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ERNEST F. SUMMERVILLE, JR., CPA

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Louisiana Legislative Auditor Michael J. "Mike" Waguespack, CPA

University of Louisiana at Lafayette

June 2022



Introduction

As a part of our audit of the University of Louisiana System (System) and our work related to the Single Audit of the State of Louisiana (Single Audit) for the fiscal year ended June 30, 2021, we performed procedures at the University of Louisiana at Lafayette (UL Lafayette) to provide assurances on financial information that is significant to the System's financial statements; evaluate the effectiveness of UL Lafayette's internal controls over financial reporting and compliance; and determine whether UL Lafayette complied with applicable laws and regulations. In addition, we determined whether management has taken actions to correct the findings reported in the prior year.

Results of Our Procedures

Follow-up on Prior-year Findings

Our auditors reviewed the status of the prior-year findings reported in the UL Lafayette management letter dated May 10, 2021. We determined that management has resolved the prior-year findings related to Inappropriate System Access and Changes in Enrollment Status Not Reported. The prior-year findings related to Control Weakness and Noncompliance Over Return of Title IV Funds and Noncompliance with Gram-Leach-Bliley Act Regarding Student Information Security have not been resolved and are addressed again in this letter.

Current-year Findings

Control Weakness and Noncompliance over Return of Title IV Funds

For the second consecutive year, UL Lafayette did not have adequate controls in place to ensure that return of Title IV funds was accurately calculated as required by federal regulations. An inaccurate return of funds calculation could cause UL Lafayette to fail to identify funds that should be returned to the U.S. Department of Education (USDOE) as required by federal regulations.

In a sample of 25 students from a population of 564 students who were evaluated for return of funds, three (12%) students had an incorrect withdrawal date used in the calculation for return of

Title IV funds. The incorrect dates caused UL Lafayette to incorrectly calculate the percentage of the payment period completed. No funds were due to the USDOE as a result of the inaccurate calculation because the students completed over 60% of the payment period.

UL Lafayette did not have adequate procedures in place to identify the correct withdrawal date for all students.

Management should strengthen controls to ensure that all return of funds calculations are performed accurately and in compliance with federal regulations. Additionally, management should identify students with incorrect withdrawal dates, and if applicable, recalculate the return of Title IV amounts and return any additional funds to the USDOE. Management concurred with the finding and outlined a plan of corrective action (see Appendix A, page 1).

Noncompliance with Gramm-Leach-Bliley Act Regarding Student Information Security

For the second consecutive year, UL Lafayette did not have a formal documented risk assessment or related safeguards that address the following minimum requirements of the Gramm-Leach-Bliley Act standards for safeguarding student information within the 2020-2021 award year:

- Employee training and management;
- Information systems including network and software design, as well as information processing, storage, transmission and disposal; and
- Detecting, preventing and responding to attacks, intrusions, or other systems failures.

UL Lafayette has information technology policies and practices that require employee training, information technology security policies and procedures, a documented disaster recovery plan, and password policy, but has not performed a formal documented risk assessment including safeguards to address identified risk as required by federal regulations. As a result, there is an increased risk for unauthorized disclosure, misuse, alteration, destruction or other compromise of student information and results in noncompliance with federal regulations.

Management should develop, implement, and maintain information security programs that include a formal documented risk assessment of relevant areas of operation. Also, management should document the design and implementation of safeguards to control the risks identified in regards to student information within the required fiscal period. Management concurred with the finding and outlined a plan of corrective action (see Appendix A, page 2).

Control Weakness and Noncompliance over Disbursements to or on Behalf of Students

UL Lafayette failed to inform students and/or parents receiving Federal Direct Loans of their right to cancel all or a portion of their loan disbursements and the procedures and time by which they must notify the institution that they wish to cancel the loan disbursement as required by federal regulations. Failure to inform students and/or parents of their right to cancel all or a

portion of their Federal Direct Loans results in noncompliance with federal regulations and could have an impact on students and/or parents decision making.

In a sample of 40 Federal Direct Loan disbursement transactions that were evaluated for disbursements to or on behalf of students, 11 (27.5%) students and/or parents did not receive automated e-mails notifying them of their rights to cancel all or a portion of their loan disbursements and the procedures and time by which they must notify the institution that they wish to cancel the loan disbursement.

