

**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA**

**AGREED-UPON PROCEDURES  
and  
ANNUAL FINANCIAL REPORT**

**JUNE 30, 2013**

**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
AGREED-UPON PROCEDURES and ANNUAL FINANCIAL REPORT  
JUNE 30, 2013**

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**TABLE OF CONTENTS**

	<u>Page No.</u>
Independent Accountants' Report on Applying Agreed-Upon Procedures.....	1
Schedule of Findings and Responses .....	6
Summary Schedule of Prior Year Findings .....	7
SUPPLEMENTAL SCHEDULES	
Schedule of Per Diem Paid to Governing Body .....	9
Comprehensive Annual Financial Report .....	10

**MARY SUE STAGES, CPA**  
**A PROFESSIONAL ACCOUNTING CORPORATION**

.....  
3121 Van Buren Street, Suite A  
P. O. Box 30  
Baker, Louisiana 70704-0030  
Phone (225) 775-4982 \* Fax (225) 775-4912  
[mstages@butlercpa.brcoxmail.com](mailto:mstages@butlercpa.brcoxmail.com)

*Louisiana Society of Certified Public Accountants*  
*American Institute of Certified Public Accountants*  
*Association of Governmental Accountants*  
*Governmental Audit Quality Control Center*

**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

Board Members of the  
Louisiana Licensed Professional Counselors  
Board of Examiners  
8631 Summa Avenue, Suite A  
Baton Rouge, Louisiana 70809

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable".

Management of the Louisiana Licensed Professional Counselors Board of Examiners, a component unit of the State of Louisiana, is responsible for its financial records, establishing internal controls over financial reporting and compliance with applicable laws and regulations. These procedures were agreed to by management of the Louisiana Licensed Professional Counselors Board of Examiners and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Louisiana Licensed Professional Counselors Board of Examiners' compliance with certain laws and regulations during the year ended June 30, 2013.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**General**

1. Determine if there are adequate written policies and procedures for the primary financial and business functions of the entity.

No exceptions noted.

2. Perform analytical procedures comparing current and prior year financial statements by line item. Identify and obtain explanations for variances of 10% or greater for line items and/or 10% or more of the respective assets, liabilities, equity, revenues and expenses.

No exceptions noted.

### **Cash**

1. Prepare a proof of cash for the period covered by the financial statements.

This was accomplished for each bank account maintained by the Board.

2. Determine if cash collection responsibilities are adequately segregated to ensure that the person responsible for cash collections is not responsible for posting accounts receivable or making deposits.

No exceptions noted.

3. Determine if bank reconciliations have been prepared for all months in the period covered by the financial statements. Determine if there is evidence of management review of the bank reconciliations. Determine if the reconciled balance for the final month of the fiscal or calendar year agrees to the general ledger.

No exceptions noted.

### **Credit Cards**

1. Obtain from management a listing of all active credit/debit cards for the period under examination, including the card numbers and the names of the persons who maintained possession of the card.

This information was obtained.

2. Obtain the monthly statements for all credit/debit cards used during the period under examination and select for detailed review the largest (dollar amount) statement for the two cards with the most activity:

a. obtain the entity's supporting documentation for the largest purchase/charge shown on each selected monthly statement:

1. determine if each purchase is supported by:
  - i. an original itemized receipt;
  - ii. documentation of the business/public purpose;
  - iii. other documentation as may be required by policy; and

2. determine if selected purchases effectively circumvented the entity's normal procurement/purchasing process and/or the Louisiana Public Bid Law.

b. determine if there is evidence of management review of the two selected statements.

No exceptions noted.

## **Travel and Expense Reimbursement**

1. Obtain a listing of all travel and related expense reimbursements during the period under examination and trace to the general ledger for completeness. Select for review the three persons who were reimbursed the most money:

a. obtain all of the expense reimbursement reports of each selected person, including the supporting documentation and choose the largest expense report from each person to review in detail:

1. determine if each expenditure is:
  - i. reimbursed in accordance with written policy and applicable laws;
  - ii. for an appropriate and necessary business purpose relative to the travel; and
2. determine if each expenditure is supported by:
  - i. an original itemized receipt;
  - ii. documentation of the business/public purpose;
  - iii. other documentation as may be required by policy; and
3. determine if each expense report was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

No exceptions noted.

## **Contracts**

1. Review accounting records for the period under examination to identify individuals/businesses being paid for contracted services. Select five "vendors" that were paid the most money during the period and determine if there is a formal/written contract that supports these services arrangement.

Appropriate review and information was obtained.

