

**Louisiana Board of  
Social Work Examiners**

Baton Rouge, Louisiana

Year Ended June 30, 2018

*Agreed-Upon Procedures*

William D. Mercer, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

CONTENTS

	<u>Page</u>
Independent Accountant's Report on Applying Agreed-Upon Procedures	3 – 15
Schedule of Prior Exceptions	16



## WILLIAM D. MERCER, CPA

A PROFESSIONAL ACCOUNTING  
CORPORATION

### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Members of the Board and the Louisiana Legislative Auditor  
Louisiana Board of Social Work Examiners,  
Louisiana Department of Health, State of Louisiana  
Baton Rouge, Louisiana

I have performed the procedures enumerated below as they are a required part of the engagement. I am required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, I have marked "not applicable."

Management of the Louisiana Board of Social Work Examiners, a component unit of the State of Louisiana, is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of the Louisiana Board of Social Work Examiners and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Louisiana Board of Social Work Examiners' compliance with certain laws and regulations during the year ended June 30, 2018.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I 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.

#### **Written Policies and Procedures**

---

1. Obtain and inspect the entity's written policies and procedures and observe that they address each of the following categories and subcategories, as applicable:
  - a) **Budgeting**, including preparing, adopting, monitoring, and amending the budget
  - b) **Purchasing**, including (1) how purchases are initiated; (2) the preparation and approval process of purchase requisitions and purchase orders; (3) controls to ensure compliance with the public bid law or state purchasing rules and regulations; and (4) documentation required to be maintained for all bids and price quotes.
  - c) **Disbursements**, including processing, reviewing, and approving
  - d) **Receipts**, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue.
  - e) **Payroll/Personnel**, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

- f) **Contracting**, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) approval process, and (4) monitoring process
- g) **Credit Cards (and debit cards, fuel cards, P-Cards, if applicable)**, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers, and (5) monitoring card usage
- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, (4) timeframe in which requests must be submitted, and (5) required approvers
- i) **Ethics**, including (1) the prohibitions as defined in Louisiana Revised Statute 42:1111-1121, (2) actions to be taken if an ethics violation takes place, and (3) system to monitor possible ethics violations
- j) **Debt Service**, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

*Written policies and procedures were reviewed without exception.*

### **Annual Fiscal Report (AFR)**

---

2. Obtain the financial statements from the AFR submitted to the Division of Administration's (DOA) Office of Stateside Reporting and Accounting Policy for the current and prior periods. Perform analytical procedures comparing current and prior period amounts, by line item. Report any variances of 10% or greater for line items that are 10% or more of the respective total assets/deferred outflows of resources, liabilities/deferred inflows of resources, net position, revenues, or expenses, and management's explanation of the variance.

*Variances meeting stated criteria, and management's explanations for these variances, are as follows:*

- *Pension related deferred outflows of resources decreased by \$ 673,752 due to decreases in the Board's allocable amount of system-wide deferred outflows as calculated by the retirement system's actuary and accountants. Additionally, large portion of the decrease was due to an error in the prior year allocation of pension amounts across state entities by the retirement system, whereby the allocation calculation utilized an incorrect payroll amount for the Board, which cause the Board's allocation to be much higher than it should have been.*
- *Total OPEB obligation increased by \$ 307,922 due to an adjustment by Office of Group Benefits to restate the OPEB liability at the beginning of the year. This restatement was part of the implementation of GAS Statement No. 75, and increased the prior year liability and decreased net position by \$ 331,939.*
- *Net pension liability decreased by \$ 1,478,467 due to a decrease in the Board's allocable amount of system-wide deferred outflows, as discussed above.*
- *Pension related deferred inflows increased by \$ 734,277 due to decreases in the Board's allocable amount of system-wide deferred inflows related to experience and proportionate share of contributions and an increase in the Board's deferred inflows related to changes in proportion.*
- *Net position decreased by \$ 373,172 primarily due to the implementation of GASB Statement No. 75 as noted above.*