UL Lafayette uses an automated process to send out e-mails containing the required information to students/parents receiving Federal Direct Loans. UL Lafayette submitted an IT ticket on August 7, 2020 to schedule the e-mails for the semester. The ticket was processed on August 10, 2020. The code to select the e-mail recipients looks for transaction dates within two days of the date that the job is being run, therefore the job for disbursement emails run on August 11, 2020, excluded transaction dates prior to August 8, 2020. All of the students in our sample with exceptions had a disbursement date of August 7, 2020, which was the first disbursement date of the semester. Therefore, these students were not selected to receive the automated e-mail.

Management should strengthen controls to ensure that all borrowers of Federal Direct Loans receive the required information. Management concurred with the finding and outlined a plan of corrective action (see Appendix A, page 3).

Control Weakness Over and Noncompliance with Higher Education Emergency Relief Fund Reporting Requirements

UL Lafayette did not adequately implement controls to ensure compliance with certain reporting requirements as established by the USDOE for the Higher Education Emergency Relief Fund (HEERF) provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act known as HEERF I.

The USDOE required separate Quarterly Public Reporting for the Institutional Portion and Student Aid Portion. In a sample of two quarters ending September 30, 2020, and December 31, 2020, from a population of four quarters during the fiscal year 2021, the following exceptions were noted:

• HEERF I Institutional Portion amounts reported on the Quarterly Budget and Expenditure Reporting Form for the quarter ending December 31, 2020, were cumulative rather than quarterly totals, as instructed by USDOE. The error overstated the expenditures on the December quarter by approximately \$6.9 million. In addition, UL Lafayette was unable to provide evidence that the information in the two quarterly reports for quarters ending September 30, 2020 and December 31, 2020 were reviewed and approved prior to posting.

Per USDOE instructions on the Quarterly Budget and Expenditure Reporting under CARES Act for the Institutional Portion, a new separate form must be posted on the institution's primary website covering each quarterly reporting period. • UL Lafayette was unable to provide evidence that the information in the HEERF I Student reports for quarters ending September 30, 2020 and December 31, 2020, were reviewed and approved prior to posting.

In addition, UL Lafayette was not able to provide evidence that the annual report which was due February 8, 2021, was reviewed and approved prior to submission. The USDOE required Annual Reporting for HEERF I funds to be submitted on the Data Collection Form by February 8, 2021, which applied to the reporting period from March 13, 2020, through December 31, 2020.

Failure to implement a review process that will identify errors in quarterly and annual amounts reported for HEERF resulted in noncompliance with federal regulations.

Management should revise any reports incorrectly posted with cumulative totals to reflect actual activity for that quarter. Additionally, management should implement its procedures over the review of information reported for HEERF to ensure accuracy of information reported and compliance with reporting requirements. Management concurred with the finding and outlined a plan of corrective action (see Appendix A, page 4).

Control Weakness and Noncompliance with Personnel Expenses Charged to Federal Awards

UL Lafayette did not have adequate controls in place to ensure personnel expenses and effort charged to federal Research and Development (R&D) awards accurately reflected work performed. From a population of 22,636 payroll and non-payroll expenses charged to R&D grants, a sample of 25 transactions were tested. For all 11 (44%) of the payroll transactions, UL Lafayette was unable to provide documentation to show that personnel related expenses, totaling \$11,482, were supported by time and effort certifications to ensure the accuracy of budget estimates charged to federal awards as required by federal regulations. Additionally, because there is no after-the-fact review to ensure the accuracy of personnel costs and effort charged to the awards, UL Lafayette could not ensure compliance with the requirements of special tests and provisions related to key personnel effort.

Inadequate controls related to federal documentation standards for personnel expenses could result in noncompliance with federal allowable costs and cost principles, as well as noncompliance with special tests and provisions related to key personnel effort.

Management represented, that due to a high rate of turnover in the Office of Sponsored Programs Administration and Compliance from February through October 2021, time and effort certifications were not completed by employees to support the accuracy of budget estimates charged to federal awards as required by federal regulations.

Management should strengthen internal controls to ensure that personnel expenses charged to the federal awards are supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated. Management concurred with the finding and outlined a plan of corrective action (see Appendix A, page 5).

