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# Louisiana Housing Finance Agency



**Audit Committee**  
Collette Mathis, Audit Director

August 4, 2008

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## M E M O R A N D U M

**To:** Commissioner Maureen Clary, Chairman  
Commissioner Allison Jones  
Commissioner John Kennedy  
Commissioner Roy Lester  
Commissioner Joey Scontrino

**From:** Collette Mathis, Audit Director

**Date:** August 4, 2008

**Re:** Audit Committee

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There will be an Audit Committee meeting, Wednesday, August 13 at 9:00 a.m., at Louisiana Housing Finance Agency, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA.

Rene Landry will discuss the Louisiana Audit Questionnaire for Audit Engagements of Governmental Entities.

If you have any questions or concerns, please contact us.

Attachments

August 4, 2008

**AUDIT COMMITTEE**

Notice is hereby given of a regular meeting of the Audit Committee to be held on **Wednesday, August 13, 2008 at 9:00 A.M.**, Louisiana Housing Finance Agency, Committee Room, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairman.

**Preliminary Agenda**

1. Call to order, roll call and introduction of guests
2. Approval of the Minutes of the February 13, 2008 Audit Committee Meeting
3. Approval of and recommendation to Full Board for adoption of the completed Louisiana Audit Compliance Questionnaire for Audit Engagements of Governmental Entities
4. Audit of Fiscal Year Ended 6/30/08 Financial Statements Entrance Conference: Duplantier, Hrapmann, Hogan & Maher, CPA
5. Other Business
6. Adjournment

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Milton J. Bailey, President

If you require special services, please contact Barry Brooks at (225) 763-8700 no later than Monday, August 11, 2008.

**Louisiana Finance Agency  
Audit Committee Meeting Minutes  
Wednesday, February 13, 2008  
2415 Quail Drive  
Committee Room 2  
Baton Rouge, LA 70808  
12:30PM**

**Commissioners Present**

Merriell Lawson, Chairperson  
Carolyn Burris  
Danette O'Neal  
Guy Williams  
Wayne Woods

**Commissioners Absent**

John Kennedy  
Allison Jones  
Robert Austin

**Staff Present**

Collette Mathis  
Konchetta Bringier  
Dione Milton



**1. Call to order, roll call and introduction of guests.**

Chairman Lawson called the meeting to order at 12:30PM and asked for roll call. A quorum was established.

**2. Approval of the minutes.**

On a motion by Danette O'Neal and seconded by Carolyn Burris, the minutes of the October 10, 2007 Audit Committee Meeting were approved.

**3. Update on Audit Activities and 2008 Annual Audit Plan Presentation.**

Chairman Lawson turned the meeting over to Collette Mathis to present the 2008 Audit Plan. Ms. Mathis gave an overview of the various components of the Audit Plan including the goals for the year, last year's accomplishments, reviews conducted last year, upcoming reviews and current staffing. Ms. Mathis also discussed the department is coordinating with the Legal Department to issue an RFP for an audit of the Agency's IT function.

Collette Mathis discusses the challenges with the Compliance Audit. Issues include, determining which properties have a monitoring requirement, inconsistent forms and incomplete forms. In addition, she also explains the list of properties that have monitoring requirements, do not reconcile for the Tax Credit, Compliance, HOME and Accounting Departments. It is recommended that all departments utilize a central database, such as HDS.

Collette Mathis explains to the Committee that the Audit Department has researched various audit software; TeamMate is the most recommended. Collette Mathis explains that the cost of the software is approximately \$10,500 for 0-5 users, plus training cost. Commissioner Lawson made a recommendation from the Audit Committee that software should be purchased if funds are available.

Commissioner O'Neal made a motion that the Agency purchase Audit Software for the Internal Audit Department. The motion was seconded by Carolyn Burris.

