

**LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS**

**INDEPENDENT ACCOUNTANTS' REPORT
ON
APPLYING AGREED-UPON PROCEDURES**

FOR THE YEAR ENDED JUNE 30, 2024

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Independent Accountants' Report On Applying Agreed-Upon Procedures

To the Board of Directors of the
Louisiana Board of Examiners of Certified Shorthand Reporters
and the Louisiana Legislative Auditor:

We have performed the procedures enumerated below related to the **Louisiana Board of Examiners of Certified Shorthand Reporter's** internal controls and compliance with certain laws and regulations for the fiscal period July 1, 2023 through June 30, 2024. The **Louisiana Board of Examiners of Certified Shorthand Reporter's** management is responsible for its financial records and establishing internal controls to ensure accurate financial reporting, compliance with laws and regulations, and accountability over public funds.

The **Louisiana Board of Examiners of Certified Shorthand Reporter's** has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting users in understanding the controls that the **Louisiana Board of Examiners of Certified Shorthand Reporter's** uses to ensure accurate financial reporting, compliance with laws and regulations, and accountability over public funds. Additionally, the Louisiana Legislative Auditor has agreed to and acknowledged that the procedures performed are appropriate for their purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

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.

The Louisiana Board of Examiners of Certified Shorthand Reporters did not provide a written budgeting policy. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written budgeting policies and/or procedures.

- b) ***Purchasing***, including (1) how purchases are initiated; (2) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law or state purchasing rules and regulations, as applicable to the entity; and (5) documentation required to be maintained for all bids and price quotes.

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide a policy relating to purchasing. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written purchasing policies and/or procedures.

- c) ***Disbursements***, including processing, reviewing, and approving.

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide a policy relating to disbursements. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written disbursement policies and/or procedures.

- d) ***Receipts/Collections***, 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.g. periodic confirmation with outside parties, reconciliation of receipt number sequences, reasonableness of cash collections based on licenses issued).

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide a policy relating to receipts/collections. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written receipts/collections policies and/or procedures.

- e) ***Payroll/Personnel***, including (1) payroll processing, and (2) reviewing and approving time and attendance records, including leave and overtime worked.

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide written payroll/personnel policies and/or procedures. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written payroll/personnel policies and/or procedures.

- f) ***Contracting***, including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide a written contracting policy. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written contracting policies and/or procedures.

- 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 of statements, and (5) monitoring card usage (e.g. determining the reasonableness of fuel card purchases).

The Louisiana Board of Examiners of Certified Shorthand Reporters does not have any written credit cards/debit cards policies and/or procedures. Therefore, this procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written credit cards/debit cards policies and/or procedures.

- h) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (2) documentation requirements, (3) time-frame in which requests must be submitted and (4) required approvers

The Louisiana Board of Examiners of Certified Shorthand Reporters policy on travel and expense reimbursement follows Louisiana Travel Policy PPM49. PPM49 which addresses (1) allowable expenses, (2) dollar thresholds by category of expense, (3) time-frame in which requests must be submitted and (4) required approvers. No exceptions noted.

- i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees annually attest through signature verification that they have read the entity's ethics policy.

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide a written policy on ethics. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written ethics policies and/or procedures.

- j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

The Louisiana Board of Examiners of Certified Shorthand Reporters does not have any written debt service policies and/or procedures. Therefore, this procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written debt service policies and/or procedures.

- k) ***Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

The Louisiana Board of Examiners of Certified Shorthand Reporters was unable to provide a written disaster recovery/business continuity policy and/or procedures. This procedure is noted as an exception.

Management Response

We agree with the findings and the board will take action in developing written disaster recovery/business continuity policies and/or procedures.

Annual Fiscal Report (AFR)

2. Obtain the financial statements from the AFR submitted to the Division of Administration's (DOA) Office of Statewide 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.

No exceptions noted.

Board Meetings/Minutes

3. Obtain and inspect the board minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document 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.

We noted that the board did meet the required number of times in the 2024 fiscal year, which were documented by minutes of the meetings. We observed the minutes for all four board meetings during the fiscal year July 1, 2023 and June 30, 2024. One meeting occurred during each quarter of the fiscal year. No exceptions noted.

- b) Observe that the minutes referenced or included monthly budget-to-actual comparisons.

The minutes of the board meetings taken in the June 30, 2024 fiscal year did not reference or include monthly budget-to-actual comparisons. Therefore, we noted an exception for this procedure. We recommend the entity include budget to actual comparison in every board meeting.

Management Response

We agree with the findings and the board will take action in developing monthly budget-to-actual comparisons.

