
MARY BIRD PERKINS CANCER CENTER
SCHEDULE OF PUBLIC ASSISTANCE RECEIVED FROM THE
STATE OF LOUISIANA
YEAR ENDED JUNE 30, 2022

MARY BIRD PERKINS CANCER CENTER

**SCHEDULE OF PUBLIC ASSISTANCE RECEIVED FROM THE
STATE OF LOUISIANA**

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INDEPENDENT AUDITOR'S REPORT

Finance Committee
Mary Bird Perkins Cancer Center
Baton Rouge, Louisiana

Opinion

We have audited the Schedule of Public Assistance Received from the State of Louisiana of the Mary Bird Perkins Cancer Center (the Center) for the year ended June 30, 2022, and the related notes (the Schedule).

In our opinion, the accompanying Schedule presents fairly, in all material respects, the public assistance from the State of Louisiana received by the Mary Bird Perkins Cancer Center for the year ended June 30, 2022, in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards (*Government Auditing Standards*), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Schedule section of our report.

We are required to be independent of the Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Schedule

Management is responsible for the preparation and fair presentation of the Schedule in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the Schedule that is free from material misstatement, whether due to fraud or error.

Auditors' Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the Schedule as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of certain internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the Schedule.



In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of Schedule, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the Schedule.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the Schedule.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2022, on our consideration of the Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters with respect to the Schedule. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Center's internal control over financial reporting or on compliance with respect to the Schedule. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Center's internal control over financial reporting and compliance with respect to the Schedule.

Postlethwaite & Netterville

Baton Rouge, Louisiana
December 30, 2022

MARY BIRD PERKINS CANCER CENTER
SCHEDULE OF PUBLIC ASSISTANCE RECEIVED FROM THE
STATE OF LOUISIANA

YEAR ENDED JUNE 30, 2022

REVENUES AND SUPPORT WITH DONOR RESTRICTIONS:

Cooperative endeavor agreements	\$ 1,250,000
Net assets released from restrictions related to deposits made towards the purchase of an additional mobile medical clinic	<u>(510,635)</u>
Total revenues and support	<u>739,365</u>

**NET ASSETS WITH DONOR RESTRICTIONS (RELATED TO PUBLIC
ASSISTANCE RECEIVED FROM THE STATE OF LOUISIANA)**

Beginning of year	<u>-</u>
End of year	<u>\$ 739,365</u>

The accompanying notes are an integral part of these statements.

MARY BIRD PERKINS CANCER CENTER - STATE ASSISTANCE

**NOTES TO THE SCHEDULE OF PUBLIC ASSISTANCE RECEIVED FROM THE
STATE OF LOUISIANA**

1. General

The mission of the Mary Bird Perkins Cancer Center (the Center), a Louisiana not-for-profit corporation, is to improve survivorship and lessen the burden of cancer through expert treatment, compassionate care, early detection, research, and education. The Center owns and operates cancer treatment and research facilities in Baton Rouge, Hammond, Houma, Gonzales, and Covington, Louisiana and Natchez, Mississippi. Partnering with local hospitals, physicians, and support organizations, the Center has assumed responsibilities for developing and delivering programs and services to reduce cancer incidence and mortality and to improve the quality of life for those affected by cancer within these communities.

2. Summary of significant accounting policies

Basis of presentation

The accompanying Schedule of Public Assistance Received from the State of Louisiana of the Mary Bird Perkins Cancer Center (the Center) for the year ended June 30, 2022, is prepared in accordance with accounting principles generally accepted in the United States of America. Because the Schedule presents only a selected portion of the Center's activities, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Center.

Estimates

The preparation of the Schedule in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of public assistance received from the State of Louisiana. Actual results could differ from those estimates.

Grants

Grants received are recorded based on the existence or nature of any donor restrictions. All donor-restricted support is reported as an increase in net assets with donor restrictions depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities and changes in net assets as net assets released from restrictions.

3. Cooperative endeavor agreements

The Center entered into two cooperative endeavor agreements with the Louisiana Department of the Treasury and the State of Louisiana during the year ended June 30, 2022, for the purpose of purchasing an additional mobile medical clinic to provide cancer screenings throughout 30 parishes in Louisiana. The Center recognized grant revenues relating to these agreements of \$1,250,000 during the year ended June 30, 2022.

As of June 30, 2022, \$510,635 of these funds had been spent towards the purchase of the additional mobile medical clinic. The remaining amount of \$739,365 was held by the Center at June 30, 2022, and reported in its annual financial statements as restricted cash and net assets with donor restrictions.

