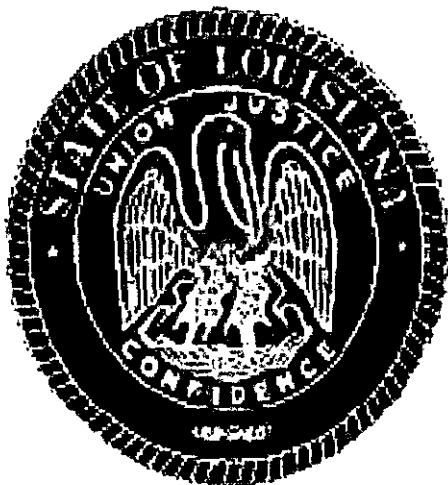


# LOUISIANA BOARD OF MASSAGE THERAPY



DEPARTMENT OF HEALTH & HOSPITALS  
STATE OF LOUISIANA

BASIC FINANCIAL STATEMENTS  
WITH  
SUPPLEMENTAL INFORMATION  
SCHEDULES

AS OF AND FOR THE  
YEAR ENDED JUNE 30, 2010

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10/13/10

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
BASIC FINANCIAL STATEMENTS  
WITH SUPPLEMENTAL INFORMATION SCHEDULES  
AS OF AND FOR THE YEAR ENDED JUNE 30, 2010**

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**BASIC FINANCIAL STATEMENTS**

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

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

**INDEPENDENT AUDITORS' REPORT**

Board Members of the  
Louisiana Board of Massage Therapy  
12022 Plank Road  
Baton Rouge, Louisiana 70811

We have audited the accompanying business-type activities of the Louisiana Board of Massage Therapy, a component unit of the State of Louisiana, as of and for the year ended June 30, 2010, which collectively comprise the Board's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Louisiana Board of Massage Therapy's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the Louisiana Board of Massage Therapy as of June 30, 2010, and the results of its operations and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated September 2, 2010, on our consideration of the Louisiana Board of Massage Therapy's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The required supplemental information, as listed in the table of contents, is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding methods of measurement and presentation of the required supplemental information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Louisiana Board of Massage Therapy's basic financial statements. The accompanying supplemental information, as listed in the table of contents under Supplemental Schedules and Information and Other Required Supplementary Information, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.



Mary Sue Stages, CPA  
A Professional Accounting Corporation  
September 2, 2010

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**REQUIRED SUPPLEMENTAL INFORMATION**  
**(PART 1 OF 2)**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2010**

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The purpose of this section is to offer a narrative overview and analysis of the Louisiana Board of Massage Therapy's (hereafter referred to as the Board) financial performance during the year ended June 30, 2010. This document focuses on the current year activities, resulting changes and currently known facts. It should be read in conjunction with the financial report taken as a whole.

**Highlights of the Board as a Whole**

- The Board's assets exceeded its liabilities by \$72,608 at June 30, 2010
- Revenues exceeded expenditures by \$15,093 for the year ended June 30, 2010

**Overview of the Financial Statement Presentation**

These financial statements are comprised of these components – (1) management's discussion and analysis, (2) basic financial statements, (3) notes to the financial statements and (4) required supplemental information. There is also other supplemental schedules and information contained in this report provided for additional information.

**Basic Financial Statements.** The basic financial statements present information for the Board as a whole. Statements in this section include the following:

*Statement of Net Assets.* This statement presents information on all of the Board's assets and liabilities with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Board is improving or not.

*Statement of Revenues, Expenses and Changes in Fund Net Assets.* This statement presents information showing how the Board's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This statement is designed to show the Board's financial reliance on general revenues.

*Statement of Cash Flows.* The change in cash as a result of current year operations is depicted in this statement. The cash flow statement includes a reconciliation of operating income (loss) to the net cash provided by or used for operating activities as required by GASB No. 34.

The basic financial statements can be found on pages 9-12 of this report.

**Notes to the Financial Statements.** The notes provide additional information that is essential to a full understanding of the data provided in the basic financial statements. The index of the notes is found on page 14 with the actual notes beginning immediately afterwards.

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2010**

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**Required Supplemental Information.** As a component unit of the State of Louisiana, the Board complies with the reporting requirements of the Division of Administration, Office of Statewide Reporting and Accounting. Included as other required supplemental information is the Louisiana Comprehensive Annual Financial Report completed with information relative to the Board.