**4. Other Business.** There was no further business to come before the Committee.

**5. Adjournment.** The meeting was adjourned at 12:54 PM.

**LOUISIANA HOUSING FINANCE AGENCY**

The following resolution was offered by \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_:

**RESOLUTION**

**A resolution to adopt the completed Louisiana Compliance Questionnaire (For Audit Engagements of Governmental Entities) dated August 13, 2008; and providing for other matters in connection therewith.**

WHEREAS, section 600.3 of the Louisiana Housing Finance Agency Act (LSA-R.S. 40:600 et. seq.) (the “Act”) created “a public body corporate and politic known as the Louisiana Housing Finance Agency” and established the Agency as “a political subdivision and instrumentality of the state;” and

WHEREAS, section 600.19.B. of the Act states, “The Legislative Auditor shall prepare an annual audit of the accounts and operations of the agency”; and

WHEREAS, the State Legislative Auditor has issued the Louisiana Compliance Questionnaire (For Audit Engagements of Governmental Entities) (the “Questionnaire”) in accordance with Louisiana Revised Statutes 24:513, which the auditor chosen to complete the annual audit of the Agency will use during the course of his regular audit to test the accuracy of the responses in the Questionnaire; and

WHEREAS, the staff of the Agency has completed the Questionnaire to the best of their belief and knowledge; and

WHEREAS, the State Legislative Auditor requires that the Questionnaire be presented to and adopted by the governing body of the Agency by means of a formal resolution in an open meeting; and

WHEREAS, the Louisiana Housing Finance Agency, according to 600.4.A.(1) of the Act, is governed by its Board of Commissioners, and the Board of Commissioners desires to comply with the audit requirements of the State as they are applicable to the Agency;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS:**

**SECTION 1.** The completed Louisiana Compliance Questionnaire (For Audit Engagements of Governmental Entities) dated August 13, 2008, attached as Exhibit “A”, is hereby adopted and shall be submitted appropriately.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 13th day of August, 2008.

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CHAIRMAN

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SECRETARY

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana governmental units and quasi-public entities. The legal matters contained in the questionnaire parallel those matters contained in the *Laws Affecting Louisiana Government*, published by the Society of Louisiana Certified Public Accountants. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed questionnaire and a copy of the adoption instrument, if appropriate, must be given to the auditor at the beginning of the audit. The auditor will, during the course of his regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization, especially those related to federal financial assistance, the requirements of the *Single Audit Act*, and OMB Circular A-133. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Steve J. Theriot, CPA  
Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE  
(For Audit Engagements of Government Entities)**

August 13, 2008 ( Date Transmitted)

Duplantier, Hrapmann, Hogan & Maher, LLP

1340 Poydras Street, Suite 2000

New Orleans, LA 70122-1223

In connection with your audit of our financial statements as of June 30, 2008 and for July 1, 2007 to June 30, 2008 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of August 13, 2008 (date completed/date of the representations).

**PART I. AGENCY PROFILE**

1. Name and address of the organization.

Louisiana Housing Finance Agency

2415 Quail Drive

Baton Rouge, LA 70808

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

N/A

3. List names, addresses, and telephone numbers of entity officials. [Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

See Attachment A

4. Period of time covered by this questionnaire:

July 1, 2007 to June 30, 2008

5. The entity has been organized under the following provisions of the Louisiana Revised Statute (s) (LSA-RS) and, if applicable, local resolutions/ordinances.

Louisiana Housing Finance Act, Chapter 3-A of Title 40

6. Briefly describe the public services provided:

Assist in the financing of housing needs of Louisiana for persons of low to moderate income.

7. Expiration date of current elected/appointed officials' terms.

Commissioners – At the pleasure of the Governor

President & Vice President – April 2009

Chairman and Vice Chair – April 2009

Secretary – April 2009

### **LEGAL COMPLIANCE**

#### **PART II. PUBLIC BID LAW**

8. The provisions of the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$100,000 have been publicly bid.

B) All material and supply purchases exceeding \$20,000 have been publicly bid.