MARY BIRD PERKINS CANCER CENTER - STATE ASSISTANCE

**NOTES TO THE SCHEDULE OF PUBLIC ASSISTANCE RECEIVED FROM THE
STATE OF LOUISIANA**

4. Subsequent events

Management has evaluated subsequent events through the date that the Schedule was available to be issued, December 30, 2022, and determined that there were no events that occurred that require additional disclosure. No events occurring after this date have been evaluated for inclusion in this Schedule.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS**

Finance Committee
Mary Bird Perkins Cancer Center
Baton Rouge, Louisiana

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the Schedule of Public Assistance Received from the State of Louisiana of the Mary Bird Perkins Cancer Center (the Center) for the year ended June 30, 2022, and the related notes (the Schedule), and have issued our report thereon dated December 30, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the Schedule, we considered the Center's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the Schedule, but not for the purpose of expressing an opinion on the effectiveness of the Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Center's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the organization's schedule will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Center's Schedule is free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the Schedule. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Postlethwaite & Netterville

Baton Rouge, Louisiana
December 30, 2022

INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES

Board of Directors of the Mary Bird Perkins Cancer Center and
Louisiana Legislative Auditor

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period from July 1, 2021 through June 30, 2022. Management of the Mary Bird Perkins Cancer Center's (MBPCC or the Entity) is responsible for those C/C areas identified in the SAUPs.

The Mary Bird Perkins Cancer Center has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in the LLA's SAUPs for the fiscal period from July 1, 2021 through June 30, 2022. Additionally, the LLA has agreed to and acknowledged that the procedures performed are appropriate for its 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 performed and the results thereof are set forth below. The procedure is stated first, followed by the results of the procedure presented in italics. If the item being subjected to the procedures is positively identified or present, then the results will read "*no exception noted*" or for step 25 "*we performed the procedure and discussed the results with management*". If not, then a description of the exception ensues.

A - 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 (if applicable to public funds and the entity's operations):

a) ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

No exceptions noted.

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; and (5) documentation required to be maintained for all bids and price quotes.

The Entity has written policies for Purchasing; however, the policies do not contain attribute (2) regarding the process of how vendors are added to the vendor list or attribute (4) regarding controls to ensure compliance with the Public Bid Law.

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

No exceptions noted.

- 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 or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

No exceptions noted.

- e) **Payroll/Personnel**, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee(s) rate of pay or approval and maintenance of pay rate schedules.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

- 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.

This C/C area is not applicable for MBPCC, as there were no contracts related to the use of public funds.

- 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).

This C/C area is not applicable for MBPCC, as there were no credit card transactions related to the use of public funds.

- h) **Travel and expense reimbursement**, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

This C/C area is not applicable for MBPCC, as there were no travel and expense reimbursement transactions related to the use of public funds.

- 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) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to the entity's ethics policy.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity.

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

This C/C area is not applicable for MBPCC, as it is a nonprofit entity.

- k) **Information Technology 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 Entity has written policies for Information Technology; however, the policies do not contain the required attributes.

- 1) **Sexual Harassment**, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

B - Board or Finance Committee

2. Obtain and inspect the board/finance committee 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/finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

No exception noted.

- b) For those entities reporting on the governmental accounting model, observe whether the minutes referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual, at a minimum, on proprietary funds, and semi-annual budget-to-actual, at a minimum, on all special revenue funds. Alternately, for those entities reporting on the nonprofit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.

Not applicable - public funds did not comprise more than 10% of MBPCC's collections during the fiscal period.

- c) For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

Not applicable - MBPCC is not a governmental entity.

C - Bank Reconciliations

3. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less

than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

Public funds were deposited into and disbursed from one bank account, which management identified as MBPCC's main operating account. No exceptions were noted as a result of performing this procedure.

We obtained the bank reconciliation for the month ending June 30, 2022, resulting in 1 bank reconciliation obtained and subjected to the below procedures.

- 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);

No exceptions noted.

- 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); and

There was no evidence that a member of management reviewed the bank reconciliation.

- c) Management has documentation reflecting that it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

There was no evidence that reconciling items that have been outstanding for more than 12 months were researched.

D - Collections (excluding electronic funds transfers)

4. Obtain a listing of deposit sites for the fiscal period where deposits for cash/checks/money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

This procedure is not applicable, as the public funds were remitted via a bank lockbox.

5. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (i.e. 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if no written policies or procedures, inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that:

This procedure is not applicable, as the public funds were remitted via a bank lockbox.

- a) Employees that are responsible for cash collections do not share cash drawers/registers.

This procedure is not applicable, as the public funds were remitted via a bank lockbox.

- b) 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) to the deposit.

This procedure is not applicable, as the public funds were remitted via a bank lockbox.

- c) 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.

This procedure is not applicable, as the public funds were remitted via a bank lockbox.

