

OFFICE OF TELECOMMUNICATIONS MANAGEMENT
DIVISION OF ADMINISTRATION
STATE OF LOUISIANA



PROCEDURAL REPORT
ISSUED JUNE 8, 2011

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This document is produced by the Legislative Auditor, State of Louisiana, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397 in accordance with Louisiana Revised Statute 24:513. Five copies of this public document were produced at an approximate cost of \$13.60. This material was produced in accordance with the standards for state agencies established pursuant to R.S. 43:31. This report is available on the Legislative Auditor's Web site at www.la.la.gov. When contacting the office, you may refer to Agency ID No. 3531 or Report ID No. 80110055 for additional information.

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Our procedures at the Office of Telecommunications (OTM) for the period July 1, 2009, through May 11, 2011, disclosed the following:

- The finding identified in the prior report on OTM, dated May 20, 2009, relating to the lack of an internal audit function has been resolved by management.
- No findings involving internal control and its operations were identified.
- No findings of noncompliance with applicable laws and regulations or other matters that are required to be reported were identified.

This report is a public report and has been distributed to state officials. We appreciate OTM's assistance in the successful completion of our work.

Background

OTM was created within the Division of Administration by Louisiana Revised Statute 39:140 to establish and coordinate all telecommunications systems and telecommunications services affecting the management and operations of the executive branch of state government.

OTM acts as the sole centralized customer for acquiring, billing, and record keeping for all telecommunications systems or telecommunications services provided to state agencies.

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LOUISIANA LEGISLATIVE AUDITOR
DARYL G. PURPERA, CPA, CFE

May 11, 2011

**OFFICE OF TELECOMMUNICATIONS MANAGEMENT
DIVISION OF ADMINISTRATION
STATE OF LOUISIANA**
Baton Rouge, Louisiana

As required by Louisiana Revised Statute 24:513, we conducted certain procedures at the Office of Telecommunications Management (OTM) for the period from July 1, 2009, through May 11, 2011.

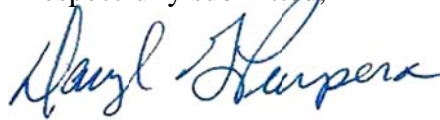
- Our auditors obtained and documented an understanding of OTM's operations and system of internal controls through inquiry, observation, and review of its policies and procedures documentation, including a review of the related laws and regulations applicable OTM.
- Our auditors performed analytical procedures consisting of a comparison of the most current and prior year financial activity using OTM's annual fiscal reports and/or system-generated reports and obtained explanations from OTM management for any significant variances.
- Our auditors reviewed the status of the finding identified in the prior engagement. In our prior report on OTM, dated May 20, 2009, we reported a finding related to the lack of an internal audit function. The finding has been resolved by management.
- Based on the documentation of OTM's controls and our understanding of related laws and regulations, procedures were performed on selected controls and transactions relating to financial reporting and revenue and nonpayroll expenditures related to providing telecommunication lines of service.

Based on the application of these procedures, we found no matters that require disclosure in this report. Our procedures were more limited than would be necessary to give an opinion on internal control and on compliance with laws, regulations, policies, and procedures governing financial activities.

The Annual Fiscal Report of OTM was not audited or reviewed by us, and, accordingly, we do not express an opinion on that report. OTM's accounts are an integral part of the State of Louisiana's financial statements, upon which the Louisiana Legislative Auditor expresses opinions.

This report is intended for the information and use of OTM and its management, others within the entity, the Division of Administration, and the Louisiana Legislature and is not intended to be, and should not be, used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Respectfully submitted,

A handwritten signature in blue ink that reads "Daryl G. Purpera". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Daryl G. Purpera, CPA, CFE
Legislative Auditor

KJ:CGEW:EFS:THC:dl

OTM 2011