approval be requested no later than the next business day. LSM did not consistently ensure proper approvals were obtained for Trust expenditures.

We recommend the Board, as trustee for the property, consider revising the policies to ensure sufficient documentation supporting the use of the apartment is maintained and that the apartment use is limited to only those purposes with a tangible, direct benefit to LSM. In addition, LSM should ensure proper approvals are obtained for expenditures of the Trust in accordance with the established policies and procedures. We also recommend that the Board maintain sufficient oversight over the establishment of the annual Trust budget, evidenced by proper approval prior to the start of the fiscal year. Management partially concurred with the finding and provided a corrective action plan for portions of the finding (see Appendix A, pages 1-2).

Additional Comments: Management did not concur with apartment guest stays not being supported with adequate approval documentation. Management's response states that "the Director's acceptance of a calendar request constituted approval of a stay to allow for more timely documentation." However, the copy of the calendar provided to the auditors had been redacted to remove all relevant descriptive information regarding guest stays and did not provide evidence that the Director had accepted any of the stays contained in the calendar. Additionally, during our procedures, management represented to us that the apartment log served "as the official record of authorization" and that "inclusion on the log itself constitutes proper, documented approval" for guest stays. This representation served as the basis for our review of proper approvals. Management's response also references PPM I-14 as the relevant policy for the apartment; however, during our procedures management referred us to PPM I-2. PPM I-2 states "The LSM Director shall maintain a log which shall be used to schedule approved uses of the Irby apartment."

Management's response also states they "…continue to respectfully disagree with the LLA's conclusions in regard to use of the Irby Apartment." They indicate LSM receives direct support from various functions, services, and resources of CRT, and that this exchange and coordination between the agencies benefits all. Management's response also states that the LSM Board has dedicated the use of the apartment for LSM and public and museum-related activities. Additionally, CRT's PPM I-2 states "Examples of allowable uses include providing accommodations for experts, speakers, job applicants, contractors, staff and LSM Board members while attending meetings or engaged in their official duties and providing a venue for meetings and events." Per the Irby Trust, the use of the apartment may only be for the preservation of the property or to benefit LSM. As noted in the examples included in the finding above, CRT provided a very limited description of the purpose for each stay contained on the log.

CRT's representations, along with the limited information provided, served as the basis for the conclusions and recommendations contained in the finding. While management's response notes "there is no corrective action planned for approvals," we recommend CRT establish a formal policy to describe the process for approval of apartment stays and to require clearly-documented evidence of such approvals. Additionally, we maintain that CRT should consider the other recommendations to improve documented support that stays in the apartment met the allowed uses of the property as described in the Trust.

Untimely Billings and Deposits of Museum Admission Fees

The Office of State Museum (OSM) did not ensure that admission fees for the Wedell-Williams Aviation and Cypress Sawmill Museum (Museum) were billed and deposited timely. Since December 2013, the Wedell-Williams Memorial Foundation (Foundation) agreed to the pay the costs of admission fees so that admissions to the Museum could remain free to the public. Failure to timely bill the Foundation for admission fees results in noncompliance with the terms and conditions of the agreement and could be grounds for the Foundation to terminate the agreement. Failure to timely deposit checks with the State Treasurer results in noncompliance with State law and places those receipts at risk of loss due to theft or misuse.

Based on our review of the 21 monthly billings of admission fees to the Foundation from July 1, 2024, through March 31, 2026, we observed the following:

- Nine months (43%) of admission fees reviewed were not billed by OSM to the Foundation until between 26 to 195 days after the prior month-end.

- For three months (14%) of admission fees reviewed, OSM did not provide documentation showing that admission fees were billed to the Foundation.

Based on our review of the nine deposits of admission fees received from the Foundation between July 1, 2024, through March 31, 2026, we observed the following:

- One deposit (11%) of admission fees received from the Foundation was deposited one day after the required date.

- For one deposit (11%) of admission fees reviewed, OSM did not provide documentation showing that the payment received from the foundation was deposited timely.