- c) Access the entity's online information included in the DOA's boards and commissions database (<https://www.cfprd.doa.louisiana.gov/boardsandcommissions/home.cfm>) and observe that the entity submitted board meeting minutes for all meetings during the fiscal period.

The Louisiana Board of Examiners of Certified Shorthand Reporters submitted board meeting minutes for all four of its meetings. The meetings occurred on July 21, 2023; December 8, 2023; January 12, 2024; May 31, 2024. No exceptions noted.

Bank Reconciliations

- 4. Obtain a listing of bank accounts for the fiscal period from management and management's representation that the listing is complete. 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 include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated, electronically logged);

For the 12 reconciliations observed, we noted 1) the September 2023 statement was reconciled in December 2023, and 2) one reconciliation was performed more than 60 days from the statement date.

The entity should establish controls to ensure that bank reconciliations are performed and completed within 60-days of receiving the statements. If possible, there needs to be a secondary preparer/reviewer if the primary individual is unable to complete reconciliation in a timely manner.

Management Response

We agree with the findings. Management will establish controls to ensure that bank reconciliations are performed and completed within 60-days of receiving the statements.

- b) Bank reconciliations include evidence that a member of management/board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation (e.g., initialed and dated, electronically logged);

There is only one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. This employee performs all of the bank reconciliation accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception. We recommend mitigating procedures. We recommend that a board member not involved in the approval process review and sign-off on the bank reconciliations. The board member should review the ledger showing fees and compare with deposit slips.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties. Management will establish control to ensure a board member signs off on the bank reconciliations.

- 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

The entity has uncleared checks and payments that are over 1 year old. The entity was unable to provide documentation that someone had researched the reconciling transactions. Our recommendation is that management investigate these older transactions and remove or reflect them on their books appropriately.

Management Response

We agree with the findings. We will investigate these transactions and implement a monthly process to investigate uncleared checks and payments that are over one year old.

- d) The reconciled balance for the final month of the fiscal period agrees to the general ledger.

No exceptions noted.

Receipts/Collections

- 5. Obtain and inspect written policies and procedures relating to employee's 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.

There is only one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. The employee performs all of the receipts and collections accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

- b) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.

The Louisiana Board of Examiners of Certified Shorthand Reporters employs one (1) full-time employee. This solo employee performs all of the receipts and collections accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception. We recommend mitigating control procedures. A board member should reconcile ledger postings to each other and to the deposit.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

- c) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source are not responsible for collecting cash, unless another employee verifies the reconciliation.

There is one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. This employee performs all of the receipts and collections accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

We noted that the employee who has access to cash is not covered by a bond or insurance policy for theft. This procedure is noted as an exception. We recommended that the board take action to purchase a fidelity bond or insurance policy for theft.

Management Response

We agree with the findings and the board will take action in obtaining a bond or insurance policy for theft.

- 7. Randomly select 5 deposit dates for each of the bank accounts (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternately, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 5 deposits for each bank account and:
 - a) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

- b) Trace the deposit slip total to the actual deposit per the bank statement.
- c) 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 the deposit is less than \$100).
- d) Trace the actual deposit per the bank statement to the general ledger.

No exceptions noted for procedures performed in procedures 7a) through 7d) above.

- 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.

The entity performed processes to determine the completeness of all collections; however, this procedure is not performed by a person who is not responsible for collections. See lack of segregation of accounting duties noted in procedure 5 above.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

- 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:
 - a) Observe that the fee paid for license was the appropriate fee based on the applicable fee schedule established by the board or statute.

No exception noted.

- b) If a penalty was assessed (e.g. late fee), observe that the penalty was assessed and collected in accordance with the board's policies.

No exceptions noted.

- 10. For licensing boards, obtain and inspect the board's written policies and procedures for granting licenses (if no written policies and procedures, inquire to management) and observe that there is a process performed to ensure licensees meet the licensure requirements established by the board or statute, as applicable. For the 10 individual applicants selected in the previous step that were granted initial or renewal licenses during the period, request the supporting documentation (e.g. licensee file) from management and:

- a) Observe that the board followed the established process to issue or renew the license.

No exceptions noted.

- b) Observe the documentation contains evidence that the licensee meets or continues to meet (if renewal) the licensure requirements established by the board or statute, as applicable.

No exceptions noted.

- c) Observe that the license was granted or approved by the board or the designated board member(s), as applicable.

No exceptions noted.

11. 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.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

12. Obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee's job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:

- a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

There is only one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. This employee performs all of the non-payroll disbursements accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

- b) At least two employees are involved in processing and approving payments to vendors.

There is only one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters who only processing disbursement payments. A designated board member approves all disbursements. No exceptions noted.

- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.

There is only one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. This employee performs all of the non-payroll

disbursements accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

There is only one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. This employee, who is responsible for processing payments, also is responsible for mail out of the signed checks. This procedure was noted as an exception.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

13. Obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements which are addressed in separate sections below) and obtain management's representation that the population is complete. Randomly select 5 disbursements, obtain supporting documentation (e.g. purchase requisition, invoices, receipts, receiving slips) for each transaction and:

- a) Observe that the disbursement matched the related original invoice/billing statement

No exceptions noted.

- b) Observe that the disbursement documentation included evidence (e.g. initial/date, electronic logging) of segregation of duties tested under #12, as applicable.

There is one (1) full-time employee of the Louisiana Board of Examiners of Certified Shorthand Reporters. This employee performs all of the non-payroll disbursements accounting functions of the Louisiana Board of Examiners of Certified Shorthand Reporters without appropriate segregations of accounting duties. This procedure was noted as an exception.

Management Response

We agree with the findings. The board only has (1) full-time employee and performs all duties.

Credit Cards/Debit Cards/Fuel Cards/P-Cards

14. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and P-cards (cards) for the fiscal period, 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. Randomly select 2 monthly statements or combined statements for each card (for a debit card, randomly select 2 monthly bank statements), obtain supporting documentation, 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 (or electronically approved), by someone other than the authorized card holder.

The Louisiana Board of Examiners of Certified Shorthand Reporters did not have any active credit cards/debit cards/fuel cards/P-cards during the June 30, 2024 fiscal year; therefore, this procedure is not applicable.

- b) Observe that finance charges and late fees were not assessed on the selected statements.

The Louisiana Board of Examiners of Certified Shorthand Reporters did not have any active credit cards/debit cards/fuel cards/P-cards during the June 30, 2024 fiscal year; therefore, this procedure is not applicable.

- 15. Obtain supporting documentation for all transactions included on the monthly statements or combined statements selected in #14 above. For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business/public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and note whether management had a compensating control to address missing receipts, such as a “missing receipt statement” that is subject to increased scrutiny.

The Louisiana Board of Examiners of Certified Shorthand Reporters did not have any active credit cards/debit cards/fuel cards/P-cards during the June 30, 2023 fiscal year; therefore, this procedure is not applicable.

Travel and Travel-Related Expense Reimbursements (excluding card transactions)

- 16. Obtain from management a listing of all travel and travel-related expense reimbursements paid to employees and board members during the fiscal period and management’s representation that the listing or general ledger is complete. Randomly select 5 reimbursements, obtain the related expense reimbursement forms/prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana in PPM49 (<https://www.doa.la.gov/pages/osp/travel/TravelPolicy.aspx>) or the U.S. General Services Administration (www.gsa.gov).

No exceptions noted.

- b) If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased.

Not applicable

- c) Observe that each reimbursement is supported by documentation of the business/public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by written policy (procedure #1h).

No exceptions noted.

- d) Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted.

Contracts

17. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternately, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and:

- a) Observe that the contract was bid in accordance with the Louisiana Procurement Code or the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.
- b) Observe that the contract was approved by the governing body/board, if required by policy.
- c) If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment.
- d) Randomly select one payment from the fiscal period for each of the 5 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.

No exceptions noted for the procedures we performed in procedures 17 a) through 17 d) above.

Payroll and Personnel

18. Obtain a listing of employees employed during the fiscal period, and management's representation that the listing is complete. Randomly select 5 employees (or select all employees if less than 5), obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

Selected the one full-time and one part-time employee. Agreed paid salaries to authorized salaries/pay rates in their personnel files. No exceptions noted.

19. Randomly select 2 pay periods during the fiscal period. For the employees selected under #18 above, obtain attendance records and leave documentation for the pay period, and:

- a) Observe that all selected employees documented their daily attendance and leave (e.g., vacation, sick, compensatory).
- b) Observe that supervisors approved 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.

No exceptions noted for the procedures we performed in procedures 19 a) through 19 c) above.

20. Obtain a listing of those employees that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select 2 employees, obtain related documentation of the hours and pay rates used in management's termination payment calculations, agree the hours to the employees' cumulative leave records, and agree the pay rates to the employees' authorized pay rates in the employees' personnel files.

According to management's representation, during the June 30, 2024 fiscal year there were no termination payments made; therefore, this procedure is not applicable.

21. 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.

No exceptions noted.

Ethics

22. Using the 5 randomly selected employees from procedure #18 under "Payroll and Personnel" above: obtain ethics documentation from management, and:

- a) Observe that the documentation demonstrates each employee completed one hour of ethics training during the fiscal period.

