

POLICY STATEMENT

NO. 6.10.00

Issued By: Office of the Chancellor

Coordinated By: Business Affairs

Effective: July 1, 2008

Revised: April 1, 2009

Subject: Bonds, Crime, Property, and Security Policy

I. PURPOSE

The purpose of this policy is to establish the procedures Louisiana State University in Shreveport (LSUS) will use to protect the State from financial and/or property losses resulting from any act and/or omission by any employees in the performance of their respective duties. LSUS shall abide by all federal, state and local guidelines and legal requirements, including the accounting control guidelines established by the Office of Statewide Reporting and Accounting Policy (OSRAP), including all fiscal controls and safeguards.

II. SEPARATION OF DUTIES

In order to ensure that no employee has access or control to an entire expenditure function, separate departments handle different aspects of each function. Within Business Affairs there are multiple departments that coordinate expenditure functions ranging from payroll to purchasing. Further, within the Accounting department there exists a separation of duties, i.e. the accounts payable staff do not reconcile bank statements

Specific separation of duty information is housed in the Accounting Services Department and administered by the Director of Accounting Services.

III. CONTROLLING INVENTORIES

The only departments that maintain inventories at LSUS are the University Bookstore and The Port (Food Service). The Director of the Campus Bookstore is responsible for conducting inventory and maintaining sound inventory practices within the bookstore. The Food Service Director is responsible for conducting inventory and maintaining sound inventory practices within the Food Service Department. An annual physical inventory is conducted annually in each department. Other physical inventories may be performed during the year if a need arises. The store is closed during the annual inventory. The objective of the annual inventory is to update and verify all items on hand, thus ensuring accuracy of all accounting data. Procedures for inventory are housed in the Campus Bookstore and The Food Service Departments. All final reports are compiled and sent to the Accounting Services Department.

IV. HANDLING NEGOTIABLE ITEMS

In the course of business LSUS receives and issues negotiable items. All negotiable items received must be endorsed "For Deposit Only-LSUS Operating Account" upon receipt by the cashier or when the mail is received and opened.

When a negotiable item is not honored by the banking institution, LSUS follows the following procedure, as administered by the credit and collections Accountant 3. A receivable is established for the face value of the negotiable item, plus a \$25 service fee.

1. Checks returned as "Account Closed" are turned over to University Police for investigation, collection, and prosecution.
2. Checks returned as "Non Sufficient Funds" are followed up with a standard NSF letter via registered mail giving the maker 10 business days to pay the check in cash and/or money order plus a \$25 service charge.

LSUS stores all LSUS Negotiable items in a safe. Access to the safes is only granted to the Director of Accounting Services and the two assistant directors of Department of Accounting Services. The postage machine in the mail room is also considered a negotiable item and should be secured at all times not in use.

V. VAULTS AND SAFES

Accounting Services has numerous safes which are housed in rooms within the department. Access to these rooms is limited to the Accounting Services staff and certain emergency personnel such as Campus Police. The safes are fire proof and all but one safe remain locked at all times. The safe that remains unlocked contains no cash or checks. Only the Director and Assistant Director of Accounting Services know the combination of the safes.

The Campus Bookstore also houses a safe for the accumulation of daily cash and other negotiable items. The safe is kept locked at all times and monitored by close circuit television. Only the Director and Assistant Directors of the Campus Bookstore know the combination of the safe.

VI. RESPONSIBILITY FOR THE PROGRAM

The internal control responsibility of cash, payroll, accounts payable, accounts receivables, financial accounting, and reporting is assigned to the Director of Accounting Services. The bookstore operation is assigned to the Director of the Campus Bookstore and the food service operation is assigned to the Director of Food Service.

VII. EMPLOYEE RESPONSIBILITY

Each unit in the Accounting Department, which includes Credit and Collections, Accounts Payable, Payroll, and Grants and Contracts, maintains a procedures manual that documents the different processes and outlines the individuals that perform different

tasks. Only employees within the Department of Accounting Services are authorized to perform these functions as outlined within their units.

In addition, the Bookstore and Food Service Departments maintain procedures manuals that document the processes and outlines the individuals that perform the tasks associated with operation of these units.

VIII. TRAINING

The Director, Assistant Directors and Accountants of the Department of Accounting Services receive various types of training, ranging from formal to on-the-job. Such training shall be documented and forwarded to the Loss Prevention Coordinator annually.

IX. AUDIT

External audits are routinely conducted by the state legislative auditor to provide assurance of compliance by LSUS to the LSU System auditors. LSUS financial statements and notes are presented as part of regular LSU System reporting. The internal audit function is performed by the LSUS System Internal Audit Division.

Internal Audits may be conducted at the request of LSUS or when the LSU System Internal Audit selects an area based on the risk model to perform additional procedures. In either case, policies are reviewed to determine if they are being followed.

The administration of LSUS provides a response to all audit findings and recommendations, including taking corrective actions when it is determined that the audit findings are sound.

X. SECURITY

State owned property that is easily accessible must be protected at all times. There are many areas on campus that are open for public use such as Noel Library, Health and Physical Education Building, and the University Center.

Members of the LSUS community are encouraged to keep their personal possessions and university property secure at all times. E-mail reminders are sent at least once per semester by University Police reminding employees to lock their office and classroom doors when not in use.

LSUS takes proactive security measures and routinely reviews these security measures to ensure effectiveness and seeks new opportunities to enhance the security of the campus. State commissioned police officers are on duty at LSUS 24 hours a day, 365 days a year. They patrol the campus on foot, on bicycle, and by vehicle. Outdoor lighting is installed in all areas of the campus. The lighting is constantly assessed by the University Police Department during night time hours. Any non-working or broken lights or bulbs is reported via a work order to Facilities Services and also noted on officer's daily log. Surveillance cameras are currently in use in various locations on campus. They are recorded and maintained by the Department Heads of those facilities. Emergency call

boxes are installed in high traffic areas and emergency phone numbers are posted and affixed to all campus phones.

University Police maintains a detailed procedure book that includes specific policies and procedures for securing our campus. For enhanced security, these procedures are not published for the general public.

XI. THEFTS, LOSSES, AND DAMAGES

In the event that theft, losses and/or damages occur on campus, employees or visitors shall immediately notify University Police. University Police shall immediately begin an investigation, compile information for a police report and complete all applicable ORM required forms. The University Police will report any losses and/or damages to the appropriate state and LSU system authorities. The Loss Prevention Coordinator shall report all losses and/or damages to the Office of Risk Management. Police will investigate any thefts that occur on campus and look for trends and develop ways to deter future thefts.

APPROVED

Michael T. Ferrell
Michael T. Ferrell, Vice Chancellor of Business Affairs

April 3, 2009
Date

Vincent J. Marsala
Vincent J. Marsala, Chancellor

April 3, 2009
Date