- For four months (44%) of admission fees reviewed, OSM did not provide documentation showing that a deposit was made.

OSM agreed, through a Cooperative Endeavor Agreement with the Foundation, to submit an invoice to the Foundation for the amount due for the previous month's visitation no later than the 15th of each month. Additionally, Louisiana Revised Statute 49:308 requires money received by a state agency to be deposited immediately upon receipt, understood to mean within 24 hours, in the State Treasury. OSM has a Cash Management Review Board-approved exemption to this rule that requires all receipts not exceeding $1,000 be deposited on Monday, Wednesday, and Friday of each week (within two business days). OSM did not have adequate internal controls in place to ensure timely billing of admission fees to the Foundation and deposits of those fees received from the Foundation.

OSM should implement internal controls to ensure all admission fees are billed to the Foundation, and funds are deposited with the State Treasurer in accordance with the required time frames. Management concurred with the finding and provided a corrective action plan (see Appendix A, page 3).

Weakness in Controls over Travel Expenditures

OLG/CRT did not have adequate controls in place to ensure compliance with relevant travel policies, which increases the risk of fraudulent or unauthorized expenditures.

Based on our review of 27 travel expenditures for the period of July 1, 2024, to February 24, 2026, we identified seven instances of noncompliance with relevant policies in six (22%) transactions, as follows:

- Two lodging expenditures included amounts that exceeded those allowed by state travel policy without approval from the Commissioner of Administration.

- Three expenditures included amounts that exceeded those allowed by state travel policy related to lodging and transportation.

- Two expenditures were not signed off in WORKS, the Bank of America online banking system, timely by the controlled billed account (CBA) cardholder.

The State of Louisiana Policy and Procedure Memorandum (PPM) No. 49 requires prior approval from the Commissioner of Administration for payment of a daily lodging rate that exceeds the standard allowed rate and does not allow for state sales tax to be charged for lodging expenditures. Additionally, PPM No. 49 specifies the types of transportation charges allowed based on the number of passengers and the amount of allowable tips available for reimbursement. OLG/CRT's policy requires CBA cardholders to sign off on their transactions in WORKS within seven days after the transaction has been posted. Good internal controls should include an adequate review to ensure compliance with policies and procedures prior to payment of related expenditures. During the period reviewed, OLG/CRT did not have an effective review to ensure compliance with policies and procedures for travel-related expenditures prior to payment.

OLG/CRT management should ensure adequate monitoring of travel expenditures for compliance with established policies and procedures. Management concurred with the finding and provided a corrective action plan (see Appendix A, page 4).

Ineffective Internal Audit Function

OLG/CRT did not have an effective internal audit function and did not fully comply with the Institute of Internal Auditors' *Global Internal Audit Standards* (IIA Standards), increasing the risk that OLG/CRT's internal control processes will not be effective or efficient.

During the two fiscal years ended June 30, 2026, OLG/CRT's internal audit function did not issue any internal audit reports, even though multiple engagements were approved and expected to be worked on throughout fiscal year 2025, and four engagements were outlined with allocated audit hours in fiscal year 2026. In addition, OLG/CRT did not provide evidence of approval of the fiscal year 2026 Internal Audit Plan, resulting in noncompliance with internal policies and IIA Standards.

An agency that has an appropriation in the general appropriation bill of $30 million or more is required by Louisiana Revised Statute 36:8.2 to have an internal audit function that adheres to the IIA Standards. Considering OLG/CRT was appropriated more than $150 million in both fiscal years 2025 and 2026, an effective internal audit function is important to ensure that OLG/CRT's assets are safeguarded and management's policies and procedures are uniformly applied.

The IIA Standards require the internal auditor to establish a risk-based plan to determine the priorities of the internal audit activity, communicate the plan to senior management for review and approval, and ensure that internal audit resources are effectively used to achieve the approved plan. OLG/CRT encountered personnel changes in the Internal Auditor position approximately midway through the two fiscal years reviewed. The current Internal Auditor expressed that most of his time during fiscal year 2026 was spent addressing one area outlined in the internal audit plan, leaving little time to achieve the remaining plan objectives.

