**Agency Name and Address:**

Louisiana State Radiologic Technology Board of Examiners 3108 Cleary Avenue, Suite 207

Metairie, Louisiana 70002 Website: [www.lsrtbe.org](http://www.lsrtbe.org/)

**Solicitation Number:** 25-8881

**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 State Radiologic Technology Board of Examiners was created within the Department of Health as provided by Louisiana Revised Statute (R.S.) 37:3201. The board is responsible for licensing and regulating radiologic technologists in Louisiana. Licenses are renewed by May 31st each year. There are approximately 8,000 licenses currently issued. The board uses a database application to track licenses, but it is not integrated with the accounting software.
* The board is composed of 11 members who are appointed by the governor. Members are authorized by R.S. 37:3206 to receive a per diem of $50 for attendance of meetings. In addition, members shall be reimbursed for actual travel and incidental expenses.
* The board holds four meetings per year. At each meeting, the board reviews financial reports, including monthly financial review, yearly comparisons, assets and liabilities, and budget reports.
* The board has three employees. The accounting functions are performed by the board staff. The board also contracts for accounting services with Stephen Lahare, CPA.
* The board has two bank accounts and one investment account. The board has two credit cards assigned to the Executive Director and Compliance Officer. The board issues approximately 22 checks each month. Two signatures are required on checks. The Executive Director, Compliance Officer, and First Vice Chairman are authorized to sign checks. Supporting documentation is provided to the individual signing the check. The Executive Director and Compliance Officer reconciles the bank statements. Three board members review all finances on a monthly basis.
* Operations of the board are primarily funded by license fees. The board is engaged in business-type activities. The following activity/balances were reported per the State of Louisiana ACFR as of and for the year ended June 30, 2024:

|  |  |
| --- | --- |
| Total Assets | $1,621,990 |
| Total Liabilities | $1,010,797 |
| Net Position | $611,193 |
| Revenues | $452,018 |
| Expenses | $379,101 |

Louisiana State Radiologic Technology Board of Examiners (continued)

**Accounting System:** QuickBooks

**Financial Statements:** The board 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 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 Auditor:** Ericksen Krentel

New Orleans, Louisiana

# Proposers’ Conference:

* A proposers’ conference will **not** be held.
* Any questions regarding the SFP or agency should be sent to [StateContracts@lla.la.gov](mailto:StateContracts@lla.la.gov)

# Proposal Due Date and Time: May 12, 2025 by 5:00 p.m.