Noncompliance with Subrecipient Monitoring Requirements

UL Lafayette did not adequately monitor subrecipients of the R&D Cluster programs. Failure to properly monitor subrecipients results in noncompliance with federal regulations and increases the likelihood of improper payments which may have to be returned to the federal awarding agency.

In a sample of four grants, which included five subawards to four different subrecipients requiring monitoring, it was noted that for three (75%) of the subrecipients evaluated, UL Lafayette was unable to provide documentation that ensured each subrecipient obtained the required audit and that the audit was reviewed so that timely and appropriate action could be taken for any findings pertaining to the federal awards, as required by federal regulations. Additionally, for all four (100%) of the subrecipients evaluated, UL Lafayette could not provide evidence that the required risk analyses were performed to evaluate each subrecipients' risk of noncompliance with federal regulations and the terms of the subaward.

UL Lafayette should strengthen controls to ensure the timely review of all required subrecipient audit reports in order to evaluate the impact of any findings noted by the audit and issue management decision letters, if applicable. In addition, UL Lafayette should strengthen controls to ensure risk assessments are performed and documented on all subrecipients in accordance with federal regulations. Management concurred with the finding and outlined a plan of corrective action (see Appendix A, page 6).

Financial Statements - University of Louisiana System

As a part of our audit of the System's financial statements for the year ended June 30, 2021, we considered UL Lafayette's internal control over financial reporting and examined evidence supporting certain account balances and classes of transactions, as follows:

Statement of Net Position

Assets - Cash and Cash Equivalents, Investments, Due from State Treasury, and Capital Assets

Net Position - Net Investment in Capital Assets, Restricted-Expendable, Restricted-Nonexpendable, and Unrestricted

Statement of Revenues, Expenses, and Changes in Net Position

Revenues - Student Tuition and Fees net of Scholarship Allowances, Federal Grants and Contracts, State and Local Grants and Contracts, Nongovernmental Grants and Contracts, Auxiliary Revenues net of Scholarship Allowances, State Appropriations, and Federal Nonoperating Revenues

Expenses - Educational and General, and Auxiliary Enterprise

The account balances and classes of transactions tested, as adjusted, are materially correct.

Federal Compliance - Single Audit of the State of Louisiana

As a part of the Single Audit for the year ended June 30, 2021, we performed internal control and compliance testing as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) on UL Lafayette's major federal programs, as follows:

- Student Financial Assistance Cluster
- Higher Education Emergency Relief Fund (AL 84.425)
- Research and Development Cluster

Those tests included evaluating the effectiveness of UL Lafayette's internal controls designed to prevent or detect material noncompliance with program requirements and tests to determine whether UL Lafayette complied with applicable program requirements. In addition, we performed procedures on information submitted by UL Lafayette to the Division of Administration's Office of Statewide Reporting and Accounting Policy for the preparation of the state's Schedule of Expenditures of Federal Awards (SEFA) and on the status of the prior-year findings for the preparation of the state's Summary Schedule of Prior Audit Findings, as required by Uniform Guidance.

Based on the results of these Single Audit procedures, we reported findings related to Control Weakness and Noncompliance over Return of Title IV Funds, Noncompliance with Gramm-Leach-Bliley Act Regarding Student Information Security, Control Weakness and Noncompliance over Disbursements to or on Behalf of Students, Control Weakness Over and Noncompliance with Higher Education Emergency Relief Fund Reporting Requirements, Control Weakness and Noncompliance with Personnel Expenses Charged to Federal Awards, and Noncompliance with Subrecipient Monitoring Requirements. These findings will also be included in the Single Audit for the year ended June 30, 2021. In addition, UL Lafayette's information submitted for the preparation of the state's SEFA and the state's Summary Schedule of Prior Audit Findings, as adjusted, is materially correct.

Trend Analysis

We compared the most current and prior-year financial activity using UL Lafayette's Annual Fiscal Reports and/or system-generated reports and obtained explanations from UL Lafayette's management for any significant variances. We also prepared an analysis of revenues, expenses, and enrollment over the past five fiscal years, as shown in Exhibits 1 and 2.