No exceptions noted.

- b) Observe that the documentation demonstrates each employee attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

During the June 30, 2024 fiscal year, the Louisiana Board of Examiners of Certified Shorthand Reporters did not have a complete ethics policy. As noted in procedure 1 i); therefore, this procedure was not performed. We recommend that each employee every fiscal period electronically verifies their understanding of the ethics policy.

23. Obtain a listing of board members from management. Randomly select 5 board members and observe documentation to demonstrate that required annual ethics training was completed.

No exceptions noted.

Budget

24. Obtain a copy of the legally adopted budget, including all amendments, and the board minutes. Observe the minutes contain approval of the budget and amendments.

No exceptions noted.

25. 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.

No exceptions noted. There were no final budget to actual variances of 10% or greater to report.

26. 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.

No exceptions noted.

Debt Service

27. Obtain a listing of bonds/notes issued during the fiscal period and management's representation that the listing is complete. Select all bonds/notes on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each bond/note issued.

There were no bonds/notes issued during the June 30, 2024 fiscal year according to management's representation; therefore, this procedure is not applicable.

28. Obtain a listing of bonds/notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond/note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

There were no bonds/notes issued during the June 30, 2024 fiscal year according to management's representation; therefore, this procedure is not applicable.

Sexual Harassment

29. Obtain and inspect the entity's written sexual harassment policies and procedures and observe that they address all requirements of R.S. 42:342-344, including agency responsibilities and prohibitions; annual employee training; and annual reporting requirements.

During the June 30, 2024 fiscal year, the Louisiana Board of Examiners of Certified Shorthand Reporters did not have written sexual harassment policies according to the requirements of R.S. 42:342-344. Therefore, we noted an exception for this procedure.

Management Response

We agree with the findings and the board will take action in developing written sexual harassment policies according to the requirements of R.S. 42:342-344.

30. Obtain a listing of employees/board members employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/board members, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/board member completed at least one hour of sexual harassment training during the calendar year.

The employees and board members of the Louisiana Board of Examiners of Certified Shorthand Reporters did not complete at least one hour of sexual harassment training during the calendar year. Therefore, we noted an exception for this procedure. We recommend that the entity complete one-hour sexual harassment training every calendar year.

Management Response

We agree with the findings and the board will take action in developing a procedure for the employee to take a one-hour sexual harassment training.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

We did not observe that the Louisiana Board of Examiners of Certified Shorthand Reporters has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website). We noted an exception for this procedure.

Management Response

We agree with the findings and the board will take action in developing written sexual harassment policy and complaint procedure on the board's website.

32. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344.

We did not observe that an annual sexual harassment report for the current fiscal period, as required by R.S. 42:344. We noted an exception for this procedure.

Management Response

We agree with the findings and the board will take action in developing an annual sexual harassment report.

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 exceptions noted.

34. Observe that the entity has posted on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds. This notice is available for download or print at www.la.gov/hotline.

No exceptions noted.

Corrective Action

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

See management responses above.

We were engaged by the **Louisiana Board of Examiners of Certified Shorthand Reporters** to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. An agreed-upon procedures engagement involves the practitioner performing specific procedures that the engaging party has agreed to and acknowledged to be appropriate for the intended purpose of the engagement and reporting findings based on the procedures performed. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the **Louisiana Board of Examiners of Certified Shorthand Reporters** internal controls and compliance with laws and regulations. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the **Louisiana Board of Examiners of Certified Shorthand Reporters** and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the **Louisiana Board of Examiners of Certified Shorthand Reporters** and the Louisiana Legislative Auditor and is not intended to be and should not be used by anyone other than those specified parties. Under R.S. 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

Bruno & Tervalon LLP

New Orleans, Louisiana
January 31, 2025

**LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS**

**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS
For the Year Ended June 30, 2024**

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) how vendors are added to the vendor list; (3) the preparation and approval process of purchase requisitions and purchase orders; (4) controls to ensure compliance with the public bid law or state purchasing rules and regulations, as applicable to the entity; and (5) documentation required to be maintained for all bids and price quotes.
 - c) ***Disbursements***, including processing, reviewing, and approving.
 - d) ***Receipts/Collections***, 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.g., periodic confirmation with outside parties, reconciliation of receipt number sequences, reasonableness of cash collections based on licenses issued).
 - 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) legal review, (4) approval process, and (5) 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 of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).
 - h) ***Travel and expense reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (2) documentation requirements, (3) time-frame in which requests must be submitted and (4) required approvers.
 - i) ***Ethics***, including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) requirement that all employees annually attest through signature verification that they have read the entity's ethics policy.
 - j) ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure/EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.
 - k) ***Disaster Recovery/Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of

**LOUISIANA BOARD OF EXAMINERS
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SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS, CONTINUED
For the Year Ended June 30, 2024

antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

Current Status

Unresolved. The **Louisiana Board of Examiners of Certified Shorthand Reporters** does not have policies and procedures for all of the above categories, except for 1.h).