- *Administrative expenses decreased by \$ 555,414 due primarily to the prior year including a large pension adjustment due to the allocation error noted above. The overall decrease in pension expense amounted to \$ 657,549. This decrease was offset by an increase in legal expenses of \$90,416 due to an increase in complaints opened by the Board against social workers who provided social work services while their license was lapsed.*

### **Board (or Finance Committee, if applicable)**

---

3. Obtain and inspect the board minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent documentation in effect during the fiscal period, and:
  - a) Observe that the board met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.
  - b) Observe that the minutes referenced or included monthly budget-to-actual comparisons.
    - If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, observe there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, observe that the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.
  - c) Access the entity's online information included in the DOA's boards and commissions database (<https://wwwcfprd.doa.louisiana.gov/boardsandcommissions/home.cfm>) and observe that the entity submitted board meeting minutes for all meetings during the fiscal period.

*Board minutes were reviewed for the current period. No exceptions were noted.*

### **Bank Reconciliations**

---

4. Obtain a listing of bank accounts from management for the fiscal period and management's representation that the listing is complete.

*A listing of all bank accounts was obtained from management. The Board had two checking accounts during the fiscal period, one used for operations and one used for investment of funds.*

5. For each of the bank accounts in the listing provided by management, obtain bank statements and reconciliations for all months in the fiscal period and observe that:
  - a) Bank reconciliations included evidence that they were prepared within two months of the related statement closing date (e.g. initialed and dated, electronically logged);
  - b) Bank reconciliations include evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation; (e.g., initialed and dated, electronically logged);
  - c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 6 months at the statement closing date; and
  - d) The reconciled balance for the final month of the fiscal period agrees to the general ledger.

*Bank statements and bank reconciliations for each month of the current fiscal period were obtained. Reconciliations were prepared monthly for both accounts. Reconciliations were prepared by the Board's outside accountant and reviewed by the Executive Director. At June 30, 2018, no reconciling items were over six months outstanding. The reconciled balances of both accounts agreed to the general ledger as of June 30, 2018.*

## Collections

---

6. Obtain and inspect written policies and procedures relating to job duties (if no written policies or procedures, inquire of employees about their job duties), and observe that job duties for collections are properly segregated such that:
  - a) Each employee responsible for collecting cash is not responsible for preparing/making bank deposits, unless another employee/official is responsible for reconciling collection documentation (e.g., pre-numbered receipts or license applications received) to the deposit.
  - b) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger, unless another employee/official is responsible for reconciling ledger postings to the deposit.
  - c) The employee(s) responsible for reconciling cash collections to the general ledger by revenue source is not responsible for collecting cash, unless another employee/official verifies the reconciliation.

*Most of the Board's license and application payments are made online, but payments are also accepted via mail and at the physical location of the Board's offices. Receipts are issued through the license system used by the Board. Personal and business checks are not accepted for payment, but cash, money orders, and certified checks are accepted. Any payments received by mail or on-site payment are held in the Executive Director's desk until deposited. Manual deposits are generally made monthly, depending on volume. Bank confirmations are reviewed monthly by a Board member.*

7. Select the highest (dollar) week of cash collections from the general ledger or other accounting records (e.g., cash collection log, daily revenue reports, receipt book, etc.) during the fiscal period. Obtain supporting documentation for each deposit made during the selected week and:
  - Trace sequentially numbered receipts, system reports, and other related collection documentation to the deposit slip.
  - Trace the deposit slip total to the actual deposit per the bank statement.
  - Observe that the deposit was made within one business day of collection (within one week if the depository is more than 10 miles from the collection location or deposit is less than \$100).
  - Trace the actual deposit per the bank statement to the general ledger.

*The Board's general ledger was examined to determine the highest week of cash collections, but sufficient detail was not available to make such a determination. The highest month of collections was selected for review. All payments received by the Board for that month were made by online payment, so no other deposit documentation was available.*

8. Obtain and inspect written policies and procedures (if no written policies and procedures, inquire to management) and observe that there is a process performed to determine completeness of all collections, including electronic transfers, for each revenue source (e.g. periodic confirmation with outside parties, reconciliation of receipt number sequences, reasonableness of cash collections based on licenses issued) by a person who is not responsible for collections.