2. Obtain a listing of all active contracts and the expenditures made during the period under examination and trace to the general ledger for completeness. Select for detailed review, the largest (dollar amount) contract in each of the following categories that was entered into during the period - (1) services; (2) materials and supplies; and (3) public works.

a. obtain the selected contract and the related paid invoices and:

1. determine if the contract is a related party transaction by obtaining management's representation; and
2. determine if the transaction is subject to the Louisiana Public Bid Law or Procurement Code:
  - i. if yes, determine if the entity complied with all requirements; and
  - ii. if no, determine if the entity provided an open and competitive atmosphere for the transaction/work; and
3. determine if the contract was amended:

- i. if so, determine whether the original contract contemplated or provided for such an amendment; and
  - ii. determine if the amendment is outside of the scope of the original contract:
    - a. if so, whether it should have been separately bid and contracted; and
4. select the largest payment from each of the three largest contracts selected above and determine if the invoice(s) received and payment complied with the terms and conditions of the contract; and
5. determine if there is documentation of board approval, if required.

No exceptions noted.

### **Payroll and Personnel**

1. Obtain a listing of employment contracts/salaries in force during the period under examination and trace to the general ledger for completeness. Select the five highest paid employees and:
    - a. determine if payments issued during the period under examination were done in strict accordance with the terms and conditions of the contract or pay rate structure; and
    - b. determine if changes made to hourly pay rates/salaries during the period under examination were approved in writing and in accordance with policy.
- No exceptions noted.
2. Select the attendance and leave records for one pay period in which leave has been taken by at least one employee and:
    - a. determine if all employees are documenting their daily attendance and leave; and
    - b. determine if supervisors are approving, in writing, the attendance and leave of all employees; and
    - c. determine if the entity is maintaining accurate written leave records on all eligible employees.

No exceptions noted.

3. Select the two largest termination payments made during the period under examination. Determine if the payments were supported by adequate documentation made in strict accordance with policy and/or contract and properly approved.

No exceptions noted.

### **Budget**

1. Obtain a copy of the legally adopted budget and all amendments.

Copies were obtained.

2. Trace the budget adoption and amendments to the minute book.

The adoption was traced to the minute book. There were no amendments.

3. Compare the total revenues and total expenditures of the final budget to actual total revenues and total expenditures on the financial statements or AFR. Report variances of 10% or greater.

No exceptions noted.

#### **Debt**

1. If debt was issued during the financial statement period, verify that State Bond Commission approval was obtained, as applicable.

Not applicable.

2. Determine compliance with applicable debt covenants.

Not applicable.

#### **Corrective Action**

1. Obtain management's response and corrective action plan for any exceptions noted in the above agreed-upon procedures.

Not applicable.

We were not engaged to perform, and did not perform an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Louisiana Licensed Professional Counselors Board of Examiners and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:515, this report is distributed by the Legislative Auditor as a public document.



Mary Sue Stages, CPA  
A Professional Accounting Corporation  
Baker, LA  
August 26, 2013

**LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2013**

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**Financial Statement Findings**

N/A

**Management Letter**

N/A



**LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2013**

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N/A

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## **SUPPLEMENTAL SCHEDULES**

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**LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**DEPARTMENT OF HEALTH AND HOSPITALS**  
**STATE OF LOUISIANA**  
**SCHEDULE OF PER DIEM PAID TO BOARD MEMBERS**  
**JUNE 30, 2013**

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In compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature, this schedule of per diem paid to board members is presented for the year ended June 30, 2013.

Name

Gerra Perkins, Ph.D., LPC-S	\$	.00
Laura Hensley Choate, Ed.D., LPC-S		.00
Penny Millhollon, MA, LPC-S, LMFT-SC		.00
Mark Reynaud, MA, LPC-S, LMFT-S		.00
Alysius Allen, MA, LPC-S, LMFT		.00
Ernie Cowger, Ph.D., LPC-S, LMFT-S		.00
Kathy Lammert, M.Ed., LPC, LMFT		.00
David Legendre, Ph.D., LPC, LMFT		.00
James Nelson, M.D.		.00
Kathryn Steele, Ph.D., LPC-S, LMFT-S		.00
Anthony Williams, MA, LPC-S, LMFT		.00

Total		<u>.00</u>
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**LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
ANNUAL FINANCIAL REPORT  
JUNE 30, 2013**

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**LOUISIANA'S COMPREHENSIVE ANNUAL FINANCIAL REPORT**

As a component unit of the State of Louisiana, the financial statements of the Louisiana Licensed Professional Counselors Board of Examiners are included in Louisiana's Comprehensive Annual Financial Report. Following are the statements being submitted to the Division of Administration.

LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
STATE OF LOUISIANA  
Annual Financial Statements  
June 30, 2013

C O N T E N T S

Affidavits

	Statements
Statement of Net Position	A
Statement of Revenues, Expenses, and Changes in Net Position	B
Statement of Activities (including Instructions for Simplified Statement of Activities)	C
Statement of Cash Flows	D
Notes to the Financial Statements	

Notes	Note Name	Page No.
A.	Summary of Significant Accounting Policies	1
B.	Budgetary Accounting	2
C.	Deposits with Financial Institutions and Investments	2
D.	Capital Assets – Including Capital Lease Assets	5
E.	Inventories	7
F.	Restricted Assets	7
G.	Leave	7
H.	Retirement System	7
I.	Other Postemployment Benefits	8
J.	Leases	9
K.	Long-Term Liabilities	10
L.	Contingent Liabilities	10
M.	Related Party Transactions	10
N.	Accounting Changes	10
O.	In-Kind Contributions	10
P.	Defeased Issues	10
Q.	Revenues or Receivables – Pledged or Sold (GASB 48)	10
R.	Government-Mandated Nonexchange Transactions (Grants)	11
S.	Violations of Finance-Related Legal or Contractual Provisions	11
T.	Short-Term Debt	11
U.	Disaggregation of Receivable Balances	11
V.	Disaggregation of Payable Balances	11
W.	Subsequent Events	11
X.	Segment Information	11
Y.	Due to/Due from and Transfers	12
Z.	Liabilities Payable from Restricted Assets	12
AA.	Prior-Year Restatement of Net Position	12

BB.	Assets Restricted by Enabling Legislation	12
CC.	Impairment of Capital Assets	12
DD.	Employee Termination Benefits	12
EE.	Pollution Remediation Obligations	12
FF.	American Recovery and Reinvestment Act (ARRA)	12
GG.	Restricted Assets – Other Purposes	12
HH.	Service Concession Arrangements	12

#### Schedules

1	Schedule of Per Diem Paid to Board Members
15	Schedule of Comparison Figures and Instructions

STATE OF LOUISIANA  
Annual Financial Statements  
Fiscal Year Ended June 30, 2013

**LA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**8631 Summa Avenue, Suite A**  
**Baton Rouge, LA 70809**

Division of Administration  
Office of Statewide Reporting  
and Accounting Policy  
P. O. Box 94095  
Baton Rouge, Louisiana 70804-9095

Legislative Auditor  
P. O. Box 94397  
Baton Rouge, Louisiana 70804-9397

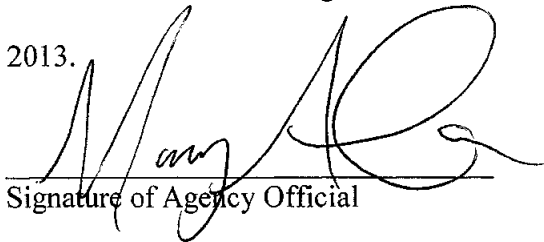
[LLAFileroom@lla.la.gov](mailto:LLAFileroom@lla.la.gov)

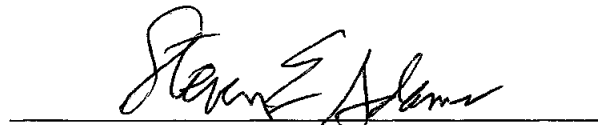
Physical Address:  
1201 N. Third Street  
Claiborne Building, 6<sup>th</sup> Floor, Suite 6-130  
Baton Rouge, Louisiana 70802

Physical Address:  
1600 N. Third Street  
Baton Rouge, Louisiana 70802

**AFFIDAVIT**

Personally came and appeared before the undersigned authority, Mary Alice Olsan, Executive Director of the La. Licensed Professional Counselors Board of Examiners who duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of the Board at June 30, 2013 and the results of operations for the year then ended in accordance with policies and practices established by the Division of Administration or in accordance with Generally Accepted Accounting Principles as prescribed by the Governmental Accounting Standards Board. Sworn and subscribed before me, this 29<sup>th</sup> day of August, 2013.

  
\_\_\_\_\_  
Signature of Agency Official

  
\_\_\_\_\_  
NOTARY PUBLIC  
STEVEN E. ADAMS  
LA BAR #02334

Prepared by: Mary Sue Stages, CPA

Title: Independent Accountant

Telephone No.: (225) 775-4982

Date: August 31, 2013

Email Address: [m.stages@att.net](mailto:m.stages@att.net)

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**STATEMENT OF NET POSITION**  
**AS OF JUNE 30, 2013**

**Statement A**

**ASSETS**

**CURRENT ASSETS**

Cash and Cash equivalents	\$	<u>339,968</u>
Restricted Cash and Cash Equivalents		<u></u>
Investments		<u>100,448</u>
Derivative Instruments		<u></u>
Receivables (net of allowance for doubtful accounts)(Note U)		<u>36,948</u>
Due from other funds (Note Y)		<u></u>
Due from federal government		<u></u>
Inventories		<u></u>
Prepayments		<u>1,150</u>
Notes Receivable		<u></u>
Other Current Assets		<u></u>
Total current assets		<u>478,514</u>

**NONCURRENT ASSETS**

Restricted assets (Note F):