See current year findings at procedures 1.a) through 1.h), and 1.i) through 1.k).

Board Meetings/Minutes

3. Obtain and inspect the board minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document 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.
 - c) Access the entity's online information included in the DOA's boards and commissions database (<https://www.cfprd.doa.louisiana.gov/boardsandcommissions/home.cfm>) and observe that the entity submitted board meeting minutes for all meetings during the fiscal period.

Current Status

Procedures 3.a) and 3.c) are resolved. Procedure 3.b) is unresolved.

The **Louisiana Board of Examiners of Certified Shorthand Reporters** continued to have a finding relating to monthly budget-to-actual comparison being referenced in the board meeting minutes. See current year finding at procedure 3.b).

Receipts/Collections

5. Obtain and inspect written policies and procedures relating to employees' 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.

**LOUISIANA BOARD OF EXAMINERS
OF CERTIFIED SHORTHAND REPORTERS**

SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS, CONTINUED
For the Year Ended June 30, 2024

- b) Each employee responsible for collecting cash is not responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee/official is responsible for reconciling ledger postings to each other and to the deposit.
- c) The employee(s) responsible for reconciling cash collections to the general ledger and/or subsidiary ledgers, by revenue source are not responsible for collecting cash, unless another employee verifies the reconciliation.

Current Status

Unresolved. In the current year, there is still only (1) full-time of employee the **Louisiana Board of Examiners of Certified Shorthand Reporters**. See current year findings at procedures 5.a) through 5.c).

- 6. Inquire of management that all employees who have access to cash are covered by a bond or insurance policy for theft.

Current Status

Unresolved. See current year finding at procedure 6.

- 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.

Current Status

Unresolved. See current year finding at procedure 8.

Non-Payroll Disbursements (excluding card purchases/payments, travel reimbursements, and petty cash purchases)

- 12. Obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employees job duties (if the agency has no written policies and procedures, inquire of employees about their job duties), and observe that job duties are properly segregated such that:
 - a) At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order/making the purchase.

**LOUISIANA BOARD OF EXAMINERS
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SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS, CONTINUED
For the Year Ended June 30, 2024

- b) At least two employees are involved in processing and approving payments to vendors.
- c) The employee responsible for processing payments is prohibited from adding/modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files.
- d) Either the employee/official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments.

Current Status

Unresolved. In the current year, there is still only (1) full-time employee of the **Louisiana Board of Examiners of Certified Shorthand Reporters**. See current year findings at procedures 12.a), 12.c) and 12.d).

13. Obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements which are addressed in separate sections below) and obtain management's representation that the population is complete. Randomly select 5 disbursements, obtain supporting documentation (e.g., purchase requisition, invoices, receipts, receiving slips) for each transaction and:
- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #12, as applicable.

Current Status

Unresolved. In the current year, there is still only (1) full-time employee of the **Louisiana Board of Examiners of Certified Shorthand Reporters**. See current year finding at procedure 13.b).

Ethics

22. Using the 5 randomly selected employees from procedure #18 under "Payroll and Personnel" above, obtain ethics documentation from management, and:
- b) Observe that the documentation demonstrates each employee attested through signature verification that he or she has read the entity's ethics policy during the fiscal period.

Current Status

Unresolved. See current year finding at procedure 22.b).

**LOUISIANA BOARD OF EXAMINERS
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**SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS, CONTINUED
For the Year Ended June 30, 2024**

Budget

24. Obtain a copy of the legally adopted budget, including all amendments, and the board minutes. Observe the minutes contain approval of the budget and amendments.

Current Status

Unresolved. See current year finding at procedure 24.

Sexual Harassment

29. Obtain and inspect the entity's written sexual harassment policies and procedures and observe that they address all requirements of R.S. 42:342-344, including agency responsibilities and prohibitions; annual employee training; and annual reporting requirements.

Current Status

Unresolved. See current year finding at procedure 29.

30. Obtain a listing of employees/board members employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/board members, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee/board member completed at least one hour of sexual harassment training during the calendar year.

Current Status

Unresolved. See current year finding at procedure 30.

31. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

Current Status

Unresolved. See current year finding at procedure 31.

32. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that it includes the applicable requirements of R.S. 42:344.

Current Status

Unresolved. See current year finding at procedure 32.