



*Regional Transit Authority*

October 31, 2024

Louisiana Legislative Auditor  
1600 North 3<sup>rd</sup> Street  
P.O. Box 94397  
Baton Rouge, LA 70804-9397

And

Carr, Riggs & Ingram, LLC  
111 Veterans Blvd.  
Suite 350  
Metairie, LA 70005

RE: Management's Response to Statewide Agreed-Upon Procedures  
Regional Transit Authority

Dear Sirs and Madams:

Please find the Management Response for Statewide Agreed Upon Procedures relating to Payroll and Personnel and Credit Cards.

6c.) The Regional Transit Authority will review policies and procedures regarding Credit Cards/Debit Cards/Fuel Cards/Purchase Cards and ensure that the appropriate documentation with stated business purpose is provided for all transactions. For any transactions missing receipts, RTA will require a missing receipt statement/affidavit from the end user and may revoke user privileges if procedures or not properly followed.

9.) The Regional Transit Authority will review policies and procedures regarding Personnel and Personnel actions and make appropriate changes that will improve internal controls in this area to ensure that termination pay for employees is appropriate, agrees to the employees authorized pay rates and adheres to applicable Louisiana statutes.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gizelle Johnson-Banks".

Gizelle Johnson- Banks  
Chief Financial Officer