



## Report Highlights

# Louisiana State Board of Optometry Examiners

MICHAEL J. "MIKE"  
WAGUESPACK, CPA

Audit Control # 80200158  
Financial Audit Services • December 2021

## Why We Conducted This Audit

We performed certain procedures at the Louisiana State Board of Optometry Examiners (Board) to evaluate certain controls that the Board uses to ensure accurate financial reporting, compliance with applicable laws and regulations, and accountability over public funds for the period January 1, 2020, through December 31, 2020.

## What We Found

- The Board lacks proper controls over its disbursements. The Board's former employee had incompatible duties; the control requiring dual signatures on checks was overridden during the year; and certain disbursements lacked adequate supporting documentation.
- The Board does not have adequate controls over its bank reconciliations. Five reconciliations were not prepared timely and none contained evidence of supervisory review and approval. Also, the Board had nine reconciling items dated between March 2013 and January 2020 with no evidence of research or attempt to resolve them.
- The Board allowed use of its resources for the benefit of the Louisiana Optometry Association, a private entity, potentially violating state law. The Board and the Association shared office space with all rent and utilities paid by the Board, and the Board's former employee also spent time working on the Association's business while being paid solely by the Board.
- The Board did not maintain any personnel or time records for its one employee, who has since resigned.
- The Board potentially violated state law by paying its former employee a "Christmas bonus" of \$1,250.
- The Board did not timely submit quarterly payroll tax withholding reports, resulting in penalties and interest. All four quarters for 2020 were filed on August 10, 2021, which depending on the quarter is between 191 and 467 days late. The penalties and interest the Board will ultimately have to pay to the Louisiana Department of Revenue and the Internal Revenue Service is not known at this time.
- The Board lacks proper controls over its collections. The Board's former employee had incompatible duties; the Board does not log receipt dates and did not appear to be making deposits timely; and the Board did not properly reconcile payments in the licensing system to deposits and revenues recorded in the general ledger.
- The Board does not have written policies and procedures for its primary financial and business functions, including purchasing, disbursements, receipts/collections, payroll/personnel, contracting, travel and expense reimbursements, ethics, and disaster recovery/business continuity.
- The Board did not comply with Louisiana Revised Statutes (LRS) 42:342-344, which require all state entities to institute a policy to prevent sexual harassment, annual training for all board members and staff, annual reporting requirements, and posting of the complaint and grievance process on the entities' website.
- The Board did not maintain sufficient supporting documentation of the Board's calendar year 2020 budget that was approved by the board members. Also, the board is not properly reporting its actual expenses on the Division of Administration's boards and commissions website.
- For calendar year 2020, the Board's members and its staff were in violation of LRS 42:1170, which requires that all public servants receive one hour of education and training on the Louisiana Code of Governmental Ethics.

View the full report, including management's response to the findings, at [www.la.gov](http://www.la.gov).