

Agency Name and Address:

Louisiana State Board of Nursing
17373 Perkins Road
Baton Rouge, Louisiana 70810

Website: www.lsbnp.state.la.us

Solicitation Number: 13-3465

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 State Board of Nursing was created within the Department of Health and Hospitals as provided by Louisiana Revised Statute (R.S.) 37:911. The board is responsible for licensing and regulating registered nurses and advanced practice registered nurses in Louisiana. Licenses are renewed by January 31 each year. There are approximately 58,700 licenses currently issued. The board uses a database application to track licenses, but it is not integrated with the accounting software.
- The board is composed of 11 members who are appointed by the governor. Members are authorized by R.S. 37:914 to receive a per diem of \$75 for each day spent engaged in board business. In addition, members shall be reimbursed for actual expenses and mileage in accordance with state travel regulations as prescribed by the Division of Administration.
- The board holds six meetings and 12 hearings per year. At each meeting, the board reviews financial and budget reports.
- The board has 57 employees. There are eight employees in the accounting/administrative department. The board also contracts for accounting services with Roy Hebert, CPA.
- The board has three bank accounts, and 15 investment accounts. The board issues approximately 100 checks each month. The executive director and the department directors are authorized to sign checks. The single signature of the executive director or two signatures of department directors are required on 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 license fees. 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	\$11,876,879
Total Liabilities	\$2,024,668
Net Assets	\$9,852,211
Revenues	\$5,894,193
Expenses	\$5,667,001

Accounting System: QuickBooks Enterprise

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
- Three findings and four management letter comments
 - Budget amendment reporting (finding)
 - Formal written policies and procedures (finding)
 - Professional service contract compliance (finding)
 - New hire processing (management letter comment)
 - Payroll processing (management letter comment)
 - Payroll tax processing (management letter comment)
 - Employee benefits file maintenance (management letter comment)

Prior Auditor: Malcolm M. Dienes, LLC
701 Metairie Road, Suite 2A301
Metairie, Louisiana 70005

Prior Engagement Fee: \$12,225 (approximately 98 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.