Management should ensure that the internal audit function has sufficient resources to perform the activities outlined within the approved annual audit plan and internal audit should ensure full adherence to the IIA Standards. Management concurred with the finding and provided a corrective action plan (see Appendix A, pages 5-6).

Trend Analysis

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

Other Reports

On May 11, 2026, a report was issued by Louisiana Legislative Auditor's (LLA) Performance Audit Services to follow up on the implementation status of recommendations made to CRT's Louisiana Office of Tourism. 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

CSC:CST:BH:BQD:aa

OLG/CRT2026

APPENDIX A: MANAGEMENT'S RESPONSES

Billy Nungesser
Lieutenant Governor

Office of the Lieutenant Governor
Department of Culture, Recreation & Tourism
Office of State Museum

Rebecca Mackie
Assistant Secretary

August 24, 2026

Michael J. "Mike" Waguespack, CPA
Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 70804-9397

Re: Control Weaknesses and Noncompliance Related to William R. Irby Trust Expenditures, Apartment Use, and Budget Approval

Dear Mr. Waguespack,

As per your staff's request on August 18, 2026, please accept this letter as our official response to the LLA's audit finding titled "Control Weaknesses and Noncompliance Related to William R. Irby Trust Expenditures, Apartment Use, and Budget Approval."

We concur in part with the finding and recommendation on proper approvals for apartment stays. You requested documentation for all apartment guest stays from July 2024 through February 2026. The stay from 7/4/2024 through 7/8/2024 predates the current administration and the current use of calendar approvals by the Director, and we concur that documentation is lacking. However, we do not concur with the finding that apartment guest stays were not supported by adequate documentation evidencing proper approvals for the remainder of the dates. Prior to November 22, 2024, when the next finding referenced in the auditor's log is noted, the Director instituted a procedure whereby the Director's acceptance of a calendar request constituted approval of a stay to allow for more timely documentation. Consequently, any calendar entry that was accepted by the Director was approved. The auditor references the approval log; however approval was not made through a log entry, and PPM I-14 of the Irby Policy & Procedure Manual does not reference the log as an approval log. With this procedure in place, there is no corrective action planned for approvals, though a corrective action plan for improved documentation is noted later in this response.

We continue to respectfully disagree with the LLA's conclusions in regard to the use of the Irby Apartment and do not concur with the findings and recommendations related to serving a museum purpose. Consequently, no corrective action is planned. The Louisiana State Museum (LSM) is an entity within the Department of Culture, Recreation and Tourism (DCRT). The LSM receives direct support from various functions, services, and resources of DCRT, including significant funding for its operations; marketing, advertising, and communications services; as well as administrative services such as human resources, accounting, and legal. The exchange and coordination between the various agencies that make up DCRT benefit all. We do not concur with the suggestion that only 8 of the stays demonstrate an authorized purpose. Apartment use that supports cultural tourism initiatives should not be included in the auditor's number of stays that were not for museum purposes. In addition, the calendar indicates the apartment was approved to be offline for maintenance on December 19, 2025, yet this calendar entry was counted in the auditor's number of stays that were not for museum related purposes. Similarly, stays for DCRT employees who oversee capital maintenance projects of LSM properties and are domiciled outside of New Orleans were included in the auditor's number of stays that were not for museum related purposes.

We concur with the finding that there was one residual fundraising related apartment stay authorized prior to the current administration which could not be associated with a direct museum purpose and that there were stays on the log that had been cancelled on the calendar but not on the log. Corrective action to improve documentation for cancelled stays will be addressed by Deputy Assistant Secretary Cody Scallions through regular reconciliations between the calendar and the log with a completion date of October 31, 2026.

We do not concur with the reference that "The Board, as trustee for the building, designated one of the residential apartments for LSM to use for museum-related purposes." PPM I-14 indicates that the Irby apartment in the Lower Pontalba Building, located at 535 St. Ann Street, second floor, was removed from commerce by the Board of Directors of the Louisiana State Museum on September 16, 2019 for the exclusive use of the Museum to provide accommodations for public and museum-related activities.