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

This procedure is not applicable, as the public funds were remitted via a bank lockbox.

- 6. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe the bond or insurance policy for theft was enforced during the fiscal period.

This procedure is not applicable, as the public funds were remitted via a bank lockbox, and no cash was involved.

- 7. Randomly select two deposit dates for each of the 5 bank accounts selected for procedure #3 under “Bank Reconciliations” above (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 deposits selected and:

We selected the two deposits related to the receipt of public funds during the fiscal period. We obtained supporting documentation for a total of 2 deposits and performed the procedures below.

- a) Observe that receipts are sequentially pre-numbered.

This procedure is not applicable, as the checks were remitted via a bank lockbox.

- b) Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

This procedure is not applicable, as the checks were remitted via a bank lockbox.

- c) Trace the deposit slip total to the actual deposit per the bank statement.

This procedure is not applicable, as the checks were remitted via a bank lockbox.

- d) Observe the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than \$100 and the cash is stored securely in a locked safe or drawer).

This procedure is not applicable, as the checks were remitted via a bank lockbox.

- e) Trace the actual deposit per the bank statement to the general ledger.

No exceptions noted.

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

- 8. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

The listing of locations that process payments for the fiscal period was provided. No exceptions were noted as a result of performing this procedure. From the listing provided, we selected the 1 location and performed the procedures below.

- 9. For each location selected under #8 above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee 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:

The listing of employees involved with non-payroll purchasing and payment functions for the payment processing location selected in procedure #8 was provided. No exceptions were noted as a result of performing this procedure.

Review of the Entity's written policies and procedures or inquiry with employee(s) regarding job duties was performed in order to perform the procedures below.

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

No exceptions noted.

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

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.

The employee responsible for processing payments has the ability to add/modify 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.

The employee responsible for processing payments also mails the signed checks.

- 10. For each location selected under #8 above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction and:

A listing of non-payroll disbursements for the one payment processing location selected in procedures #8 was provided related to the public funds received during the reporting period. No exceptions were noted as a result of performing this procedure.

From the listing provided, we selected all 4 disbursements and performed the procedures below.

- a) Observe that the disbursement matched the related original itemized invoice, and that supporting documentation indicates that deliverables included on the invoice were received by the entity.

No exceptions noted.

- b) Observe that the disbursement documentation included evidence (e.g., initial/date, electronic logging) of segregation of duties tested under #9, as applicable.

For 1 of the 4 disbursements selected for our procedures, the employee responsible for processing payments also mailed the signed check.

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

- 11. 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.

This C/C area is not applicable for MBPCC, as there were no credit card transactions related to the use of public funds.

- 12. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement), obtain supporting documentation, and:

This C/C area is not applicable for MBPCC, as there were no credit card transactions related to the use of public funds.

- 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, by someone other than the authorized card

holder. [Note: Requiring such approval may constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality); these instances should not be reported.])

This C/C area is not applicable for MBPCC, as there were no credit card transactions related to the use of public funds.

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

This C/C area is not applicable for MBPCC, as there were no credit card transactions related to the use of public funds.

- 13. Using the monthly statements or combined statements selected under #12 above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (i.e., each card should have 10 transactions subject to testing). For each transaction, observe 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.

This C/C area is not applicable for MBPCC, as there were no credit card transactions related to the use of public funds.

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

- 14. Obtain from management a listing of all travel and travel-related expense reimbursements 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:

This C/C area is not applicable for MBPCC, as there were no travel and expense reimbursement transactions related to the use of public funds.

- a) If reimbursed using a per diem, agree the reimbursement rate to those rates established either by the State of Louisiana or the U.S. General Services Administration (www.gsa.gov).

This C/C area is not applicable for MBPCC, as there were no travel and expense reimbursement transactions related to the use of public funds.

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

This C/C area is not applicable for MBPCC, as there were no travel and expense reimbursement transactions related to the use of public funds.

- 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).

This C/C area is not applicable for MBPCC, as there were no travel and expense reimbursement transactions related to the use of public funds.

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

This C/C area is not applicable for MBPCC, as there were no travel and expense reimbursement transactions related to the use of public funds.

H - Contracts

- 15. 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:

This C/C area is not applicable for MBPCC, as there were no contracts related to the use of public funds.

- a) Observe that the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law.

This C/C area is not applicable for MBPCC, as there were no contracts related to the use of public funds.

- b) Observe that the contract was approved by the governing body/board, if required by policy or law (e.g. Lawrason Act, Home Rule Charter).

This C/C area is not applicable for MBPCC, as there were no contracts related to the use of public funds.

- c) If the contract was amended (e.g., change order), observe the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, was approval documented).

This C/C area is not applicable for MBPCC, as there were no contracts related to the use of public funds.

