

# **DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS – YOUTH SERVICES – OFFICE OF JUVENILE JUSTICE**

STATE OF LOUISIANA

FINANCIAL AUDIT SERVICES

**Procedural Report**  
**Issued May 14, 2025**

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# Louisiana Legislative Auditor

Michael J. "Mike" Waguespack, CPA



**Department of Public Safety and Corrections –  
Youth Services – Office of Juvenile Justice**

May 2025

Audit Control # 80240069

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## Introduction

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The primary purpose of our procedures at the Department of Public Safety and Corrections – Youth Services – Office of Juvenile Justice (OJJ) was to evaluate certain controls OJJ uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and accountability over public funds.

## Results of Our Procedures

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We evaluated OJJ'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 OJJ's controls and our understanding of related laws and regulations, and the results of our analytical procedures, we performed procedures relating to independent living expenditures, miscellaneous operating services expenditures, and payroll and personnel expenditures.

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### Follow-up on Prior-report Findings

We reviewed the status of the prior-report finding in OJJ's procedural report dated October 24, 2022. We determined that management has resolved the prior-report finding related to Inadequate Controls over Time and Attendance. In addition, as a part of a previous engagement, we reviewed the status of the finding reported in the OJJ management letter dated April 19, 2023, and determined that management resolved the prior-report finding on Control Weakness Related to Foster Care Billings.

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### Independent Living Expenditures

Independent living expenditures include contract payments to providers of transitional placement and family support services designed to prepare youth for independent living, reduce recidivism, and transition incarcerated youth back into the community. Expenditures totaled approximately \$4.5 million and \$2.9 million for

fiscal years 2023 and 2024 at February 29, 2024, respectively. We obtained an understanding of OJJ's controls over the awarding and payment of these contracts.

We selected independent living expenditures from July 1, 2022, through February 29, 2024, and examined supporting documentation for transactions. Based on the results of our procedures, OJJ had adequate controls in place to ensure that expenditures were in accordance with the terms of the contracts, were properly recorded, and had adequate supporting documentation.

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### **Miscellaneous Operating Services Expenditures**

Miscellaneous operating services expenditures include payments necessary for the agency's day-to-day functions. Expenditures totaled approximately \$3.9 million and \$6.2 million for fiscal years 2023 and 2024 at February 29, 2024, respectively. We obtained an understanding of OJJ's controls over these payments.

We selected miscellaneous operating services expenditures from July 1, 2022, through February 29, 2024, and examined supporting documentation for transactions. Based on the results of our procedures, OJJ had adequate controls in place to ensure that expenditures were in accordance with the terms of the contracts, were properly recorded, and had adequate supporting documentation.

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### **Payroll and Personnel Expenditures**

Salaries and related benefits comprised approximately 43% of OJJ's expenditures in fiscal year 2023 and 54% in fiscal year 2024 as of February 29, 2024. We obtained an understanding of OJJ's controls over the time and attendance function and reviewed selected employee time statements and leave records.

Based on the results of our procedures, OJJ had adequate controls in place to ensure timely review and approval of employee time statements and leave requests, employees were paid the amounts authorized, and leave taken was properly accounted for.

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### **Trend Analysis**

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

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**Other Report**

There were two reports issued by Louisiana Legislative Auditor (LLA) Performance Audit Services on March 29, 2023, and February 14, 2024 which included information related to OJJ. These reports addressed savings and expenditures as well as challenges faced related to the Justice Reinvestment Initiative. These reports are 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,

A handwritten signature in blue ink, appearing to read 'Mike Waguespack', with a stylized flourish extending to the right.

Michael J. "Mike" Waguespack, CPA  
Legislative Auditor

CB/JS:AD:RR:BQD:aa

OJJ2024



## APPENDIX A: SCOPE AND METHODOLOGY

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We performed certain procedures at the Department of Public Safety and Corrections – Youth Services – Office of Juvenile Justice (OJJ) for the period from July 1, 2022, through June 30, 2024. Our objective was to evaluate certain controls OJJ 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 OJJ Annual Fiscal Reports, and accordingly, we do not express an opinion on those reports. OJJ's accounts are an integral part of the state of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

- We evaluated OJJ'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 OJJ.
- Based on the documentation of OJJ's controls and our understanding of related laws and regulations, and results of our analytical procedures, we performed procedures relating to independent living expenditures, miscellaneous operating services expenditures, and payroll and personnel expenditures.
- We compared the most current and prior-year financial activity using OJJ's Annual Fiscal Reports and/or system-generated reports to identify trends and obtained explanations from OJJ'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 OJJ, and not to provide an opinion on the effectiveness of OJJ'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.