*No specific process for this has been established. The Board reviews monthly financial statements and information related to receivables and revenues at its meetings.*

9. For licensing boards, obtain a list of initial and renewal licenses granted during the period from management and management's representation that the listing is complete. Randomly select 10 individual applicants from the listing and obtain the supporting documentation (e.g., application, copy of check) from management and:
  - Observe that the fee paid for license was the appropriate fee based on the applicable fee schedule established by the board or statute.
  - If a penalty was assessed (e.g., late fee), observe that the penalty was assessed and collected in accordance with the board's policies.

*Examined a random sample of licenses, using a random number generator for determination of which license numbers to examine, to determine that appropriate license fees were charged and paid. No exceptions were noted.*

10. For levee districts, obtain independent confirmation of the tax amounts received from the appropriate parish Sheriff's offices. Observe that the confirmed amount agrees to the amount deposited by levee district.

*Not applicable*

#### **Credit Cards/Debit Cards/Fuel Cards/P-Cards**

---

11. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards), including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

*For the period under review, the Board had one credit card issued and no debit cards.*

12. Using the listing prepared by management, randomly select five cards (all cards should be selected if the entity has less than five) that were used during the fiscal period. Obtain the monthly statements or combined statements with the largest dollar activity for each card (for a debit card, select the monthly bank statement with the largest dollar amount of debit card purchases) and:
  - a) Observe that there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit/debit card purchases, exception reports for excessive fuel card usage) was reviewed and approved, in writing, by someone other than the authorized card holder.
  - b) Observe that finance charges and/or late fees were not assessed on the selected statements.

*Selected the largest month of purchases for the one credit card available and examined the statement for that card. The statement was reviewed and approved by the Board's Secretary/Treasurer.*

13. Using the monthly statements or combined statements selected under #12 above, obtain supporting documentation for all transactions included on the monthly statements or combined statements for each of the five cards selected (i.e. each of the five cards should have one month of transactions subject to testing).
- a) For each transaction, observe that the transaction is supported by:
    - An original itemized receipt (i.e., identifies precisely what was purchased)
    - Written documentation of the business/public purpose
    - Documentation of the individuals participating in meals (for meal charges only)
    - Other documentation that may be required by written policy (e.g., purchase order, written authorization.)
  - b) For each transaction, compare the transaction's detail (nature of purchase, dollar amount of purchase, supporting documentation) to the entity's written purchasing/disbursement policies and the Louisiana Public Bid Law (i.e. transaction is a large or recurring purchase requiring the solicitation of bids or quotes) and report any exceptions.
  - c) For each transaction, compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. cash advances or non-business purchases, regardless whether they are reimbursed). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.

*For the statement examined, all charges were supported by original receipts or invoices. Documentation of business purpose and individuals participating in Board meetings, which included meals, were examined. No exceptions were noted.*

#### **Travel and Expense Reimbursement**

---

14. Obtain from management a listing of all travel and related expense reimbursements, by person, during the fiscal period or, alternately, obtain the general ledger and sort/filter for travel reimbursements. Obtain management's representation that the listing or general ledger is complete.

*The entity's general ledger was examined to determine travel and expense reimbursements for the fiscal period.*

15. Obtain the entity's written policies related to travel and expense reimbursements. Compare the amounts in the policies to the per diem and mileage rates established by the state's travel rules and regulations (i.e., PPM 49) and report any rates that exceed the rates established by PPM49. Note: Report rates that exceed those established in PPM49 even if the entity has the legal authorization to establish its own rates.