In analyzing the financial trend of UL Lafayette over the past five fiscal years, tuition and fee revenues has been relatively level since 2017 but decreased in 2021 due to a decrease in enrollment attributed to COVID 19. Auxiliary and other revenue fluctuations are due to bond activity; grants and gifts for capital projects; new permanent endowments and fluctuations in realized and unrealized gain/loss on endowment funds; increased dormitory and meal rates; and changes in research grants with private industry. In addition, auxiliary and other revenue decreased in fiscal year 2020 due to impacts of COVID 19. State Appropriations increased in 2020 due to additional COVID 19 funding but was decreased in 2021. Federal Revenues increased in fiscal year 2021 due to additional funding due to COVID 19.

Operating expenses have increased since 2017 due to increases in salaries and employee benefits, scholarships and fellowships, and depreciation.

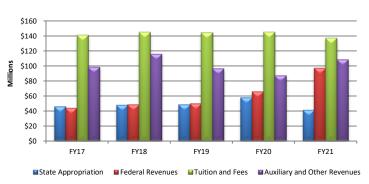


Exhibit 1 Five-Year Revenue Trend

Source: Fiscal Years 2017-2021 System Audit Reports/UL Lafayette Annual Fiscal Reports, as adjusted

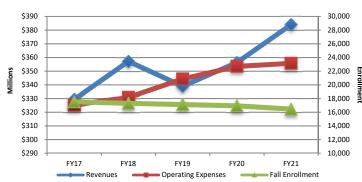


Exhibit 2 Fiscal/Enrollment Trends

Source: Fiscal Years 2017-2021 System Audit Reports/UL Lafayette Annual Fiscal Reports, as adjusted

The recommendations in this letter represent, in our judgment, those most likely to bring about beneficial improvements to the operations of UL Lafayette. The nature of the recommendations, their implementation costs, and their potential impact on the operations of UL Lafayette should be considered in reaching decisions on courses of action. The findings related to UL Lafayette's compliance with applicable laws and regulations should be addressed immediately by management.

Under Louisiana Revised Statute 24:513, this letter is a public document, and it has been distributed to appropriate public officials.

Respectfully submitted,

Michael J. "Mike" Waguespack, CPA Legislative Auditor

RE:RJM:BH:EFS:ch

UL LAFAYETTE2021

APPENDIX A: MANAGEMENT'S RESPONSES



Financial Aid Office

P.O. Box 41206 Lafayette, LA 70504-1206 Office: (337) 482-6506

Université des Acadiens

June 7, 2022

Michael J. "Mike" Waguespack, CPA Louisiana Legislative Auditor PO Box 94397 Baton Rouge, LA 70804-9397

Dear Mr.Waguespack:

Please find below our management response to the FY 2020-2021 audit finding of "Control Weaknesses and Noncompliance over Return of Title IV Funds".

The University concurs with the finding.

The Corrective Action Plan created by the University is as follows:

Cindy Perez, Executive Director of Student Aid & Scholarships is responsible to verify the implementation of action plan.

The Financial Aid Office is strengthening the developed and implemented management plan to prevent this finding from reoccurring. The plan is strengthened as follows:

- Additional training of faculty and staff on the importance of the date the student initiated the drop or withdrawal.
- Additional reports to identify students who have dropped courses, resigned or received FS and/or FN grades.

Cindy S. Perez Financial Aid Director

E. Joseph Savoie

President



Chief Information Officer Information Technology

P.O. Box 41690 Lafayette, LA 70504-1690 Office: (337) 482-2246

Université des Acadiens

June 14, 2022

Mr. Michael J. Waguespack, CPA Louisiana Legislative Auditor 1600 North Third Street Baton Rouge, LA 70804-9397

Dear Mr. Waguespack,

In response to University of Louisiana at Lafayette's audit finding, Noncompliance with Gramm-Leach Bliley Act (GLBA) Regarding Student Information Security, the University concurs with this finding due to the 3rd party assessment which was completed outside the audit period and notes the following.

As noted in the management letter, UL Lafayette does have information technology policies and practices that require employee training, information technology security policies and procedures, a documented disaster recovery plan, and password policy. We agree with the Legislative Auditor that there is an increased risk for unauthorized disclosure, misuse, alteration, destruction or other compromise of student information and results in noncompliance with federal regulations.

