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TITLE: Misappropriation of College Assets – Notification Policy

EFFECTIVE DATE: August 11, 2004

LAST REVISION: June 30, 2015

Policy No. 7.1005

Policy Statement

Reporting Misappropriation of College Assets

State and System Reporting Requirements

Louisiana Revised Statute 24:523 requires Louisiana agency heads to immediately report actual knowledge of any misappropriation of public funds or assets to the Louisiana Legislative Auditor and to parish district attorney of the parish where the agency is domiciled.

Louisiana Community Technical College System (LCTCS) Policy #5.019 provides general guidance for reporting the misappropriation of public funds or assets, and in addition to the reporting requirements of LRS 24:523, requires University/College Presidents/Chancellor's (agency head) or the President's/Chancellor's designee to report misappropriations to the Louisiana Office of Risk Management and to the System Director of Internal Audit.

The college defines misappropriation as the intentional, illegal use of the property or funds of the college for one's own personal use or for unauthorized purposes. Examples include but are not limited to fraud, theft, unauthorized use of movable property, and embezzlement.

College Policies and Procedures

To comply with Louisiana Revised Statute 24:523 and LCTCS System Policy #5019, employees should adhere to the following procedures:

All college employees and students must immediately report known or suspected misappropriations to BRCC Campus Police and their immediate supervisor, manager, department chair or dean. Suspected misappropriations also may be reported to the Property Manager and Director for Accounting and Finance. Failure to report known or suspected misappropriations may be cause for disciplinary action that may result in termination, pursuant to the process described below.

- The BRCC Campus Police, at their discretion or at the direction of a Vice Chancellor, may conduct an investigation into the alleged misappropriation as well as review internal procedures and controls, and recommend to the appropriate senior administrator changes to those procedures and controls to limit further losses. The investigation may be performed internally or by independent entities or other outside consultants to:
 - determine if a misappropriation occurred and/or is likely to occur,
 - attempt to identify the person or persons responsible for the misappropriation,



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- determine circumstances surrounding the misappropriation,
- determine the dollar amount of the alleged loss, and
- Implement recommended changes in policy and procedures to improve departmental control to prevent future loss.
- If a reasonable suspicion of misappropriation is concluded, Campus Police shall notify the Vice Chancellor for Finance and Administration. The Vice Chancellor for Finance and Administration will notify the LCTCS System Director of Internal Audit as required by LCTCS System Policy #5019.

Any college employee found to have misappropriated any college asset is subject to disciplinary action that can ultimately result in dismissal for cause and/or criminally charged. Should the college seek criminal prosecution for any misappropriation of college assets, Restitution may be pursued, either on a voluntary basis or as the result of criminal or civil prosecution. If appropriate, the Office of Risk Management will coordinate the submission of an insurance claim with other involved departments and individuals.

Source of Policy: Campus Police

Related Policy: _____

Approved by: _____

Acting Chancellor Philip L. Smith, Jr.

Responsible Administrator: VCFA

LCTCS Policy Reference: 5.019

LCTCS Guideline Reference: _____

Date: 11/16/2016