Cash		<u></u>
Investments		<u></u>
Receivables		<u></u>
Investments		<u></u>
Notes Receivable		<u></u>
Capital assets, net of depreciation (Note D)		
Land non-depreciable easements		<u></u>
Buildings and improvements		<u></u>
Machinery and equipment		<u>3,866</u>
Infrastructure		<u></u>
Intangible assets		<u></u>
Construction/Development-in-progress		<u></u>
Other noncurrent assets		<u></u>
Total noncurrent assets		<u>3,866</u>
Total assets	\$	<u>482,380</u>

**DEFERRED OUTFLOWS OF RESOURCES**

Accumulated decrease in fair value of hedging derivatives	\$	<u></u>
Total assets and deferred outflow of resources	\$	<u>482,380</u>



**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**STATEMENT OF NET POSITION**  
**AS OF JUNE 30, 2013**

**Statement A**

**LIABILITIES**

**CURRENT LIABILITIES:**

Accounts payable and accruals (Note V)	\$	15,807
Derivative instrument		
Due to other funds (Note Y)		
Due to federal government		
Deferred revenues		
Amounts held in custody for others		
Other current liabilities		
Current portion of long-term liabilities: (Note K)		
Contracts payable		
Compensated absences payable		
Capital lease obligations		
Claims and litigation payable		
Notes payable		
Pollution remediation obligation		
Bonds payable (include unamortized costs)		
Other long-term liabilities		
Total current liabilities		15,807

**NONCURRENT LIABILITIES**

Contracts payable		
Compensated absences payable		10,383
Capital lease obligations		
Claims and litigation payable		
Notes payable		
Pollution remediation obligation		
Bonds payable (include unamortized costs)		
OPEB payable		83,500
Other long-term liabilities		
Total noncurrent liabilities		93,883
Total liabilities		109,690

**DEFERRED INFLOWS OF RESOURCES**

Accumulated increase in fair value of hedging derivatives	\$	
Deferred service concession arrangement receipts		
Total deferred inflows of resources		-

**NET POSITION**

Net investment in capital assets		
Restricted for:		
Capital projects		
Debt service		
Unemployment compensation		
Other specific purposes		
Unrestricted		
Total net position		372,690
Total liabilities, deferred inflows of resources, and net position	\$	482,380

The accompanying notes are an integral part of this financial statement.

## STATE OF LOUISIANA

## Statement B

**LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION**  
**FOR THE YEAR ENDED JUNE 30, 2013**

**OPERATING REVENUE**

Sales of commodities and services	\$ _____
Assessments	_____
Use of money and property	_____
Licenses, permits, and fees	409,142
Federal grants and contracts	_____
State, local and nongovernmental grants and contracts	_____
Other	_____
Total operating revenues	409,142

**OPERATING EXPENSES**

Cost of sales and services	_____
Administrative	313,121
Depreciation	1,372
Amortization	_____
Total operating expenses	314,493

Operating income(loss)	94,649
------------------------	--------

**NON-OPERATING REVENUES (EXPENSES)**

State appropriations	_____
Intergovernmental revenues(expenses)	_____
Taxes	_____
Use of money and property	258
Gain on disposal of fixed assets	_____
Loss on disposal of fixed assets	_____
Federal grants	_____
Interest expense	_____
Other revenue	_____
Other expense	_____
Total non-operating revenues(expenses)	258

Income(loss) before contributions, extraordinary items, & transfers	94,907
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Capital contributions	_____
Extraordinary item	_____
Transfers in	_____
Transfers out	_____

Change in net assets	94,907
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Total net assets – beginning	277,783
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Total net assets – ending	\$ 372,690
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The accompanying notes are an integral part of this financial statement.

STATE OF LOUISIANA  
LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2013

Statement C

	Program Revenues				Net (Expense)
		Charges for	Operating	Capital	Revenue and
	Expenses	Services	Grants and	Grants and	Changes in
			Contributions	Contributions	Net Position
Entity	\$ 314,493	\$ 409,142	\$	\$	\$ 94,649
General revenues:					
Taxes					
State appropriations					
Grants and contributions not restricted to specific programs					
Interest					258
Miscellaneous					
Special items					
Extraordinary item					
Transfers					
Total general revenues, special items, and transfers					258
Change in net assets					94,907
Net position - beginning as restated					277,783
Net position - ending				\$	372,690

The accompanying notes are an integral part of this statement.