*The Board reimburses travel and related expenses in accordance with applicable state rules and regulations.*

16. Using the listing or general ledger from #14 above, select the three persons who incurred the most travel costs during the fiscal period. Obtain the expense reimbursement reports or prepaid expense documentation of each selected person, including the supporting documentation, and choose the largest travel expense for each person to review in detail. For each of the three travel expenses selected:
- a) Observe that each expense was reimbursed or prepaid in accordance with written policy (e.g., rates established for meals, mileage, lodging). If the entity does not have written policies, observe that each expense was reimbursed in accordance with the rates provided in PPM49 rates (#15 above).
  - b) Observe that each expense is supported by:
    - An original itemized receipt that identifies precisely what was purchased. [Note: An expense that is reimbursed based on an established per diem amount (e.g., meals) does not require a receipt.]
    - Documentation of the business/public purpose (Note: For meal charges, there should also be documentation of the individuals participating).
    - Other documentation as may be required by written policy (e.g., authorization for travel, conference brochure, certificate of attendance)
  - c) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g. hotel stays that extend beyond conference periods or payment for the travel expenses of a spouse). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
  - d) Observe the travel reimbursement exceeding \$25.00 was submitted within 30 days following the travel in accordance with PPM49.
  - e) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

*For the three expense reimbursements examined, receipts were attached for applicable travel and expenses incurred. All reimbursement requests were submitted within 30 days of incurring such expense. All reimbursement requests were reviewed, revised (as needed), and approved by the Executive Director. No exceptions were noted.*

## **Contracts**

---

17. Obtain a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were in effect during the fiscal period or, alternately, obtain the general ledger and sort/filter for contract payments. Obtain management's representation that the listing or general ledger is complete.

*The Board's general ledger was reviewed for the period under examination to identify individuals or businesses being paid for contract service.*

18. Using the listing above, randomly select five contract "vendors" that were paid during the fiscal period (excluding purchases on state contract and excluding payments to the practitioner or the Louisiana Legislative Auditor). Obtain the related contracts and paid invoices and:
  - a) Observe that there is a formal/written contract that supports the services arrangement and the amount paid.
  - b) Observe that the contract was bid in accordance with the Louisiana Public Bid Law or Procurement Code (e.g., solicited quotes or bids, advertised), if required by law.
  - c) Observe that the contract was approved by the board, evidenced by board minutes or other contract documents, if required by policy.
  - d) If the contract was amended, observe that the original contract terms provided for such an amendment.
  - e) Select the largest payment from each of the five contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

*Written contracts for all of the five selected vendors were provided. The Board solicited quotes for each contract. No vendor contracts selected were amended during the year. Selected payments for each vendor contract were reviewed, and all expenditures complied with the applicable contract terms and conditions. No exceptions were noted.*

#### **Payroll and Personnel**

---

19. Obtain a listing of employees with their actual paid during the period, and obtain management's representation that the listing is complete. Randomly select five employees, obtain their personnel files, and
  - a) Agree actual paid salaries to the authorized salaries/pay rates in the personnel file.
  - b) Review changes made to hourly pay rates/salaries during the fiscal period and observe that those changes were approved in writing and in accordance with written policy.

*For the period, the Board had a total of six employees. The Board's accounting records were reviewed for the fiscal period to determine the amount of compensation paid to each employee. The compensation amounts were traced back to personnel files without exception. During the fiscal period, changes to pay rates for all applicable employees were approved by the Board and reflected in the appropriate meeting minutes when approved.*

20. Obtain attendance and leave records and randomly select one pay period during the fiscal period in which leave has been taken by at least one employee, and:
  - a) Observe that all selected employees documented their daily attendance and leave (e.g., vacation, sick, compensatory).
  - b) Observe that supervisors approved, electronically or in writing, the attendance and leave of the selected employees.
  - c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

*Examined attendance and leave records for all employees as noted. The attendance and leave records for the Director were reviewed and approved by the Board chair, and the attendance and leave records for the other employee were reviewed and approved by the Director. Attendance records for the period under review also included amounts of leave earned, taken, and balance available for each employee, and are included in the online payroll processing software used by the Board.*

21. Obtain from management a list of those employees that terminated during the fiscal period and management's representation that the list is complete. If applicable, select the two largest termination payments (e.g., vacation, sick, compensatory time) made during the fiscal period and obtain related documentation of the hours and pay rates using in management's termination payment calculations, agree the hours to the employee cumulative leave records, and agree the pay rates to the employee's authorized pay rates in the employee's personnel files.

