Note: This solicitation is for audits of the Louisiana Educational Television Authority and the Foundation for Excellence in Louisiana Public Broadcasting. Three separate audit reports will be required as follows: the Louisiana Educational Television Authority, the Foundation for Excellence in Louisiana Public Broadcasting, and the LETA Combined Report. The ICPA should prepare one proposal that discusses both agencies as well as the three audit reports that are required. The single pricing proposal should include separate pricing information as follows: (1) the Louisiana Educational Television Authority, (2) the Foundation for Excellence in Louisiana Public Broadcasting (see separate SFP on LLA website), (3) the LETA Combined report (see special requirement section below) (4) a summary sheet that details the total audit fee and audit hours for each of three reports for each year and a grand total for the package. **If any of the three reports are omitted from the proposal or pricing information, the proposal will be rejected.**

**Agency Name and Address:**

Louisiana Educational Television Authority

7733 Perkins Road

Baton Rouge, Louisiana 70810-1199

Website: [www.lpb.org](http://www.lpb.org)

**Solicitation Number:** 24 3423 / 24-5763

**Type of Engagement:** Audit

**Contract Period:** July 1, 2024 – September 1, 2026

**Periods to be Examined:** Years ending June 30, 2024; June 30, 2025; and June 30, 2026

**Description Provided by the State Agency:**

* Louisiana Educational Television Authority was created by Louisiana Revised Statute (R.S.) 17:2503. The authority is responsible for promoting the use of educational and public television and radio in the state to further the education and cultural enrichment of the state’s residents.
* The authority is composed of 21 members.
* The authority holds ten meetings per year. At each meeting, the authority reviews its statements of revenues and expenses, the foundation’s statements of revenues and expenses, and the foundation’s balance sheet.
* The authority has 65 full-time employees. There are three employees in the accounting department.
* The authority has one bank account through the State of Louisiana and one petty cash account.
* The authority issues approximately 60 checks each month through the state’s accounting system. Checks issued through the state’s accounting system do not require signatures of authority employees. One signature is required on petty cash checks. The executive director and director of human resources are authorized to sign petty cash checks. Supporting documentation is provided to the individual signing the check.
* The Foundation for Excellence in Louisiana Public Broadcasting (Foundation) is a discretely presented component unit of the authority.
* 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 authority are primarily funded by state appropriations. The authority is engaged in governmental activities. The following activity/balances were reported for LETA (PG only) as of and for the year ended June 30, 2023:

Statement of Net Position/

Statement of Activities

Total Assets $8,308,540

Total Deferred Outflows of Resources $4,437,652

Total Liabilities $22,864,946

Total Deferred Inflows of Resources $3,238,048

Net Position ($13,356,802)

Revenues $9,881,371

Expenses $8,801,611

See SFP for Foundation’s (LETA’s discrete component unit) activity/balances.

**Accounting System:** Automated

**Financial Statements:** The authority will provide a working trial balance and supporting schedules as required.

**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 assist the authority in compiling the financial statements in accordance with GAAP, to include appropriate note disclosures, for each period.
* The successful ICPA will assist the authority in preparing the AFR packet.
* The successful ICPA will assist in preparing the LETA Combined report (due no later than November 1), including the supplementary and other information, which is submitted to the Corporation for Public Broadcasting (CPB). The LETA Combined report includes LETA (primary government), Foundation for Excellence in Louisiana Public Broadcasting (component unit), and the Friends of Louisiana Public Broadcasting (affiliate). Audited financial statements of the affiliate will be provided to the ICPA. The successful ICPA will provide opinions on the LETA Combined Report prepared for the CPB. This report should also be submitted to the Louisiana Legislative Auditor no later than November 30 following each period. (A link to the LETA Combined Report is provided with this SFP - <https://media2.lpb.org/images/pdf/fcc/fy23_combined_audited_financial_statements.pdf>)

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

**Last Engagement:** Audit as of and for the period ended June 30, 2023

**Results of Last Engagement:**

* Unmodified opinion
* No findings

**Prior Auditor:** Pinell & Martinez, LLC

 308 South Tyler Street, Suite 2

 Covington, Louisiana 70433

**Proposers’ Conference:**

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

**Proposal Due Date and Time:** May 15, 2024 by 5:00 pm