We concur with the finding that identified two of thirty expenditures that lacked evidence of appropriate authorization. A supervisor inadvertently denied 2 of 12 monthly invoices for a software subscription, and he has been retrained on proper procedures. The employee, who assumed these duties upon the departure of another employee, has been retrained to enter annual subscriptions as one OnBase request, and additional corrective action to include refresher training for this employee will be completed by September 30, 2026 by Deputy Assistant Secretary Cody Scallions.

We concur that under a prior administration, LSM did not maintain sufficient supporting documentation that the Trust's fiscal year 2025 budget was approved by the Board prior to the start of the fiscal year. The Trust's fiscal year 2026 and fiscal year 2027 budgets were both approved by the Board prior to the start of the fiscal year.

We thank the LLA for its efforts to evaluate the Irby Trust and for the opportunity to address its findings and recommendations to improve accountability and operations. If we can be of any further assistance, please do not hesitate to contact our office.

Respectfully submitted,

Rebecca Mackie

Rebecca Mackie
Director and Assistant Secretary
Louisiana State Museum

BILLY NUNGESSER
LIEUTENANT GOVERNOR

OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF STATE MUSEUM

REBECCA MACKIE
ASSISTANT SECRETARY

July 28, 2026

Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
Post Office Box 94397
Baton Rouge, Louisiana 70804

Re: Untimely Billings and Deposits of Museum Admission Fees

Dear Mr. Waguespack:

Please accept this letter as our official response to the LLA's audit finding titled "Untimely Billings and Deposits of Museum Admission Fees." We concur with this finding and are implementing corrective actions to address this issue.

Corrective action is currently underway to improve procedures for billing and depositing museum admission fees. This includes development of a desk manual for this function, cross-training additional staff to perform it, and reinforcing the billing and deposit timeframes established under the agreement and OSM's Cash Management Review Board exemption, so that responsibilities transfer properly in the event of staff turnover, absences, or other transitions, and timeliness improves overall.

Anticipated Completion Date: **January 2027**
Person Responsible for Corrective Action: **Amanda Smith, Administrative Program Director**

We thank the LLA for its efforts to evaluate OSM's compliance with these requirements. If we can be of further assistance, please do not hesitate to contact our office.

Sincerely,

Rebecca A. Mackie
Assistant Secretary & Director
Office of State Museum

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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

BILLY NUNGESSER
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NANCY WATKINS
UNDERSECRETARY

July 28, 2026

Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
Post Office Box 94397
Baton Rouge, Louisiana 70804

Re: Weakness in Controls over Travel Expenditures

Dear Mr. Waguespack:

Please accept this letter as our official response to the LLA's audit finding titled "Weakness in Controls over Travel Expenditures." We concur with this finding and are implementing corrective actions to address this issue.

The FY 2026-2027 travel policy has been distributed to each CRT agency. A follow-up communication addressing the specific exceptions noted in this audit, including the CBA sign-off timing requirement, will also be sent. Approvers at the office level will be reminded of all travel policy nuances, specifically Commissioner of Administration approval requirements.

Anticipated Completion Date: **September 1, 2026**
Person Responsible for Corrective Action: **Nancy Watkins, Undersecretary**

We appreciate the LLA's continued assistance to OLG/CRT across this and prior engagements. That partnership has been invaluable as we work to strengthen our travel expenditure controls, and we are encouraged that the exceptions identified in this cycle amounted to less than $200. If we can be of further assistance, please do not hesitate to contact our office.

