

## Agency Name and Address:

Louisiana Tax Free Shopping Commission  
900 Airline Highway  
Post Office Box 20125  
New Orleans, Louisiana 70141

Website: [www.louisianataxfree.com](http://www.louisianataxfree.com)

**Solicitation Number:** 13-9210

**Type of Engagement:** Agreed-Upon Procedures ([http://www.lla.la.gov/userfiles/file/AUP\\_Report.doc](http://www.lla.la.gov/userfiles/file/AUP_Report.doc))

**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 Tax Free Shopping Commission was created within the Department of Revenue as provided by Louisiana Revised Statute (R.S.) 51:1304. The commission is responsible for operating the Louisiana Tax Free Shopping Program. The program refunds sales taxes on purchases of tangible personal property from participating retailers to international travelers.
- The commission is composed of five members. Members do not receive any compensation or reimbursement.
- The commission holds at least two meetings per year. At each meeting, the commission reviews the current year budget, prior year budget, estimated budget for the upcoming year, profit-and-loss reports, and financial statements.
- The commission has five employees. The accounting functions are performed by the assistant director. The commission also contracts for accounting services with Hienz & Macaluso, LLC. The contract accountant compiles semi-annual financial statements and assists with other projects as needed.
- The commission has two bank accounts. The commission has six credit cards (two travel cards, one purchase card, and three Office Depot cards). The commission issues approximately 250 checks each month. One signature is required on checks. The executive director is authorized to sign refund checks. Operating account checks are stamped with the Department of Revenue Secretary's signature. Supporting documentation is provided to the individual signing the check. The assistant director reconciles the bank statements.
- Operations of the commission are primarily funded by visitor handling fees and merchant membership fees. The commission is engaged in business-type activities. The following activity/balances were reported as of and for the year ended June 30, 2012:

	<u>Statement of Net Assets/ Statement of Revenues, Expenses and Changes in Net Assets</u>
Total Assets	\$704,892
Total Liabilities	\$262,938
Net Assets	\$441,954
Revenues	\$584,796
Expenses	\$619,467

**Accounting System:** Automated

**Financial Statements:** The commission will provide a general ledger and trial 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 prepare the Agreed-Upon Procedures Report developed by the Louisiana Legislative Auditor.

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

**Last Engagement:** Agreed-upon procedures as of and for the period ended June 30, 2012

**Results of Last Engagement:**

- Three exceptions noted
  - Travel and expense reimbursement report
  - Payroll and personnel
  - Contracts

**Prior Auditor:** Duplantier, Hrapmann, Hogan & Maher, LLP  
1615 Poydras Street, Suite 2100  
New Orleans, Louisiana 70112-1223

**Prior Engagement Fee:** \$5,000 (approximately 60 hours)

**Proposers' Conference:**

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

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