

PPM #40

Policy Name: *Bonds and Crime Loss Control*

Effective Date: *January 1, 1999*

Revision Date: *May 28, 2002; December 1, 2011; April 1, 2014*

Authorization:



Charles R. Davis, Deputy Secretary

I. PHILOSOPHY

To protect the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) from financial and/or property losses resulting from any act and/or omission by employees in the performance of their duties.

II. ASSIGNMENT OF RESPONSIBILITY

Fiscal responsibility is shared among the Undersecretary, Chief Fiscal Officer (Accountant Administrator 4), and the Accounting Director (Accountant Manager 3). Other employees that are assigned specific duties in areas covered under the Bonds and Crime Loss Control Program are:

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|-------------------------|--|
| Property Control | Procurement Manager 1 – Non-Exempt |
| Purchasing | Procurement Manager 1 – Non-Exempt |
| Petty Cash | Accounting Director (Accountant Manager 3) |
| Timekeeping | Administrative Assistant 6 |
| Contracts/Grants | Contracts/Grants Reviewer 3 |
| Internal Auditor | Auditor--Internal |

OLG/DCRT's internal auditing process assures that all policies and procedures in conjunction with the above areas are conducted within a system of checks and balances and in compliance. Internal audits are conducted by the Internal Auditor and any areas of non-compliance are immediately investigated and corrected. The LaGov AFS system also contains security safeguards which prevent certain actions without authority. Security access is granted by the Accounting Director.

III. PROPERTY CONTROL

Annual inventory of property is conducted and reconciled to reports. Discrepancies are investigated. Verifications are made to assure that all equipment over \$1000.00 is reported to ORM/Property Control and maintained in the database system.

IV. PURCHASING

Purchasing agent reviews purchasing requests for appropriate approvals, conducts research on items to be ordered, follows Louisiana Procurement Code in placing orders, receives property and verifies against purchase orders. Vendor payments are processed in the Accounts Payable Section and are approved by the Accounting Director, Accounts Payable Supervisor, or the Chief Fiscal Officer. Purchasing agent also maintains office supply inventory and submits requests to purchase items as needed.

V. PETTY CASH

Petty cash is maintained in a locked safe with access by the Accounting Director. The Accountant Manager 1 serves as access backup.

VI. TIMEKEEPING

Timesheets, leave request forms, and time entry into the LaGov HCM system are monitored to assure compliance with payroll requirements. The Administrative Assistant 6 reviews and spot checks reports for accuracy and assures that division verification approvals and employee review signatures are present.

VII. CONTRACTS/GRANTS

Contracts/grants are developed according to policy, procedure, and the rules and regulations of the Office of Contractual Review. Contracts/grants are reviewed for compliance to assure agreements are sound and that all required documentation is complete and all deliverables have been met. All contracts/grants are evaluated after completion of the agreements to ensure that the goals of the agreement are achieved and that the contractor has completed the terms in a satisfactory manner. Federal grant revenues are reconciled and audited on an annual basis.

VIII. KEY CONTROL

The Department of Culture, Recreation and Tourism, Office of the Secretary is located in the Capitol Annex Building. State Buildings and Grounds internal procedures are in place for building access. In addition, keys to the Fiscal Division are issued through the Office of the Undersecretary, and a list of employees to whom keys have been issued is maintained in that office. It is the responsibility of the last employee leaving the office each night to ensure that all doors are locked in order to secure the office.

In instances when an employee separates from State employment, the decision for "re-keying" locks within the department is at the discretion of the department manager. The decision will be based upon the sensitivity of information/material

within the secured area (i.e. office doors, file cabinets, cash boxes, etc.) and the costs involved in re-keying.

IX. INSURANCE

In order to protect the department against the risks resulting from property damage to real and personal property, the Department of Culture, Recreation and Tourism will maintain the appropriate level of Building and Property Insurance.

In order to protect the department against the risks of property loss resulting from dishonest acts of state employees and private citizens, the Department of Culture, Recreation and Tourism will maintain the appropriate level of Liability Insurance.

In order to protect the department against the risks of property loss and liability resulting from injuries to persons and damage to their property because of harmful actions of state employees or elected officials, the Department of Culture, Recreation and Tourism will maintain performance bonds on all employees of the Office of the Secretary.

Records will be reviewed annually by the Procurement Manager 1 – Non-Exempt in the Office of Management and Finance to ensure that coverage is maintained at the proper levels.

X. SECURITY

A security guard is located on the first floor of the Capitol Annex Building during the work day. The doors to the building are locked at 6:00 PM in the evening and are unlocked at 7:00 AM. A security alarm system is monitored by DPS in the nearby State Capitol Building. Access to the building during the locked hours is available by using employee ID Swipe cards. The DPS personnel patrol the exterior grounds of the building on a regular basis.

XI. REPORTING

As required by Louisiana R.S. 24:523, if there is knowledge of a misappropriation of public funds or assets of OLG/DCRT, the Undersecretary shall immediately notify, in writing, the legislative auditor and the district attorney of the parish in which the Department is domiciled of such misappropriation.

Summary of Changes: Added policy number, updated references from specific employees' names to the appropriate job titles (December 1, 2011); updated system name from ISIS to LaGov, added Reporting section (April 1, 2014).