**Agency Name and Address:**

Louisiana Tax Free Shopping Commission

617 North Third Street, 7th Floor

Baton Rouge, Louisiana 70802

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

**Solicitation Number:** 24-9210

**Type of Engagement:** [Agreed-Upon Procedures](https://www.lla.la.gov/cpas/state-contracts/index.shtml)

**Contract Period:** July 1, 2024 – September 30, 2026

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

**Description provided by State Agency:**

* The 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. Per R.S. 51:1304(A)(1), 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 two full-time permanent employees and four part-time employees. The accounting functions are performed by the accountant. The accountant compiles semi-annual financial statements and completes with other projects as needed.
* The commission has two bank accounts. The commission has no state credit cards. The commission issues approximately 35 checks each month. One signature is required on checks. The executive director is authorized to sign refund checks. Most of the operating expenses are paid by Louisiana Department of Revenue (LDR). The accountant sends check requisitions to LDR weekly for the Undersecretary to approve and payments are then processed by LDR. There are some monthly reoccurring expenses that come out of the Commission’s operating account via ACH, these transactions are also approved by the Undersecretary. The accountant reconciles the bank statements and the executive director reviews and approves the reconciliation report.
* Operations of the commission are primarily funded by visitor handling fees and merchant voucher book sales. 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 $520,105

Deferred Outflows of Resources $43,205

Total Liabilities $1,158,696

Deferred Inflows of Resources $423,638

Net Position $(1,019,024)

Revenues $266,540

Expenses $266,540

**Accounting System:** Automated (quickbooks)

**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 30 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:** Limited control and compliance procedures as of and for the period ended June 30, 2022

**Results of Last Engagement:**

* One finding: Poor Cash Management Practices – determined resolved by LLA prior to report issuance and will not require follow-up procedures by ICPA.

**Prior Auditor:** Louisiana Legislative Auditor

Post Office Box 94397

Baton Rouge, Louisiana 70804

**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](mailto:StateContracts@lla.la.gov)

**Proposal Due Date and Time:** May 31, 2024 by 5:00 p.m.