**Agency Name and Address:**

Louisiana Professional Engineering and Land Surveying Board

8550 United Plaza Blvd., Suite 903

Baton Rouge, Louisiana 70809

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

**Solicitation Number:** 25-3298

**Type of Engagement:** [Agreed-Upon Procedures](https://cms.lla.la.gov/assets/documents/Agreed-Upon-Procedures-Report_3-23-2022.docx)

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

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

**Description of the State Agency:**

* The Louisiana Professional Engineering and Land Surveying Board was created within the Department of Transportation and Development as provided by Louisiana Revised Statute (R.S.) 37:683. The board is responsible for licensing and regulating professional engineers and land surveyors. Licenses are renewed every other year. About 50% of the licenses are renewed each year. There are approximately 23,000 currently issued licenses.
* The board is composed of 11 members who are appointed by the governor. Board members are authorized by R.S. 37:685 to receive a per diem not to exceed $100 when attending to the work of the board and are reimbursed for necessary expenses.
* The board holds four to six meetings per year. At each meeting, the board members review summary reports from its automated accounting system.
* The board has 12 full-time employees. The board contracts with L.A. Champagne & Company, LLP for payroll and tax services, reviewing the data entry into the accounting system, and compilation of its annual financial statements.
* The board has one bank account for checking and several certificates of deposit. Approximately 50 checks are written and approximately 35 charges are made on the board credit card each month. Two signatures are required on checks. The executive director, deputy executive director, and treasurer or designated board member are authorized to sign checks. Supporting documentation is provided to the individual signing the check. The Deputy Executive Director and the contract accountant reconcile the bank statements.
* 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 & Deferred Outflows $2,994,586

Total Liabilities & Deferred Inflows $3,231,989

Net Position $(237,403)

Revenues $1,917,785

Expenses $1,906,797

**Accounting System:** Automated

**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 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 board will provide supporting schedules as required.

**Last Engagement:** Agreed-upon procedures as of and for the period ended June 30, 2024

**Results of Last Engagement:** No exceptions noted.

**Prior Accountant:** Michael K. Glover, APAC

 Baton Rouge, Louisiana

**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 5, 2025 by 5:00 p.m.