**STATE OF LOUISIANA  
LOUISIANA LICENSED PROFESSIONAL COUNSELORS  
BOARD OF EXAMINERS  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2013**

**Statement D**  
(continued)

**Cash flows from operating activities**

Cash receipts from customers	\$ 401,907	
Cash receipts from grants and contracts		
Cash receipts from interfund services provided		
Other operating cash receipts, if any		
Cash payments to suppliers for goods or services	(117,533)	
Cash payments to employees for services	(181,603)	
Cash payments for interfund services used, including payments "In Lieu of Taxes"		
Other operating cash payments, if any (* provide explanation)		
Net cash provided(used) by operating activities		102,771

**Cash flows from non-capital financing activities**

State Appropriations		
Federal receipts		
Federal disbursements		
Proceeds from sale of bonds		
Principal paid on bonds		
Interest paid on bond maturities		
Proceeds from issuance of notes payable		
Principal paid on notes payable		
Interest paid on notes payable		
Operating grants received		
Transfers in		
Transfers out		
Other (**provide explanation)		
Net cash provided(used) by non-capital financing activities		-

**Cash flows from capital and related financing activities**

Proceeds from sale of bonds		
Principal paid on bonds		
Interest paid on bond maturities		
Proceeds from issuance of notes payable		
Principal paid on notes payable		
Interest paid on notes payable		
Acquisition/construction of capital assets	(5,238)	
Proceeds from sale of capital assets		
Capital contributions		
Deposits with trustees		
Other (***) provide explanation)		
Net cash provided(used) by capital and related financing activities		(5,238)

**Cash flows from investing activities**

Purchases of investment securities		
Proceeds from sale of investment securities		
Interest and dividends earned on investment securities	100	
Net cash provided(used) by investing activities		100
Net increase(decrease) in cash and cash equivalents		97,633
Cash and cash equivalents at beginning of year		242,335
Cash and cash equivalents at end of year	\$	339,968

STATE OF LOUISIANA  
LOUISIANA LICENSED PROFESSIONAL COUNSELORS  
BOARD OF EXAMINERS  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2013

Statement D  
(concluded)

Reconciliation of operating income(loss) to net cash provided(used) by operating activities:

Operating income(loss)		\$ 94,649
Adjustments to reconcile operating income(loss) to net cash provided(used) by operating activities:		
Depreciation/amortization	1,372	
Provision for uncollectible accounts		
Other		
Changes in assets and liabilities:		
(Increase)decrease in accounts receivable, net	(7,235)	
(Increase)decrease in due from other funds		
(Increase)decrease in prepayments	(1,150)	
(Increase)decrease in inventories		
(Increase)decrease in other assets		
Increase(decrease) in accounts payable and accruals	6,209	
Increase(decrease) in compensated absences payable	5,091	
Increase(decrease) in due to other funds		
Increase(decrease) in deferred revenues		
Increase(decrease) in OPEB payable	3,835	
Increase(decrease) in other liabilities		
Net cash provided(used) by operating activities		\$ 102,771

Schedule of noncash investing, capital, and financing activities:

Borrowing under capital lease(s)	\$	
Contributions of fixed assets		
Purchases of equipment on account		
Asset trade-ins		
Other (specify)		
<b>Total noncash investing, capital, and financing activities:</b>	<b>\$</b>	<b>-</b>

The accompanying notes are an integral part of this statement.

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

**INTRODUCTION**

The Louisiana Licensed Professional Counselors Board of Examiners (hereinafter referred to as the Board) was created by the Louisiana State Legislature under the provisions of Louisiana Revised Statute 37:1104. The following is a brief description of the operations of the board and includes the parish/parishes in which the Board is located:

**A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF ACCOUNTING**

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The accompanying financial statements of the Board present information only as to the transactions of the programs of the Board as authorized by Louisiana statutes and administrative regulations.

Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the Board are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration – Office of Statewide Reporting and Accounting Policy as follows:

**Revenue Recognition**

Revenues are recognized using the full accrual basis of accounting; therefore, revenues are recognized in the accounting period in which they are earned and become measurable.

**Expense Recognition**

Expenses are recognized on the accrual basis; therefore, expenses, including salaries, are recognized in the period incurred, if measurable.



STATE OF LOUISIANA  
 LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS

Notes to the Financial Statement

As of and for the year ended June 30, 2013

Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are required to be held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the State Treasurer.

**GASB Statement 40, which amended GASB Statement 3**, eliminated the requirement to disclose all deposits by three categories of risk. GASB Statement 40 requires only the disclosure of deposits that are considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by the pledging financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

The deposits at June 30, 2013, consisted of the following:

	Cash	Nonnegotiable Certificates of Deposit	Other (Describe)	Total
Deposits per statement of net position (Reconciled bank balance)	\$ 339,968	\$	\$	\$ 339,968
Deposits in bank accounts per bank	\$ 348,373	\$	\$	\$ 348,373
Bank balances exposed to custodial credit risk:	\$	\$	\$	\$
a. Uninsured and uncollateralized				
b. Uninsured and collateralized with securities held by the pledging institution				
c. Uninsured and collateralized with securities held by the pledging institution's trust department or agent, but not in the entity's				

NOTE: The "Deposits in bank accounts per bank" will not necessarily equal the "Deposits per statement of net position" due to outstanding items.