*During the period, one employee resigned. The termination check for that employee was examined and compared to the balance of leave available as recorded in the online payroll processing software used by the Board. No exceptions were noted.*

22. Obtain management's representation that employer and employee portions of payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums have been paid, and associated forms have been filed, by required deadlines.

*Management represents that all payroll taxes, retirement contributions, health insurance premiums, and workers' compensation premiums were paid, and all required payroll tax returns and forms have been filed in a timely manner.*

#### **Non-Payroll Disbursements – Other General**

---

23. Obtain a listing of entity disbursements from management or, alternately, obtain the general ledger and sort/filter for all other entity disbursements that are not addressed in the sections above (credit card/debit card/travel card/P-card, travel and expense reimbursement, and contracts). Obtain management's representation that the listing or general ledger population is complete.

*The Board's general ledger was examined to determine other disbursements as noted in this procedure.*

24. Using the disbursement population from #23 above, randomly select five disbursements. Obtain supporting documentation (e.g. purchase requisition, invoices, receipts, receiving slips) for each disbursement. For each of the five disbursements selected:
- a) Observe that each expense is supported by:
    - An original itemized receipt or invoice that identifies precisely what was purchased.
    - Documentation of the business/public purpose.
    - Other documentation as may be required by written policy
  - b) Compare the entity's documentation of the business/public purpose to the requirements of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of funds, credit, property, or things of value, and report any exceptions (e.g., purchases for items of personal use without a business/public purpose). If the nature of the transaction precludes or obscures a comparison to the requirements of Article 7, Section 14, the practitioner should report the transaction as an exception.
  - c) Observe that each expense and related documentation was reviewed and approved, in writing, by someone other than the person who initiated the purchase.

*Five disbursements were examined as noted without exception. All disbursements were accompanied by original receipts or invoices and documentation of business purpose. For each of the disbursements examined, the Board chair reviewed and approved the expense and also signed the check.*

## **Ethics**

---

25. Using the five randomly selected employees/officials from procedure #19 under "Payroll and Personnel" above, obtain ethics compliance documentation from management and observe that the documentation demonstrates each employee completed one hour of ethics training during the fiscal period.

*For all employees, the Louisiana Ethics Administration Program website was utilized to determine employee compliance with this requirement. One employee was noted who completed the required training in April 2017, but had not done so during 2018. One additional employee, a student worker, was noted as not having completed the training. It is anticipated that both of these employees will complete the required training during the current calendar year. No other exceptions were noted.*

26. Obtain a listing of board members from management. Randomly select five of the board members and observe whether the entity maintained documentation to demonstrate that required annual ethics training was completed.

*For all members of the Board, the Louisiana Ethics Administration Program website was utilized to determine board member compliance with this requirement. One board members was noted as not having completed the required training during the fiscal period, but the term of one of that Board members ended in August 2017. No other exceptions were noted.*

## **Budget**

---

27. Obtain a copy of the legally adopted budget and all amendments.

*I obtained a copy of the legally adopted budget and the one amendment made thereto without exception.*

28. Trace the budget adoption and amendments to the minute book.

*The adoption of the original budget and the amendment to the original budget were traced to board minutes without exception.*

29. Compare the total revenues and total expenditures of the final budget to actual total revenues and total expenditures on the financial statements or AFR. Report variances of 10% or greater.

*Compared total revenue and total expenditures of the final budget to actual total revenue and total expenditures on the AFR. For the fiscal period, budgeted expenditures were \$ 810,273 and actual expenditures per the AFR were \$ 687,011, a difference of \$ 123,262 or 15.2% of the budgeted amount.*

30. Inquire of management whether the entity has updated its budget information in the DOA's boards and commissions database referred to in #3 above for the current fiscal period (i.e., period covered in these procedures). Access the online database and obtain the budget information for the current fiscal period. Observe that the budget information contained in the database agrees to the budget adopted by the entity's board.

*Examination of the DOA's boards and commissions database noted that the Board's budget for the fiscal period was not included.*

## **Debt Service**

---

31. If debt was issued during the fiscal period, obtain supporting documentation from the entity, and report whether State Bond Commission approval was obtained.

