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INDEPENDENT ACCOUNTANTS' REPORT ON
APPLYING AGREED-UPON PROCEDURES

Mr. Carl Jones, Controller
Fiscal Affairs Office
Northwestern State University
Natchitoches, Louisiana 71407

We performed the procedures enumerated below on December 5, 1996, which were agreed to by the management of Northwestern State University (NSU) and us to assist the university in its evaluation of the controls in place to ensure that all accounts assigned to Equifax, Risk Management Services, are being properly tracked and agree to the information shown in the records maintained by Northwestern State University. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other procedures.

1. Selected all accounts assigned by NSU to Equifax between February 1996 and September 1996 greater than \$1,000, and traced the assigned balance shown on NSU's system to Equifax's system.

Of the one hundred five, representing \$165,000, accounts reviewed, problems were noted with seven. In three cases the difference was the result of Equifax adjusting the assigned balance on their system based on a letter from NSU. NSU, however, did not make the adjustments to their system. In one case the difference was the result of Equifax adjusting the assigned balance on their system based on a telephone conversation with individuals at NSU. NSU, however, did not make the adjustment to their system. In three cases Equifax did not have the assigned amounts on their system and was not trying to collect from the students. Based on conversations with Equifax personnel, the errors were the result of a system malfunction earlier in the year. While we were present, Equifax personnel corrected all three accounts to reflect the balance shown by NSU.

2. Selected sixty accounts with adjustments made to their balance between February 1996 and September 1996, and traced the adjustments to the Equifax system and deposit records or other adjustment authorizations made by NSU.

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**NORTHWESTERN STATE UNIVERSITY
AGREED-UPON PROCEDURES REPORT
DECEMBER 12, 1998**

Under provisions of state law, this report is a public document. A copy of this report has been placed in the public domain and is available to all persons. The report is available on the Internet at the following address: <http://www.nwstate.edu/~registrar/audit/>. The report is also available in hard copy form to the public upon request. The report is available to the public upon request. The report is available to the public upon request.

Approved by the Board of Regents
JAN 22 1999