The formal GLBA Risk Assessment was performed by 3rd party as of Aug 2021, that addressed the requirements of the Gramm-Leach Bliley Act standards for safeguarding student information. The risk assessment covered three areas required by Gramm-Leach Bliley Act, as noted in the management letter: (1) employee training and management; (2) information systems; and (3) detecting, preventing, and responding to attacks, intrusions, or other system failures. We are in the process of addressing the issues identified in the risk assessment, as follows:

1. Business process findings are being addressed by the Financial Aid Director/GLBA Compliance Coordinator.

2. GLBA training has been implemented and audited for user access to GLBA data systems.

3. Central IT is implementing appropriate technical controls to the GLBA data environment.

4. IT Security has created GLBA specific technical compliance reports for GLBA Compliance Coordinator and appropriate stakeholders.

Sincerely, Charles Broome

Charles Broome IT Security Officer

E. Joseph Savoie

University President

Jerry Luke LeBlanc

Financial Aid Office

P.O. Box 41206 Lafayette, LA 70504-1206 Office: (337) 482-6506

Université des Acadiens



June 1, 2022

Michael J. "Mike" Waguespack, CPA Louisiana Legislative Auditor PO Box 94397 Baton Rouge, LA 70804-9397

Dear Mr.Waguespack:

Please find below our management response to the FY 2020-2021 audit finding of "Control Weaknesses and Noncompliance over Disbursements to or on Behalf of Students".

The University concurs with the finding.

The Corrective Action Plan created by the University is as follows:

Cindy Perez, Executive Director of Student Aid & Scholarships is responsible to verify the implementation of action plan.

The Financial Aid Office has developed and implemented a management plan to prevent this finding from reoccurring. The plan is as follows:

 A Cognos report was created and is run daily showing any loans disbursed that do not have a corresponding email. The report is sent to a Financial Aid Systems Analyst. The Financial Aid Systems Analysts verifies the email is sent out the next day, if not they send a manual disbursement email to the student and/or parent.

Cindy S^f. Perez Financial Aid Director

E. Joseph Savoie President



Office of the Assistant Vice President for Financial Services

June 9, 2022

P.O. Box 40400 • Lafayette, LA 70504-0400 Office: (337) 482-6235 Fax: (337) 482-6534

Université des Acadiens

Michael J. "Mike" Waguespack, CPA Louisiana Legislative Auditor PO Box 94397 Baton Rouge, LA 70804-9397

Dear Mr. Waguespack:

Please find below our management response to the audit finding "Control Weakness Over and Noncompliance with Higher Education Emergency Relief Fund Reporting Requirements".

We concur with the finding.

The quarterly report for the HEERF I Institutional Portion for the quarter ended December 31, 2020 was reported on a cumulative basis rather than a quarterly basis, mainly because there was little activity in that quarter and the previous report, which was correctly prepared on the cumulative basis, was rolled forward and adjusted for new activity. The report was revised and updated on our website prior to this request for a response. Subsequent reports were reported on a quarterly basis.

While we were not able to provide acceptable evidence that the HEERF quarterly reports and annual report were reviewed and approved prior to posting or submission, the reports were reviewed. They were a collaborative effort between Financial Services, Financial Aid, Institutional Research and Sponsored Programs Finance Administration and Compliance (SPFAC). Much care was taken to ensure accurate reporting of HEERF activity.

During the reporting process, we realized that our current stated (written) procedures would not be adequate to meet the complex HEERF reporting requirements. As a result, we revised our procedures to ensure an accurate report. Our corrective action plan will be to revise our written procedures to reflect our actual procedures, as follows:

- Quarterly reports on the institutional portion activity will be prepared by the Assistant Vice President for Financial Services (the principal investigator on the grant) and will be submitted to SPFAC for reconciliation to the grant funds and posting to the website.
- Information for the quarterly reporting of the student grant portion will be obtained by SPFAC from the Executive Director of Financial Aid (the principal investigator on the grant). SPFAC will reconcile total student grants for the period to the grant fund and will update the student grant information on the website
- 3. SPFAC will coordinate the gathering of information for the annual report. Financial data will be obtained from the Assistant Vice President for Financial Services. Student data will be obtained from the Executive Director of Financial Aid who will work with Institutional Research. SPFAC will reconcile the data to the quarterly reports and will enter the data into the Department of Education portal and will submit the report.