*Not applicable, as the Board did not issue debt during the fiscal period.*

32. If the entity had outstanding debt during the fiscal period, obtain supporting documentation from the entity and observe that the entity made scheduled debt service payments and maintained debt reserves, as required by debt covenants.

*Not applicable, as the Board did not have any outstanding debt during the fiscal period*

## Other

---

33. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled.

*No misappropriations of public funds or assets were known or reported by the entity during the fiscal period*

34. Inquire of management whether the entity contracted for audit or attest services other than these agreed-upon procedures during the current period. Report the type of audit or attest service (i.e., audit, review, agreed-upon procedures, etc.) contracted by management and the purpose or requirement for the additional audit or attest service.

*During the fiscal period, the entity contracted for accounting services with an outside CPA firm to prepare monthly financial statements for Board use and review and for assistance in preparation of the Annual Fiscal Report (AFR) for the fiscal period.*

## Corrective Action

---

35. Obtain management's response and corrective action plan for any exceptions noted in the above agreed-upon procedures.

### Budget

*Exception noted: Comparison of total revenues and total expenditures of the final budget to actual total revenue and total expenditures noted that budgeted expenditures were \$884,160 and actual expenditures per the AFR were \$687,011, a difference of \$197,149 or 22.35 of the budgeted amount.*

*Response: The Board's budgeted expenditures are prepared on a budgetary basis, not in accordance with GAAP, which is how the AFR is prepared. As such, some difference will naturally occur if the AFR is not converted to a budgetary basis. Specifically, budgeted expenditures for personnel services includes the anticipated employer contributions that were to be made to the retirement system, while the AFR includes pension expense as determined by the retirement system's actuary. Anticipated contributions were \$76,469 while the Board's allocable share of pension expense only amounted to \$2,611. The remaining budget variance consisted primarily of the Board experiencing lower costs than anticipated for travel, operating services, and capital outlay.*

### Budget

*Exception noted: Examination of the DOA's boards and commissions database noted that the Board's budget for the fiscal period was not included.*

*Response: Management previously entered the required budget information into the DOA website. Management will seek clarification from DOA as to why there are zeroes for entries, and will seek training from DOA in the event that an error was made in reporting.*

I was not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

The purpose of this report is solely to describe the procedures performed and the results of those procedures to assist the users in assessing certain controls and management's assertions about compliance with laws and regulations, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

WILLIAM J. MERCER, CPA (APAZ)

Baton Rouge, Louisiana  
September 28, 2018

LOUISIANA BOARD OF  
SOCIAL WORK EXAMINERS  
Baton Rouge, Louisiana

SCHEDULE OF PRIOR EXCEPTIONS

---

The prior agreed-upon procedures report for the year ended June 30, 2017, disclosed the following exceptions:

Written policies and procedures – The written policies and procedures did not address credit and debit cards. The Executive Director is responsible for the handling of the credit card and the Secretary-Treasurer reviews all purchase. Management indicated that written policies would be expanded to clarify how the card is used and the documentation that would be required.

Board minutes and meetings – The Board had not submitted board meeting notices and minutes to the DOA website, but maintained all meeting agendas and minutes on its website. Management noted that information on the DOA website is updated annually in October.

Credit cards – There were no invoices, receipts, or other documentation for one charge on credit card statement examined, totaling \$ 296.56. Management was unable to provide an invoice or receipt for the credit card charge in question. Management indicated that its policies and procedures for purchases would be expanded to clarify what documentation is required for credit card charges.

Ethics training – None of the Board's employees took the required ethics training during the period under examination. Additionally, seven individuals who served as Board members did not take the required ethics training. Management noted that all employees had taken the ethics training since the fiscal period ended, and all board members that were still serving had also taken the training. Management also indicated its intent to add an agenda item to the Board's calendar to remind members and staff of this requirement.

Budget – The Board's amended budget was traced to the DOA online database, and differences were noted between the information contained in that database and the amended budget adopted by the Board. Management responded that the budget information was input to the DOA website, but due to unexplained errors, the information on the website did not correspond to the budget adopted by the Board.