

SAMPLE LETTER to report misappropriation of public funds or assets to the Legislative Auditor and the local District Attorney:

(On hospital/administrative agency letterhead)

DATE

Dr. Daniel G. Kyle, CPA, CFE
Legislative Auditor
Post Office Box 94397
Baton Rouge, LA 70804-9397

Dear Dr. Kyle:

Reference is made to Act 1101 of the 2001 Legislative Session, requiring governmental entities and quasi-public entities to notify the Legislative Auditor and the local District Attorney of any misappropriation of public funds or assets.

(Describe misappropriation of funds, lost/stolen items, etc., including date you discovered funds/asset missing, and that a police report was filed with the XXXX Police Department, as appropriate with a stolen item).

If additional information is required, please contact me at (XXX) XXX-XXXX.

Sincerely,

XXXX

Hospital Administrator

cc: XXXX, District Attorney, XXXX Parish
James L. Brexler, Chief Executive Officer, LSUHSC-HCSD
Lanette Buie, Director of Human Resources, LSUHSC-HCSD
Ken E. Laney, Director of Internal Audit, LSUHSC-HCSD