Yes [x] No [ ]

#### **PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES**

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [ x ] No [ ]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [x] No [ ]

**PART IV. LAWS AFFECTING BUDGETING**

11. We have complied with the budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-15) or the budget requirements of LSA-RS 39:33.

**A. Local Budget Act**

1. We have adopted a budget for the General Fund and all special revenue funds (LSA-RS 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the General Fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (LSA-RS 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (LSA-RS 39:1306).
4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (LSA-RS 39:1307).
5. The proposed budget was made available for public inspection at the location required by LSA-RS 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget [LSA-RS 39:1306].
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (LSA-RS 39:1309).
8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified in writing the governing authority during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (LSA-RS 39:1311). (Note, state law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$250,000 or less and exempts special revenue funds whose expenditures drive revenue recognition-primarily federal funds-from the requirement to amend revenues.)
9. The governing authority has amended its budget when notified, as provided by LSA-RS 39:1311.

N/A Yes [ ] No [ ]

**B. State Budget Requirements**

1. The state agency has complied with the budgetary requirements of LSA-RS 39:33.

N/A Yes [ ] No [ ]

**C. Licensing Boards**

1. The licensing board has complied with the budgetary requirements of R. S. 39:1331-1342.

N/A Yes [ ] No [ ]

**PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS**

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with LSA-RS 24:514, 24:515, and/or 33:463.

Yes [ x ] No [ ]

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [ x ] No [ ]

14. We have filed our annual financial statements in accordance with LSA-RS 24:514, and 33:463 where applicable.

Yes [ x ] No [ ]

15. We have had our financial statements audited in a timely manner in accordance with LSA-RS 24:513.

Yes [ x ] No [ ]

**PART VI. ASSET MANAGEMENT LAWS**

16. We have maintained records of our fixed assets and movable property records, as required by LSA-RS 24:515 and/or 39:321-332, as applicable.

Yes [ x ] No [ ]

**PART VII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

17. We have complied with the fiscal agency and cash management requirements of LSA-RS 39:1211-45 and 49:301-327, as applicable.

Yes [ x ] No [ ]

**PART VIII. DEBT RESTRICTION LAWS**

18. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes [ x ] No [ ]

19. We have complied with the debt limitation requirements of state law (LSA-RS 39:562).

Yes [ x ] No [ ]

20. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (LSA-RS 39:1351).

Yes [ x ] No [ ]

**PART IX. REVENUE AND EXPENDITURE RESTRICTION LAWS**

21. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances. Yes [ x ] No [ ]

22. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729. Yes [ x ] No [ ]

23. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution. Yes [ x ] No [ ]

**PART X. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**

Police Juries

24. We have adopted a system of road administration that provides as follows:  
A. Approval of the governing authority of all expenditures, LSA-RS 48:755(A).  
B. Development of a capital improvement program on a selective basis, LSA-RS 48:755.  
C. Centralized purchasing of equipment and supplies, LSA-RS 48:755.  
D. Centralized accounting, LSA-RS 48:755.  
E. A construction program based on engineering plans and inspections, LSA-RS 48:755.  
F. Selective maintenance program, LSA-RS 48:755.  
G. Annual certification of compliance to the legislative auditor, LSA-RS 48:758.  
N/A Yes [ ] No [ ]

School Boards

25. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, LSA-RS 17:51-401. N/A Yes [ ] No [ ]

26. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program. N/A Yes [ ] No [ ]

27. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed upon procedures will be applied to such schedules and performance measurement data:  
Parish school boards are required to report as part of their annual financial statements measures of performance. These performance indicators are found in the supplemental schedules:  
- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenues Sources  
- Schedule 2, Education Levels of Public School Staff  
- Schedule 3, Number and Type of Public Schools  
- Schedule 4, Experience of Public Teachers and Full-time Classroom Teachers  
- Schedule 5, Public School Staff Data  
- Schedule 6, Class Size Characteristics

- Schedule 7, Louisiana Educational Assessment Program
- Schedule 8, The Graduate Exit Exam
- Schedule 9, The IOWA Tests