**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

The following is a breakdown by banking institution, program, and amount of the "Deposits in bank accounts per bank" balances shown above:

	<u>Banking Institution</u>	<u>Program</u>	<u>Amount</u>
1.	Chase Bank	Operating	\$ 248,239
2.	Whitney Bank	Savings	100,134
3.			
4.			
	Total		\$ 348,373

**2. INVESTMENTS**

The Board does maintain investment accounts as authorized by La R.S. 33:2955. All investments are long-term certificates of deposit totaling \$100,448. The book and market values are the same, and there are note at risk.

Custodial Credit Risk

N/A

**3. CREDIT RISK, INTEREST RATE RISK, CONCENTRATION OF CREDIT RISK, AND FOREIGN CURRENCY RISK DISCLOSURES**

N/A

**4. DERIVATIVES (GASB 53)**

N/A

**5. POLICIES**

N/A

**6. OTHER DISCLOSURES REQUIRED FOR INVESTMENTS**

N/A

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

**D. CAPITAL ASSETS – INCLUDING CAPITAL LEASE ASSETS**

The fixed assets used in the Special Purpose Government Engaged only in Business-Type Activities are included on the statement of net position of the entity and are capitalized at cost. Depreciation of all exhaustible fixed assets used by the entity is charged as an expense against operations. Depreciation for financial reporting purposes is computed by the straight line method over the useful lives of the assets.

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

Schedule of Capital Assets (includes capital leases)

<u>Agency</u>	Balance 6/30/2012	Prior Period Adjustments	Restated Balance 6/30/2012	Additions	* Reclassifi- cation of CIP	** Retirements	Balance 6/30/2013
Capital assets not depreciated:							
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non-depreciable land improvements	-	-	-	-	-	-	-
Non-depreciable easements	-	-	-	-	-	-	-
Capitalized collections	-	-	-	-	-	-	-
Software - development in progress	-	-	-	-	-	-	-
Construction in progress	-	-	-	-	-	-	-
Total capital assets not depreciated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other capital assets:							
Depreciable land improvements	-	-	-	-	-	-	-
** Accumulated depreciation	-	-	-	-	-	-	-
Total land improvements	-	-	-	-	-	-	-
Buildings	-	-	-	-	-	-	-
** Accumulated depreciation	-	-	-	-	-	-	-
Total buildings	-	-	-	-	-	-	-
Machinery & equipment	20,362	-	20,362	5,238	-	-	25,600
** Accumulated depreciation	(20,362)	-	(20,362)	(1,372)	-	-	(21,734)
Total machinery & equipment	-	-	-	3,866	-	-	3,866
Infrastructure	-	-	-	-	-	-	-
** Accumulated depreciation	-	-	-	-	-	-	-
Total infrastructure	-	-	-	-	-	-	-
Software (internally generated & purchased)	-	-	-	-	-	-	-
Other intangibles	-	-	-	-	-	-	-
** Accumulated amortization - software	-	-	-	-	-	-	-
** Accumulated amortization - other intangibles	-	-	-	-	-	-	-
Total intangibles	-	-	-	-	-	-	-
Total other capital assets	\$ -	\$ -	\$ -	\$ 3,866	\$ -	\$ -	\$ 3,866
Capital asset summary:							
Capital assets not depreciated	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other capital assets, book value	20,362	-	20,362	5,238	-	-	25,600
Total cost of capital assets	20,362	-	20,362	5,238	-	-	25,600
Accumulated depreciation/amortization	(20,362)	-	(20,362)	(1,372)	-	-	(21,734)
Capital assets, net	\$ -	\$ -	\$ -	\$ 3,866	\$ -	\$ -	\$ 3,866

\* Should only be used for those completed projects coming out of construction-in-progress to capital assets.

\*\* Enter a negative number except for accumulated depreciation in the retirement column

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

**E. INVENTORIES**

N/A

**F. RESTRICTED ASSETS**

N/A

**G. LEAVE**

**1. COMPENSATED ABSENCES**

The Board's employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the fund when leave is actually taken; it is recognized in the enterprise funds when the leave is earned. The cost of leave privileges applicable to general government operations not requiring current resources is recorded in long-term obligations.

**2. COMPENSATORY LEAVE**

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer, an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employees' hourly rate of pay at termination or transfer. There was no compensatory leave time accrued at June 30, 2013.

**H. RETIREMENT SYSTEM**

Substantially all of the employees of the Board are members of the Louisiana State Employees Retirement System (LASERS), a single employer defined benefit pension plan. The System is a statewide public employee retirement system (PERS) for the benefit of state employees, which is administered and controlled by a separate board of trustees.

