**Agency Name and Address:**

Louisiana Board of Pharmacy

3388 Brentwood Drive

Baton Rouge, Louisiana 70809-1700

Website: [www.pharmacy.la.gov](http://www.pharmacy.la.gov)

**Solicitation Number:** 25-3467

**Type of Engagement:** Audit

**Contract Period:** June 30, 2025 - September 1, 2027

**Periods to be Examined:** Years ending June 30, 2025; June 30, 2026; and June 30, 2027

**Description of the State Agency:**

* The Louisiana Board of Pharmacy was created within the Department of Health as provided by Louisiana Revised Statute (R.S.) 37:1171. The board is responsible for licensing and regulating the practice of pharmacy and operation of the state’s Prescription Monitoring Program (PMP). The board issues licenses for pharmacists, pharmacy technicians, and other personnel; issues permits for pharmacies, emergency drug kits, automated medication systems, and durable medical equipment providers; issues registrations to pharmacy benefit managers (PBM); and issues controlled dangerous substance licenses for practitioners and facilities. Licenses are renewed annually and PBM registrations are renewed biennially. There are approximately 78,000 licenses and permits issued.
* The board is composed of 17 members who are appointed by the governor. Board members are authorized by R.S. 37:1178 to receive a per diem of $75 for each day engaged in board business, plus reimbursement for actual and reasonable expenses.
* The board typically holds four meetings per year. The board’s *Finance Committee* reviews and develops recommendations for the board in regard to budget proposals, budget amendments, CPA compiled financial statements at the end of the year, and audited financial statements. The committee typically meets in August and November to accomplish its work.
* The board currently has 23 full-time employees. The board contracts with Champagne & Company, LLC for accounting services.
* The board has four bank accounts and 11 investments. Approximately 120 disbursements are issued each month. Two signatures are required on paper checks. The board president and the executive director are authorized to sign checks. In the event of incapacitation, the Board’s 1st and 2nd Vice presidents serve as back-up signers. Electronic disbursements are reviewed by the Executive Director prior to payment. Supporting documentation is provided to the individual authorizing the disbursement.
* 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, 2024:

Total Assets $10,448,472

Deferred Outflows of Resources $1,197,790

Total Liabilities $8,164,062

Deferred Inflows of Resources $804,441

Net Position $2,677,759

Total Revenues $6,141,974

Total Expenses $4,246,976

**Accounting System:** QuickBooks

**Financial Statements:** The board will provide a general ledger and financial statements.

**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 board in preparing the financial statements in accordance with GAAP, to include appropriate note disclosures.
* The successful ICPA will assist the board in preparing 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, 2024

**Results of Last Engagement:** Unmodified opinion; no findings.

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

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

**Proposal Due Date and Time:** April 28, 2025 by 5:00 pm