N/A Yes [ ] No [ ]

Tax Collectors

28. We have complied with the general statutory requirements of LSA-RS 47, Chapter 4.  
N/A Yes [ ] No [ ]

Sheriffs

29. We have complied with the state supplemental pay regulations of LSA-RS 33:2218.8.  
N/A Yes [ ] No [ ]

30. We have complied with LSA-RS 33:1432 relating to the feeding and keeping of prisoners.  
N/A Yes [ ] No [ ]

District Attorneys

31. We have complied with the regulations of the Louisiana Department of Social Services that relate to the Title IV-D Program.  
N/A Yes [ ] No [ ]

Assessors

32. We have complied with the regulatory requirements found in Title 47 of the Louisiana Revised Statutes.  
N/A Yes [ ] No [ ]

33. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.  
N/A Yes [ ] No [ ]

Clerks of Court

34. We have complied with LSA-RS 13:751-960.  
N/A Yes [ ] No [ ]

Libraries

35. We have complied with the regulations of the Louisiana State Library.  
N/A Yes [ ] No [ ]

Municipalities

36. Minutes are taken at all meetings of the governing authority. LSA-RS 42:7.1 (Act 665 of 1976).  
N/A Yes [ ] No [ ]

37. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal. LSA-RS 43:143-144 and A.G. 86-528.  
N/A Yes [ ] No [ ]

38. All official action taken by the municipality is conducted at public meetings.LSA-RS 42:4.1-13.  
N/A Yes [ ] No [ ]

#### Airports

39. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by LSA-RS 2:802.  
N/A Yes [ ] No [ ]

40. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (LSA-RS 2:810).  
N/A Yes [ ] No [ ]

41. All project funds have been expended on the project and for no other purpose (LSA-RS 2:810).  
N/A Yes [ ] No [ ]

42. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (LSA-RS 2:811).  
N/A Yes [ ] No [ ]

#### Ports

43. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by LSA-RS 34:3432.  
N/A Yes [ ] No [ ]

44. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (LSA-RS 34:3460).  
N/A Yes [ ] No [ ]

45. All project funds have been expended on the project and for no other purpose (LSA-RS 34:3460).  
N/A Yes [ ] No [ ]

46. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (LSA-RS 34:3460).  
N/A Yes [ ] No [ ]

47. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (LSA-RS 34:3461).  
N/A Yes [ ] No [ ]

#### Sewerage Districts

48. We have complied with the statutory requirements of LSA-RS 33:3881-4160.  
N/A Yes [ ] No [ ]

Waterworks Districts

49. We have complied with the statutory requirements of LSA-RS 33:3811-3837.  
N/A Yes [ ] No [ ]

Utility Districts

50. We have complied with the statutory requirements of LSA-RS 33:4161-4548.  
N/A Yes [ ] No [ ]

Drainage and Irrigation Districts

51. We have complied with the statutory requirements of LSA-RS 38:1601-1707 (Drainage Districts); LSA-RS 38:1751-1921 (Gravity Drainage Districts); LSA-RS 38:1991-2048 (Levee and Drainage Districts); or LSA-RS 38:2101-2123 (Irrigation Districts), as appropriate.  
N/A Yes [ ] No [ ]

Fire Protection Districts

52. We have complied with the statutory requirements of LSA-RS 40:1491-1509.  
N/A Yes [ ] No [ ]

Other Special Districts

53. We have complied with those specific statutory requirements of state law applicable to our district.  
N/A Yes [ ] No [ ]

The previous responses have been made to the best of our belief and knowledge.

\_\_\_\_\_ Secretary \_\_\_\_\_ Date

\_\_\_\_\_ Treasurer \_\_\_\_\_ Date

\_\_\_\_\_ President \_\_\_\_\_ Date



**BOARD OF COMMISSIONERS  
2008-2009**

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**REVISED 7/10/08**

**President and Secretary**

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**Vice President**

Vacant

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