All full-time Board employees are eligible to participate in the System unless they elect to continue as a contributing member in any other retirement system for which they remain eligible for membership. Certain elected officials and officials appointed by the governor may, at their option, become members of LASERS. Normal benefits vest with 10 years of service. Generally, retirement age employees are entitled to annual

STATE OF LOUISIANA  
LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
Notes to the Financial Statement  
As of and for the year ended June 30, 2013

benefits equal to \$300 plus 2.5% of their highest consecutive 36 months' average salary multiplied by their years of credited service except for members eligible to begin participation in the Defined Benefit Plan (DBP) on or after July 1, 2006. Act 75 of the 2005 Regular Session changes retirement eligibility and final average compensation for members who are eligible to begin participation in the DBP beginning July 1, 2006. Retirement eligibility for these members is limited to age 60, or thereafter, upon attainment of ten years of creditable service. Final average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment.

Vested employees eligible to begin participation in the DBP before July 1, 2006, are entitled to a retirement benefit, payable monthly for life at (a) any age with 30 years of service, (b) age 55 with 25 years of service, or (c) age 60 with 10 years of service. In addition, these vested employees have the option of reduced benefits at any age with 20 years of service. Those hired on or after July 1, 2006 have only a single age option. They cannot retire until age 60 with a minimum of 10 years of service. The System also provides death and disability benefits and deferred benefit options, with qualifications and amounts defined by statute. Benefits are established or amended by state statute. The System issues a publicly available annual financial report that includes financial statements and required supplementary information for the System. For a full description of the LASERS defined benefit plan, please refer to the LASERS 2012 Financial Statements, specifically, footnotes A – Plan Description and C – Contributions. A copy of the report may be obtained by writing to the Louisiana State Employees Retirement System, Post Office Box 44213, Baton Rouge, Louisiana 70804-4213, or by calling (225) 922-0600 or (800) 256-3000. The footnotes to the Financial Statements contain additional details and are also available on-line at:

[http://www.lasersonline.org/uploads/CAFR\\_2012.pdf](http://www.lasersonline.org/uploads/CAFR_2012.pdf)

All members are required by state statute to contribute with the vast majority of employees of the state who became members before July 1, 2006 contributing 7.5% of gross salary. Act 75 of the 2005 Regular Session increases the member contribution rate from 7.5% to 8% for new members hired after June 30, 2006. The (BTA) is required to contribute at an actuarially determined rate as required by R.S. 11:102. The contribution rate for the fiscal year ended June 30, 2013, increased to 29.1% of annual covered payroll from the 25.6% and 22% required in fiscal years ended June 30, 2012 and 2011 respectively. The Board contributions to the System for the years ending June 30, 2013, 2012, and 2011, were \$28,933, \$24,706, and \$13,852, respectively, equal to the required contributions for each year.

## **I. OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

GASB Statement 43, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans* addresses accounting and financial reporting for OPEB trust and agency funds of the employer. GASB Statement 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions* establishes standards of accounting and financial reporting for OPEB expense/expenditures and related OPEB liabilities or OPEB assets, note disclosures, and required supplementary information (RSI) in the financial reports of governmental employers.

### **1. Calculation of Net OPEB Obligation**

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

Annual OPEB expense and net OPEB Obligation

Fiscal year ending	6/30/2013
1. * ARC	\$3,600
2. * Interest on NOO	\$3,200
3. * ARC adjustment	-\$3,000
4. * Annual OPEB Expense (1. + 2. - 3.)	\$3,800
5. Contributions (employer pmts. to OGB for retirees' cost of 2013 insurance premiums)	\$0
6. Increase in Net OPEB Obligation (4. - 5.)	\$3,800
7. *NOO, beginning of year (see actuarial valuation report on OSRAP's website)	\$79,700
8. **NOO, end of year (6. + 7.)	\$83,500

**J. LEASES**

1. OPERATING LEASES

The total payments for operating leases during fiscal year June 30, 2013 amounted to \$28,200. A schedule of payments for operating leases follows:

Nature of lease	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019-2023	FY 2024-2028
Office Space	\$ 28,200	\$	\$	\$	\$	\$	\$
Equipment							
Land							
Other							
Total	\$ 28,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2. CAPITAL LEASES

N/A

3. LESSOR DIRECT FINANCING LEASES

N/A

4. LESSOR – OPERATING LEASE

N/A

**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

**K. LONG-TERM LIABILITIES**

The following is a summary of long-term debt transactions of the entity for the year ended June 30, 2013:

	<u>Year ended June 30, 2013</u>				
	Balance June 30, 2012	Additions	Reductions	Balance June 30, 2013	Amounts due within one year
<b>Notes and bonds payable:</b>					
Notes payable	\$	\$	\$	\$ -	\$
Bonds payable				-	
Total notes and bonds	-	-	-	-	-
<b>Other liabilities:</b>					
Contracts payable				-	
Compensated absences payable	5,292	6,258	1,167	10,383	
Capital lease obligations				-	
Claims and litigation				-	
Pollution remediation obligation				-	
OPEB payable	79,665	3,835		83,500	
Other long-term liabilities				-	
Total other liabilities	84,957	10,093	1,167	93,883	-
Total long-term liabilities	\$ 84,957	\$ 10,093	\$ 1,167	\$ 93,883	\$ -