Sincerely,

Debra Calais Assistant Vice President



Administration & Finance

Judith Maina Director of Sponsored Programs Finance Administration & Compliance

E. Joseph Savoie President



June 10, 2022

Sponsored Programs Finance Administration and Compliance

P.O. Box 42570 • Lafayette, LA 70504-2570 Office: (337) 482-2840

Université des Acadiens

Michael J Waguespack, CPA Louisiana Legislative Auditor 1600 N. 3Rd Street P.O. Box 94397 Baton Rouge, LA 70804

Dear Mr. Waguespack,

Please find below our management response to the audit finding "Control Weakness Over and Noncompliance with Personnel Expenses Charged to Federal".

The University concurs with the finding.

SPFAC will take the following corrective action:

- 1. Update the current effort reporting and certification policy.
- 2. Create and implement an internal user friendly effort reporting system.
- 3. Train faculty and staff on how to use the effort reporting and certification system.
- 4. Track the effort certifications quarterly.
- 5. For federal awards that follow CFR § 200.201- Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts, the University will internally tract and certify the personnel effort cost separately as the billing is dictated by the issued task orders based on the estimated task order cost.

The Director of Sponsored Programs Finance Administration and Compliance (SPFAC) will oversee the implementation of the action plan.

Si Mai

Judith Maina Director, SPFAC

Dr. E. Joseph Savoie President

Jerry Luke LeBlanc Vice President, Administration & Finance



Sponsored Programs Finance Administration and Compliance

P.O. Box 42570 • Lafayette, LA 70504-2570 Office: (337) 482-2840

Université des Acadiens

June 10, 2022

Michael J Waguespack, CPA Louisiana Legislative Auditor 1600 N. 3Rd Street P.O. Box 94397 Baton Rouge, LA 70804

Dear Mr. Waguespack,

Please find below our management response to the audit finding "Noncompliance with Sub recipient Monitoring Requirements".

The University concurs with the finding.

SPFAC will take the following corrective action:

- 1. Resume our procedures to adequately monitor sub recipients.
- 2. Implement a risk assessment questionnaire and have Senior SPFAC staff complete one for every sub recipient per 2 CFR 200.332 (f).

The Director of Sponsored Programs Finance Administration and Compliance (SPFAC) will oversee the implementation of the action plan.

Judith Maina Director, SPFAC

Dr. E. Joseph Savoie

Dr. E. Joseph Savo President

Jerry Luke LeBlanc Vice President, Administration & Finance

APPENDIX B: SCOPE AND METHODOLOGY

We performed certain procedures at the University of Louisiana at Lafayette (UL Lafayette) for the period from July 1, 2020, through June 30, 2021, to provide assurances on financial information significant to the University of Louisiana System (System), and to evaluate relevant systems of internal control in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Our procedures, summarized below, are a part of the audit of the System's financial statements and our work related to the Single Audit of the State of Louisiana (Single Audit) for the year ended June 30, 2021.

- We evaluated UL Lafayette's operations and system of internal controls through inquiry, observation, and review of its policies and procedures, including a review of the laws and regulations applicable to UL Lafayette.
- Based on the documentation of UL Lafayette's controls and our understanding of related laws and regulations, we performed procedures to provide assurances on certain account balances and classes of transactions to support our opinions on the System's financial statements.
- We performed procedures on the Student Financial Assistance Cluster, Higher Education Emergency Relief Fund (AL 84.425) and Research and Development Cluster for the year ended June 30, 2021, as a part of the 2021 Single Audit.
- We performed procedures on information for the preparation of the state's Schedule of Expenditures of Federal Awards and on the status of prior-year findings for the preparation of the state's Summary Schedule of Prior Audit Findings for the year ended June 30, 2021, as a part of the 2021 Single Audit.
- We compared the most current and prior-year financial activity using UL Lafayette's Annual Fiscal Reports and/or system-generated reports to identify trends and obtained explanations from UL Lafayette's management for significant variances.

The purpose of this report is solely to describe the scope of our work at UL Lafayette and not to provide an opinion on the effectiveness of UL Lafayette's internal control over financial reporting or on compliance. Accordingly, this report is not intended to be, and should not be, used for any other purposes.

We did not audit or review UL Lafayette's Annual Fiscal Report, and accordingly, we do not express an opinion on that report. UL Lafayette's accounts are an integral part of the System's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.