



Audit Hot Spots

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Facilities Use Policy

INSIDE THIS ISSUE:

- **Featured Policy—**
Facilities Use Policy
- **Featured Policy—**
Loss Prevention Program
- **Featured Policy—**
Fund Raising Activities By University Departments
- **“Ask the Auditor” -**
Ethics Education—
Gifts
- **Did you know? - New and Revised policies**

In 2008, University Officials established a Policy for Use of Campus Facilities. A Campus Facility is defined as any indoor or outdoor space managed, operated, and maintained by McNeese State University. This policy was designed to insure compliance with state regulations for the protection of the University and its employees.

Below are some highlighted components of the policy:

- 1) Every person or group using a campus facility must complete the Special Events Request Form which may be found at www.mcneese.edu/campuslife/forms/Special%20Events%20Request%20Form.pdf.
- 2) All Quasi Affiliated Entities and Non-Affiliated Entities/Groups are required to supply the Purchasing and Property Control Office with proof of general liability insurance and workers compensation insurance. Minimal coverage of \$1,000,000 is required and must list McNeese State University as an “additional insured”.
- 3) An Indemnification Agreement must be completed and signed.
- 4) A Non-Refundable deposit of 25% is required to confirm a reservation. The balance of fees will be due 14 days after receipt of invoice from the Administrative Accounting Office.

The policy can be found at www.mcneese.edu/policy under Policy for Use of Campus Facilities. A Procedures Manual for Summer Camps is currently in draft form. This manual will compliment the Policy for Use of Campus Facilities.

Loss Prevention Program

Act 11 of the 1998 Extraordinary Legislative Session, R.S. 39:1543, requires the development of a comprehensive loss prevention program at each state agency. As a component of the program, each agency must establish a program to promote increased safety awareness by employees. Each agency is audited every 3 years and during non-audit years a compliance review is performed. Compliance with these rules determines the insurance premium paid by each agency each fiscal year, therefore compliance with the program is imperative. The Loss Prevention Manual and the Quarterly Safety Meeting documentation can be found at www.mcneese.edu/administration/vpba/safety. The 2nd Quarter Safety Meeting sign in sheets on Fire Drills is due to Safety Officer, Michael Rodrigue, on June 23, 2011.

As part of the safety awareness program, a new campaign will be launched in the Fall 2011 on Slips, Trips and Falls.

Fund Raising Activities By University

Departments

A University fund raising policy was established in August 2006 requiring all department/units wishing to conduct a fund raising activity to obtain prior written approval. The University President has delegated final approval authority to the Vice Presidents, Chief Information Technology Officer (CITO), and Athletic Director. Each Department/Unit wishing to conduct a fund raising activity must, in writing, obtain their direct supervisor's permission to hold the activity. Upon approval of the supervisor, the written permission should be submitted to the respective Vice President, CITO, or Athletic Director for approval. All written requests should include: a) A description of the fund raising activity, b) The proposed use of the funds, and c) The name of the individual responsible for collecting the funds. This policy can be found at www.mcneese.edu/policy.

Note: Please refer to the University Cash Handling policies which can be found at www.mcneese.edu/administration/vpba/comptrollerabout.asp. These policies may require a written document to be submitted to the VP of Business Affairs for approval in cash collections.

Ask the Auditor

Q: Can a public employee solicit or accept gifts?

A: Revised Statute 42:1115 states No public servant shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from any person who has or is seeking a contractual, business, or financial relationship with the public servant's agency.

The Louisiana Board of Ethics defines a "public servant" as "A public employee or an elected official."

A "thing of economic value" is "money or any other thing having economic value."

The exceptions to the definition of "thing of economic value" include:

- Promotional items having no substantial resale value such as calendars, pens, hats, and t-shirts which bear a company's name or logo, and
- Food and drink consumed while the personal guest of the giver. In order for this second exception to apply, the giver or a representative of the giver must be present when the food and drink are consumed. Reasonable transportation and entertainment which are incidental to the food and drink are also allowed. (Section 1115.1 limits the value of the food and drink to \$50)
- Complimentary admission to a civic, non-profit, educational or political event. This exception applies only when the public servant is giving a speech at the event, is on a panel for

discussion during the event, or is a program honoree. Tickets to collegiate, professional, and semi-professional sporting events are not included within the exception. (R.S. 42:1123(13))

- Flowers or a donation in connection with the death of an immediate family member of the public servant, if the value does not exceed \$100 (R.S. 42:1123 (26))

Q: Can a public employee accept a gift if the gift is valued at \$25?

A: This is a common misconception that the dollar value of the gift determines whether or not a public servant can receive it. The law does not set a monetary threshold. If the gift does not fall under one of the listed exceptions, then it is a prohibited gift regardless of its price.

Q: Can a department purchase gifts for giving away?

A: The Louisiana State Constitution Article 7 Section 14 *prohibits* the funds, credit, property, or things of value of the state to be loaned, pledged, or donated to or for any person, association, or corporation, public or private.

The Louisiana Ethics website may be found at www.ethics.state.la.us.



Please send your questions to vroach@mcneese.edu. Be sure to include "Ask the Auditor" in the subject line!

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We're on the web:
www.mcneese.edu/depts/auditor

Did you know...

.....that the following policies are new or have been revised:

- Diversity Awareness Policy – January 2011
- Non-Discrimination Policy – January 2011
- Prohibition Against Retaliation Policy – January 2011
- Campus Violation Prevention Policy – March 2011
- Bar from University or University Owned Premises Policy – March 2011



All of the above policies can be found on the MSU website at www.mcneese.edu/policy

- Hurricane Preparedness and Emergency Operations Plan

The above policy can be found on the MSU website at www.mcneese.edu/faculty/docs/disasterpreparedness.pdf

- Hardship Waivers FB.VIV.V-2
- Search Policies and Procedures for positions of Dean or higher FS.III.II.B1-a
- Academic Program Discontinuance FS.XV.B-1a

All of the above policies can be found on the MSU website at www.ulsystem.net