

NORTHWEST LOUISIANA TECHNICAL COLLEGE  
LOUISIANA COMMUNITY AND  
TECHNICAL COLLEGE SYSTEM  
STATE OF LOUISIANA



PROCEDURAL REPORT  
ISSUED DECEMBER 8, 2010

**LEGISLATIVE AUDITOR  
1600 NORTH THIRD STREET  
POST OFFICE BOX 94397  
BATON ROUGE, LOUISIANA 70804-9397**

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Under the provisions of state law, this report is a public document. A copy of this report has been submitted to the Governor, to the Attorney General, and to other public officials as required by state law. A copy of this report has been made available for public inspection at the Baton Rouge office of the Legislative Auditor and at the office of the parish clerk of court.

This document is produced by the Legislative Auditor, State of Louisiana, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397 in accordance with Louisiana Revised Statute 24:513. Five copies of this public document were produced at an approximate cost of \$14.35. This material was produced in accordance with the standards for state agencies established pursuant to R.S. 43:31. This report is available on the Legislative Auditor's Web site at [www.la.la.gov](http://www.la.la.gov). When contacting the office, you may refer to Agency ID No. 3570 or Report ID No. 80100015 for additional information.

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Our procedures at Northwest Louisiana Technical College (NWLTC) for the period July 1, 2009, through June 30, 2010, disclosed:

- NWLTC is not depositing monies collected immediately in accordance with Louisiana Technical College Policy.
- The finding identified in the prior year report on NWLTC, dated January 13, 2010, relating to inadequate controls over the Pell Grant Program has been resolved by management.
- No significant control deficiencies or errors relating to selected controls over information technology systems were identified.

This work did not constitute an audit under auditing standards. This report is a public report and has been distributed to state officials. We appreciate NWLTC's assistance in the successful completion of our work.

### **Background**

The mission of NWLTC is, within the fiscal means available to it, to offer quality technical education where and when it is needed to the people, businesses, and industries. NWLTC provides individuals with quality and relevant learning opportunities consistent with identified student, business, and industry needs within a life-long learning environment.

NWLTC is a public state technical college which consists of five campuses located in the northwest Louisiana region: Mansfield, Natchitoches, Minden, Sabine Valley, and Shreveport Bossier.

NWLTC is governed by the Louisiana Community and Technical College System and nationally accredited by the Council on Occupational Education.

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LOUISIANA LEGISLATIVE AUDITOR  
DARYL G. PURPERA, CPA, CFE

November 19, 2010

**NORTHWEST LOUISIANA TECHNICAL COLLEGE  
LOUISIANA COMMUNITY AND  
TECHNICAL COLLEGE SYSTEM  
STATE OF LOUISIANA  
Shreveport, Louisiana**

As required by Louisiana Revised Statute 24:513, we conducted certain procedures at the Northwest Louisiana Technical College (NWLTC) for the period from July 1, 2009, through June 30, 2010.

- Our auditors obtained and documented a basic understanding of NWLTC's operations and system of internal controls through inquiry, observation, and review of its policies and procedures documentation including a review of the related laws and regulations applicable to NWLTC.
- Our auditors performed analytical procedures consisting of a comparison of the most current and prior year financial activity using NWLTC's annual fiscal reports and/or system-generated reports and obtained explanations from NWLTC management for any significant variances.
- Our auditors reviewed the status of the finding identified in the prior year engagement. In our prior report on Louisiana Technical College Region 7 (currently NWLTC), dated January 13, 2010, we reported a finding relating to inadequate controls over the Pell Grant Program, which has been resolved by management.
- Based on the documentation of NWLTC's controls and our understanding of related laws and regulations, procedures were performed on selected controls and transactions relating to information technology systems and self-generated revenues.

Based on the application of these procedures, one significant finding is included in this report for management's consideration. We found no significant control deficiencies, noncompliance, or errors relating to our analytical procedures or our procedures on NWLTC's information technology system that should be communicated to management.