- 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.

This C/C area is not applicable for MBPCC, as there were no contracts related to the use of public funds.

I - Payroll and Personnel

16. Obtain a listing of employees/elected officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees/officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

17. Randomly select one pay period during the fiscal period. For the 5 employees/officials selected under #16 above, obtain attendance records and leave documentation for the pay period, and:

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

- a) Observe that all selected employees/officials documented their daily attendance and leave (e.g., vacation, sick, compensatory). (Note: Generally, an elected official is not eligible to earn leave and does not document his/her attendance and leave. However, if the elected official is earning leave according to policy and/or contract, the official should document his/her daily attendance and leave.)

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

- b) Observe that supervisors approved the attendance and leave of the selected employees or officials.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

- c) Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

- d) Observe the rate paid to the employees or officials agree to the authorized salary/pay rate found within the personnel file.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

18. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials, obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee or officials' cumulative leave

records, agree the pay rates to the employee or official's authorized pay rates in the employee or officials' personnel files, and agree the termination payment to entity policy.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

19. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

This C/C area is not applicable for MBPCC, as there were no payroll transactions related to the use of public funds.

J - Ethics

20. Using the 5 randomly selected employees/officials from procedure #16 under "Payroll and Personnel" above obtain ethics documentation from management, and:
 - a) Observe that the documentation demonstrates each employee/official completed one hour of ethics training during the fiscal period.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity

- b) Observe whether the entity maintains documentation which demonstrates each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity.

K - Debt Service

21. 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.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity.

22. 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).

This C/C area is not applicable for MBPCC, as it is a nonprofit entity.

L - Fraud Notice

23. 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 misappropriations of public funds were noted during the fiscal year ended June 30, 2022.

24. 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.

MBPCC does not have the required notice posted on its premises or website.

M - Information Technology Disaster Recovery/Business Continuity

25. Perform the following procedures, verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."

- a) Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if no written documentation, inquire of personnel responsible for backing up critical data) and observe that such backup occurred within the past week. If backups are stored on a physical medium (e.g., tapes, CDs), observe evidence that backups are encrypted before being transported.

We performed the procedure and discussed the results with management.

- b) Obtain and inspect the entity's most recent documentation that it has tested/verified that its backups can be restored (if no written documentation, inquire of personnel responsible for testing/verifying backup restoration) and observe evidence that the test/verification was successfully performed within the past 3 months.

We performed the procedure and discussed the results with management.

- c) Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

We performed the procedure and discussed the results with management.

N - Sexual Harassment

26. Using the 5 randomly selected employees/officials from procedure #16 under “Payroll and Personnel” above, obtain sexual harassment training documentation from management, and observe the documentation demonstrates each employee/official completed at least one hour of sexual harassment training during the calendar year.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

27. Observe 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).

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

28. 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 it includes the applicable requirements of R.S. 42:344:

- a) Number and percentage of public servants in the agency who have completed the training requirements.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

- b) Number of sexual harassment complaints received by the agency;

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

- c) Number of complaints which resulted in a finding that sexual harassment occurred;

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

- d) Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

- e) Amount of time it took to resolve each complaint.

This C/C area is not applicable for MBPCC, as it is a nonprofit entity and has not agreed to comply with the provisions of the Prevention of Sexual Harassment Law as a condition for the receipt of public funds.

Corrective Action

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

See attached.

We were engaged by the Mary Bird Perkins Cancer Center 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*. 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 those C/C areas identified in the SAUPs. 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 Mary Bird Perkins Cancer Center and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

Postlethwaite & Netterville

Baton Rouge, Louisiana
December 30, 2022



MARY BIRD PERKINS CANCER CENTER™

December 30, 2022

The management of the Mary Bird Perkins Cancer Center provides the following response and corrective action plan for the exceptions noted in the Statewide Agreed-Upon Procedures for the fiscal period July 1, 2021 through June 30, 2022:

Written Policies and Procedures

- 1.b) We will update our policies and procedures to include the required attributes.
- 1.k) We will update our policies and procedures to include the required attributes.

Bank Reconciliations


- 3.b) We will make certain and document the secondary review of the bank reconciliation.
- 3.c) We will make certain and document our research and review of reconciling items that have been outstanding in excess of 12 months.

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

- 9c) We will update our policies and procedures to include the required attributes, specifically the periodic review of changes to vendor files.
- 9d) We will update our policies and procedures to include the required attributes, specifically the responsibilities for mailing signed checks.
- 10b) We will update our policies and procedures to include the required attributes, specifically the responsibilities for mailing signed checks.

Fraud Notice

- 24) We will post the required fraud notice on our premises and website.

Signature 

Title CFO

Signature 

Title Director of Accounting