Sincerely,

Nancy Watkins

Nancy Watkins
Undersecretary
Department of Culture, Recreation and Tourism

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Office of the Lieutenant Governor
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August 7, 2026

Michael J. "Mike" Waguespack, CPA
Louisiana Legislative Auditor
Post Office Box 94397
Baton Rouge, Louisiana 70804-9397

Re: Ineffective Internal Audit Function

Dear Mr. Waguespack:

Please accept this letter as our official response to the LLA's audit finding titled "Ineffective Internal Audit Function." We concur with this finding and have started the process to implement corrective actions to ensure our internal audit function operates in full compliance with the Global Internal Audit Standards issued by the Institute of Internal Auditors (IIA) and has sufficient resources to perform the activities outlined within the approved annual audit plan.

For additional context, during the period reviewed, the Internal Auditor position was vacant from approximately December 2024 through May 2025, which limited the function's capacity to complete the engagements outlined in the approved fiscal year 2025 Internal Audit Plan. Once the position was filled, the current Internal Auditor spent the majority of fiscal year 2026 following up on 11 findings and 23 recommendations identified in LLA Performance Audit Services' audits of the Office of State Museum and the Office of Tourism. This work included compiling and submitting supporting documentation, such as board meeting minutes, reviewing policy revisions, and other corroborating records, to substantiate the agency's reported implementation status for each recommendation.

In addition, per LLA's Implementation Status of Recommendations from Select Performance Audits Issued During Fiscal Year 2023 (Audit Control # 40250019, issued May 2026), we are pleased to report that the Louisiana Department of Culture, Recreation and Tourism (CRT) addressed those 11 findings and their 23 associated recommendations, of which 65.2% were cleared as fully implemented and 95.7% were implemented or in progress.

The Internal Auditor has also served as the main point of contact for, and coordinated CRT's participation in, this financial audit since January 2026. Combined with the fiscal year 2026 performance-audit follow-up work described above, this left the Internal Auditor with limited time to complete the remaining engagements outlined in the fiscal year 2026 Internal Audit Plan, resulting in no formal internal audit reports being issued.

In regard to ensuring that internal audit maintains full adherence to the IIA Standards, we are happy to report that the fiscal year 2027 Internal Audit Plan has been approved by senior management, and internal audit procedures have been updated to formally document audit plan approval going forward.

With respect to ensuring that the internal audit function has sufficient resources to perform the activities outlined within the approved annual audit plan, the agency is pleased to report that a Quality Assurance and Improvement Program (QAIP) consistent with the IIA Standards and an internal audit strategic plan that helps identify staffing needs, engagement priorities, and resource allocation aligned with the risk profile of the Office of the Lieutenant Governor (OLG)/CRT have been developed and approved. Finally, OLG/CRT is exploring options to expand internal audit function staffing from one Internal Auditor to two positions by adding a Staff Auditor, so the function can consistently complete its approved engagements going forward.

Anticipated Completion Date: **July 1, 2027**

Person Responsible for Corrective Action: **Julie Samson, Chief of Staff**

We appreciate the LLA's continued assistance to OLG/CRT across this and prior engagements. If we can be of further assistance, please do not hesitate to contact our office.

Sincerely,

Julie Samson

Julie Samson,
Chief of Staff,
Office of the Lieutenant Governor

APPENDIX B: SCOPE AND METHODOLOGY

We performed certain procedures at the Office of Lieutenant Governor (OLG) and Department of Culture, Recreation, and Tourism (CRT) for the period from July 1, 2024, through June 30, 2026. Our objective was to evaluate certain controls OLG/CRT 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 OLG/CRT's Annual Fiscal Reports, and accordingly, we do not express an opinion on those reports. The OLG/CRT's accounts are an integral part of the State of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

- We evaluated OLG/CRT'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 OLG/CRT.

- Based on the documentation of OLG/CRT's controls and our understanding of related laws and regulations, and results of our analytical procedures, we performed procedures relating to the William R. Irby Trust, Office of State Museum admission fees, payroll and personnel, travel expenditures, internal audit activities, and contracts.

- We compared the most current and prior-year financial activity using OLG/CRT's Annual Fiscal Reports and/or system-generated reports to identify trends and obtained explanations from OLG/CRT'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 OLG/CRT, and not to provide an opinion on the effectiveness of OLG/CRT'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.