Our review of internal controls and compliance with applicable laws over self-generated revenues identified the following:

**Untimely Deposits**

NWLTC is not depositing monies collected immediately in accordance with Louisiana Technical College Policy. Louisiana Technical College Policy Number FS1930.309.2.1 defines “immediately” as being the deposit of funds within 24 hours of receipt. A test of 117 receipts totaling \$217,501 at three of the five campuses within the region disclosed that 56 receipts totaling \$59,534 were deposited from two to six days after being collected.

Management stated that recent budget cuts have caused a reduction in personnel and an increase in the workload for the remaining personnel causing some procedures, such as making daily deposits, to be modified. As a result, the region is in violation of Louisiana Technical College Policy. In addition, management’s failure to make timely deposits places assets at risk of loss due to theft or misuse.

Management should immediately begin making daily deposits of all receipts collected within 24 hours in accordance with Louisiana Technical College Policy. Management concurred with the finding and recommendation and outlined a plan of corrective action (see Appendix A).

The recommendation in this report represents, in our judgment, that most likely to bring about beneficial improvements to the operations of NWLTC. The nature of the recommendation, its implementation costs, and potential impact on the operations of NWLTC should be considered in reaching decisions on courses of action. Since this finding relates to NWLTC’s compliance with Louisiana Technical College policy, it should be addressed immediately by management.

Our procedures were more limited than would be necessary to give an opinion on internal control and on compliance with laws, regulations, policies, and procedures governing financial activities.

The Annual Fiscal Report of NWLTC was not audited or reviewed by us, and, accordingly, we do not express an opinion on this report. NWLTC’s accounts are an integral part of the Louisiana Community and Technical College System’s financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

This report is intended for the information and use of NWLTC and its management, others within the entity, the Louisiana Community and Technical College System, and the Louisiana Legislature. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Daryl G. Purpera".

Daryl G. Purpera, CPA, CFE  
Legislative Auditor

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NWLTC 2010

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Management's Corrective Action  
Plan and Response to the  
Finding and Recommendation





# NORTHWEST LOUISIANA TECHNICAL COLLEGE

CHARLES T. STRONG, REGIONAL DIRECTOR

P.O. Box 835  
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Minden, LA 71058-0835

March 15, 2010

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Mr. Daryl G. Purpera, CPA  
Temporary Legislative Auditor  
1600 North Third Street  
P O Box 94397  
Baton Rouge, Louisiana 70804-9397

Re: LTC Region Seven Untimely Deposits Audit Finding

Dear Mr. Purpera:

LTC Region Seven concurs with the above referenced finding. Below is our corrective action plan to avoid recurrence of the actions leading to the finding:

Contact persons responsible for corrective action:

Charles Strong, LTC Region Seven Regional Director  
Patti Lann, LTC Region Seven Chief Fiscal Officer  
Angie Rymer, LTC Region Seven Shreveport campus dean  
Carol Hebert, LTC Region Seven Natchitoches campus dean  
Jill Heard, LTC Region Seven Mansfield campus dean  
Laurie Morrow, LTC Region Seven Sabine Valley campus dean

Corrective action planned:

LTC Region Seven campus accountants will be responsible for making timely deposits for their respective campuses. LTC Region Seven campus deans will modify campus accountant daily schedules as necessary to provide daily work time for timely deposit completion, including registration periods when related workload and receipts are at peak levels. Such modified daily schedules will be provided by LTC campus deans to the LTC Region Seven regional director by April 1, 2010 and immediately upon any necessary subsequent revisions.

Anticipated completion date:

LTC Region Seven will have its corrective action plan in place by April 1, 2010.

Thank you for the opportunity to respond to this finding. Please let me know if you need additional information.

Sincerely,

Charles T. Strong

"An Equal Opportunity Employer"

"LTC Northwest is accredited by the Commission of the Council on Occupational Education"

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