**Agency Name and Address:**

Louisiana State Licensing Board for Contractors

600 North Street

Baton Rouge, Louisiana 70802

Website: <https://lslbc.louisiana.gov/>

**Solicitation Number:** 25-5042

**Type of Engagement:** Audit

**Contract Period:** December 1, 2025 – June 30, 2028

**Periods to be Examined:** Years ending December 31, 2025; December 31, 2026; and December 31, 2027

**Description of the State Agency:**

* The Louisiana State Licensing Board for Contractors was created in 1956 for the purpose of the protection of the health, safety, and general welfare of the citizens dealing with persons engaged in the contracting vocation, and affording citizens an effective and practical protection against incompetent, inexperienced, unlawful, and fraudulent acts of contractors with whom they contract, as provided by Louisiana Revised Statute (R.S.) 37:2150. In addition, the Board is responsible for monitoring construction projects to ensure compliance with the statutory and regulatory licensure requirements.
* The board is composed of at least one member from each congressional district in Louisiana. Members serve terms of six years. Board members are not authorized to receive salary, but may receive $75 per diem for each day spent on board business and may be reimbursed for certain expenses incurred in the performance of their duties, as provided by R.S. 37:2154.
* The board holds monthly meetings. At each meeting, the board hears and rules on administrative cases regarding contractor violations of LSLBC Rules and Law.
* The board has 51 employees. The Board currently contracts with Theresa Stevenson, CPA, LLC, for accounting and consulting services. The Board also contracts with the LA Attorney General’s office for hearing representation as well as Landreneau and Associates, LLC, and Taylor, Porter, Brooks & Phillips, LLP, for legal counsel.
* The board has 5 bank accounts, but only write checks from 1*.* Approximately 120 checks are written each month All checks are reviewed and signed by the Executive Director. Bank statement reconciliations are performed and approved by the Deputy Director of Administration on a monthly basis.
* The Board participates in the Louisiana Employees’ Retirement System pension plan and the other postemployment benefits plan administered by the Office of Group Benefits.
* Operations of the board are primarily funded by license and examination fees. The following activity/balances were reported as of and for the year ended December 31, 2024:

Statement of Net Position / Statement of Activities:

Total Assets $20,438,670

Total Deferred Outflows $1,785,746

Total Liabilities $20,349669

Total Deferred Inflows $1,871,602

Net Position $3,145

Revenues $7,822,037

Expenses $8,424,081

**Accounting System:** Solomon SL – MS Dynamics

**Financial Statements:** The board will provide a trial balance.

**Estimated Start of Fieldwork:** No later than March 15 following each period

**Engagement Completion Date:** No later than June 30 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.

**State Agency Assistance:** The board will provide supporting schedules as required.

**Last Engagement:** Audit as of and for the period ended December 31, 2024.

**Results of Last Engagement:**

* Unmodified opinion
* Findings:
  + Inadequate Separation of Accounting Duties and Functionality of the Accounting Process
  + Lack of Formal Approval for Executive Compensation Adjustment

**Prior Auditor:** EisnerAmper

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

**Proposal Due Date and Time:** September 29, 2025 by 5:00 p.m.