Note: This solicitation should be considered in conjunction with the solicitation for the Louisiana Real Estate Appraisers Board (agreed-upon procedures). Two contracts will be awarded as a package to one ICPA. These agencies share an office and staff. The ICPA should prepare one proposal that discusses the engagements of each agency. The pricing proposal should include separate pricing information for each agency, as well as a summary sheet that details the total fee and hours for both agencies for each year and a grand total for the package. If either of the agencies are omitted from the proposal or pricing information, the proposal will be rejected.

**Agency Name and Address:**

Louisiana Real Estate Commission

9071 Interline Avenue

Baton Rouge, Louisiana 70809

Website:  [https://lrec.gov/](http://www.lrec.gov/)

**Solicitation Number:** 24-3471

**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 State Agency:**

* Louisiana Real Estate Commission was created within the Office of the Governor as provided by Louisiana Revised Statute (R.S.) 37:1432. The commission is responsible for licensing and regulating real estate brokers, salespersons, schools, vendors, and instructors in Louisiana. Licenses are renewed annually in December. There are approximately 24,300 currently issued licenses. The commission uses a customized software package that also includes accounting applications to track licenses.
* The commission is composed of eleven members who are appointed by the governor. Members are authorized by R.S. 37:1433 to receive a per diem of $50 for each day spent engaged in commission 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 commission holds 12 meetings per year. At each meeting, the commission reviews budgeted revenues and expenditures; actual revenues and expenditures; and revenues and expenditures projected to the end of the year.
* The commission has 23 employees. There are four employees in the accounting division.
* The commission has two bank accounts and three investment accounts. The commission issues approximately 100 checks each month. Two signatures are required on checks. The executive director, deputy director, education/licensing director, and the accountant administrator are authorized to sign checks. Supporting documentation is provided to the individual signing the check. The accountant reconciles the bank statements.
* The Division of Administration, Office of Statewide Reporting and Accounting 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 commission are primarily funded by license fees. The commission is engaged in business-type activities. The following activity/balances were reported as of and for the year ended June 30, 2023:

Total Assets $11,008,343

Deferred Outflows of Resources $1,646,906

Total Liabilities $7,316,404

Deferred Inflows of Resources $1,190,373

Net Position $4,148,472

Revenues $6,745,417

Expenses $5,686,641

**Accounting System:** Customized software designed by Accufund, Inc.

**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 assist the commission in compiling the financial statements in accordance with GAAP, to include appropriate note disclosures, for each period.
* The successful ICPA will assist the commission in preparing the AFR packet.

**State Agency Assistance:** The commission 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:** Michael K. Glover, APAC

9437 Brookline

Baton Rouge, Louisiana 70809

**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 31, 2024 by 5:00 p.m.