



OFFICE OF
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April 21, 2004

Mr. Anthony A. Wiltz, Executive Director
SMILE Community Action Agency
501 St. John Street
Lafayette, LA 70501

Dear Mr. Wiltz:

We performed a limited review of payroll and training records for the SMILE Head Start Program for the period May 1, 2001, and ending February 24, 2004. The scope of our work was significantly less than that required by *Government Auditing Standards* in the audit of the program; therefore, we are not offering an opinion on the program's financial statements, the program's system of internal control, nor assurance as to compliance with laws and regulations.

As part of our review, we noted the following issues that we want to bring to the attention of the board and management for its consideration.

1. Two employees of the SMILE Head Start Program attend school full-time. When school attendance conflicts with normally scheduled work hours, they are supposed to make up the hours. However, there are no guidelines on how these hours are to be made up. Moreover, the time sheets do not indicate that educational leave was taken nor do they document additional hours worked to compensate for this leave.
2. A substantial number of Head Start employees attend school part-time and occasionally have school conflicts requiring the taking of educational leave during normal work hours. Although these employees are required to receive permission from the Head Start Director to take leave to attend classes during normal work hours, there is no policy requiring that the time sheets reflect the leave actually taken.

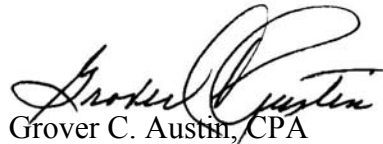
The organization should develop guidelines governing the use of educational leave. Specifically, the guidelines must make clear the conditions under which educational leave must be made up through additional hours worked and how these additional hours are to be recorded. Finally, time sheets should reflect actual hours worked and all leave taken. Accurate time sheets are necessary to ensure accountability and adherence to office policies.

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If you have any questions, please contact me at (225) 339-3839 or Mr. Daryl Purpera at (225) 339-3807.

Sincerely,

A handwritten signature in black ink, appearing to read "Grover C. Austin". The signature is fluid and cursive, with a large initial "G" and "A".

Grover C. Austin, CPA
First Assistant Legislative Auditor

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