**L. CONTINGENT LIABILITIES**

N/A

**M. RELATED PARTY TRANSACTIONS**

N/A

**N. ACCOUNTING CHANGES**

N/A

**O. IN-KIND CONTRIBUTIONS**

N/A

**P. DEFEASED ISSUES**

N/A

**Q. REVENUES – PLEDGED OR SOLD (GASB 48)**

N/A

STATE OF LOUISIANA  
 LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2013

**R. GOVERNMENT-MANDATED NONEXCHANGE TRANSACTIONS (GRANTS)**

N/A

**S. VIOLATIONS OF FINANCE-RELATED LEGAL OR CONTRACTUAL PROVISIONS**

N/A

**T. SHORT-TERM DEBT**

N/A

**U. DISAGGREGATION OF RECEIVABLE BALANCES**

Receivables at June 30, 2013, were as follows:

Fund (gen. fund, gas tax fund, etc.)	Customer Receivables	Taxes	Receivables from other Governments	Other Receivables	Total Receivables
General	\$ 36,948	\$	\$	\$	\$ 36,948
Gross receivables	\$ 36,948	\$ -	\$ -	\$ -	\$ 36,948
Less allowance for uncollectible accounts					
Receivables, net	\$ 36,948	\$ -	\$ -	\$ -	\$ 36,948
Amounts not scheduled for collection during the subsequent year	\$	\$	\$	\$	\$ -

**V. DISAGGREGATION OF PAYABLE BALANCES**

Payables at June 30, 2013, were as follows:

Fund	Vendors	Salaries and Benefits	Accrued Interest	Other Payables	Total Payables
General	\$ 2,996	\$ 12,811	\$	\$	\$ 15,807
					-
Total payables	\$ 2,996	\$ 12,811	\$ -	\$ -	\$ 15,807

**W. SUBSEQUENT EVENTS**

N/A

**X. SEGMENT INFORMATION & REPORTING FUNDS OF A BLENDED COMPONENT UNIT**

N/A



**STATE OF LOUISIANA**  
**LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS**  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2013**

**Y. DUE TO/DUE FROM AND TRANSFERS**

N/A

**Z. LIABILITIES PAYABLE FROM RESTRICTED ASSETS**

N/A

**AA. PRIOR-YEAR RESTATEMENT OF NET POSITION**

N/A

**BB. ASSETS RESTRICTED BY ENABLING LEGISLATION (GASB 46)**

N/A

**CC. IMPAIRMENT OF CAPITAL ASSETS & INSURANCE RECOVERIES**

N/A

**DD. EMPLOYEE TERMINATION BENEFITS**

N/A

**EE. POLLUTION REMEDIATION OBLIGATIONS**

N/A

**FF. AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)**

N/A

**GG. RESTRICTED ASSETS – OTHER SPECIFIC PURPOSES**

N/A

**HH. SERVICE CONCESSION ARRANGEMENTS**

N/A

Name	Amount
Gerra Perkins, Ph.D., LPC-S	\$ _____
Laura Hensley Choate, Ed.D., LPC-S	_____
Penny Millhollon, MA, LPC-S, LMFT-SC	_____
Mark Reynaud, MA, LPC-S, LMFT-S	_____
Alysius Allen, MA, LPC-S, LMFT	_____
Ernie Cowger, Ph.D., LPC-S, LMFT-S	_____
Kathy Lammert, M.Ed., LPC, LMFT	_____
David Legendre, Ph.D., LPC, LMFT	_____
James Nelson, M.D.	_____
Kathryn Steele, Ph.D., LPC-S, LMFT-S	_____
Anthony Williams, MA, LPC-S, LMFT	_____
_____	_____
_____	_____
_____	_____
<b>Total</b>	\$ _____ -

## SCHEDULE 1

# STATE OF LOUISIANA

## LOUISIANA LICENSED PROFESSIONAL COUNSELORS BOARD OF EXAMINERS

### COMPARISON FIGURES

To assist OSRAP in determining the reason for the change in financial position for the State, please complete the schedule below. If the change is greater than **\$5 million**, explain the reason for the change. **Please provide adequate details to clearly explain the change from last year.**

	<u>2013</u>	<u>2012</u>	<u>Difference</u>	<u>Percentage Change</u>
1) Revenues	\$ 409,400	\$ 336,606	\$ 72,794	\$ 18
Expenses	314,493	289,728	24,765	8
2) Capital assets	3,866	0	3,866	100
Long-term debt	93,883	84,958	8,925	10
Net position	372,690	277,783	94,907	25
Explanation for change:	<hr/> <hr/> <hr/> <hr/>			