

Agency Name and Address:

Louisiana Rice Promotion Board
Post Office Drawer 505
Crowley, Louisiana 70527-0505

Note: The board does not have a physical office.

Solicitation Number: 13-3553

Type of Engagement: Audit

Contract Period: June 1, 2013 – September 1, 2015

Periods to be Examined: Years ending June 30, 2013; June 30, 2014; and June 30, 2015

Description of the State Agency:

- Louisiana Rice Promotion Board was created within the Department of Agriculture and Forestry as provided by Louisiana Revised Statute (R.S.) 3:3533. The board is responsible for promoting the growth and development of the rice industry in Louisiana. Operations of the board are funded by assessments on dry rough “paddy” rice produced within the state and rice produced within the state and sold on a “green weight” basis. The assessments are collected and remitted to the Department of Agriculture and Forestry by the person selling the rice at the first point of sale. The Department of Agriculture and Forestry remits the assessments (less an administrative fee and any refunds) to the board each month.
- The board is composed of nine members who are appointed by the governor. The commissioner of agriculture serves as an ex-officio member in an advisory capacity. Members do not receive a per diem but are authorized by R.S. 3:3537(B) to be reimbursed for allowable expenses necessarily incurred in the performance of their duties.
- The board holds two or three meetings per year. At each meeting, the board reviews receipts received.
- The board has no employees. The board contracts for accounting services with Broadhurst, Hamilton & Company.
- The board has one bank account. The board issues approximately two checks each month. Two signatures are required on checks. Board members are authorized to sign checks. Supporting documentation is provided to the individual signing the check. The contract accountant reconciles the bank statements.
- The Division of Administration, Office of Statewide Accounting and Reporting Policy’s Annual Fiscal Report (AFR) packet, which is a statutory basis report, should be included in the report as supplementary information.
- Operations of the board are primarily funded by assessments. The board is engaged in business-type activities. The following activity/balances were reported as of and for the year ended June 30, 2012:

	Statement of Net Assets/ Statement of Revenues, <u>Expenses and Changes in Net Assets</u>
Total Assets	\$108,351
Total Liabilities	\$67,000
Net Assets	\$41,351
Revenues	\$847,444
Expenses	\$846,765

Accounting System: Automated

Financial Statements: The board will provide a general ledger and a trail balance.

Estimated Start of Fieldwork: No later than July 15 following each period

Engagement Completion Date: No later than September 1 following each period

Special Requirements:

- The successful ICPA will compile the financial statements in accordance with GAAP, to include appropriate note disclosures, for each period.
- The successful ICPA will prepare the AFR packet.

State Agency Assistance: The board will provide supporting schedules as required.

Last Engagement: Audit as of and for the period ended June 30, 2012

Results of Last Engagement:

- Unqualified opinion
- No findings

Prior Auditor: Baxley & Associates, LLC
Post Office Box 482
Plaquemine, Louisiana 70765-0482

Prior Engagement Fee: \$2,200 (approximately 30 hours)

Proposers' Conference:

- A proposers' conference will **not** be held.
- Any questions regarding the SFP or state agency should be sent to Nancy Clement at nclement@lla.la.gov.

Proposal Due Date and Time: Monday, May 6, 2013; 5:00 p.m.