**Other Information.** In addition to the basic financial statements and accompanying notes, this report also presents certain other information that is deemed useful to readers of this report.

**Financial Analysis of the Board**

Net assets are an indicator of the Board's financial position from year to year. A summary of net assets follows.

**SUMMARY OF NET ASSETS**

	<u>2010</u>	<u>2009</u>
<b>Assets</b>		
Current assets	\$ 142,898.39	\$ 125,023.00
Non-current assets	<u>2,884.78</u>	<u>.00</u>
Total Assets	145,783.17	125,023.00
<b>Liabilities</b>		
Current liabilities	37,831.11	21,664.52
Non-current liabilities	<u>35,343.77</u>	<u>33,369.00</u>
Total Liabilities	<u>73,174.88</u>	<u>55,033.52</u>
<b>Net Assets</b>		
Invested in general fixed assets, net of related debt	2,884.78	.00
Unrestricted	<u>69,723.51</u>	<u>69,989.48</u>
Total Net Assets	<u>72,608.29</u>	<u>69,989.48</u>

Net assets increased by \$2,619 between June 30, 2009 and June 30, 2010. This is considering a prior period adjustment of \$12,474 decreasing net assets at July 1, 2009.



**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2010**

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A summary of changes in net assets is as follows:

**SUMMARY OF CHANGES IN NET ASSETS**

	<u>2010</u>	<u>2009</u>
<b>Operating Revenues</b>	\$ 508,568.97	\$ 496,707.00
<b>Operating Expenses</b>	<u>(496,372.54)</u>	<u>(475,311.00)</u>
Operating Income	12,196.43	21,396.00
<b>Non-operating Revenues (Expenses)</b>	<u>2,896.77</u>	<u>772.00</u>
Change in Net Assets	<u>15,093.20</u>	<u>22,168.00</u>

Operating revenues increased slightly by \$11,862 or 2% while non-operating revenues increased by \$2,125 or more than 100%. Operating expenses increased by a higher amount, \$21,062 or 4% of the prior year's expenses.

Cash flow activity of the Board for the past two years is as follows:

**STATEMENT OF CASH FLOWS**

	<u>2010</u>	<u>2009</u>
Cash and cash equivalents provided by (used for):		
Operating activities	\$ 18,109.40	\$ 28,352.00
Non-capital financing activities	2,859.97	.00
Capital and related financing activities	(3,130.78)	.00
Investing activities	<u>36.80</u>	<u>772.00</u>
Net Increase in Cash and Cash Equivalents	17,875.39	29,124.00
Cash and cash equivalents, beginning of year	<u>125,023.00</u>	<u>95,899.00</u>
Cash and cash equivalents, end of year	<u>142,898.39</u>	<u>125,023.00</u>

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2010**

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**Budgetary Highlights**

The original and final budgets are presented in the accompanying required supplemental information. Operating revenues were more than anticipated by \$24,069 or 4%. Expenses were \$3,834 (less than 1%) less than anticipated. Overall, the change in net assets was a positive difference of \$27,300.

**Capital Asset and Debt Administration**

*Capital Assets:* The Board's investment in capital assets, net of accumulated depreciation, at June 30, 2010, was \$2,885. There was no book value recorded in the previous year. Additions in the current year include computers and related equipment.

Capital assets at year-end are summarized as follows:

	<b>CAPITAL ASSETS</b>	
	Net of Accumulated Depreciation	
	Business-Type Activities	
	<u>2010</u>	<u>2009</u>
<b>Depreciable Assets</b>		
Equipment	<u>\$ 2,884.78</u>	<u>\$ .00</u>

*Debt Administration:* Long-term debt of the Board includes compensated absences at amounts of \$3,012 and \$15,896 at June 30, 2010 and 2009, respectively. There is also an estimated balance of \$32,331 for post-employment health and life insurance benefits, up from \$17,500 in the prior year.

**Economic Environment and Next Year's Budget**

The Board has considered the impact of the downward turn of the economy and how it will affect massage therapists in its development of next year's budget.

**Request for Information**

This financial report is designed to provide a general overview of the Board's finances, comply with finance-related laws and regulations and demonstrate the Board's commitment to public accountability. Any questions or requests for additional information can be obtained by contacting Ms. Rhonda McManus, Executive Director, at 12022 Plank Road, Baton Rouge, Louisiana 70811, 225-771-4090.

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**FUND FINANCIAL STATEMENTS**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
STATEMENT OF NET ASSETS  
JUNE 30, 2010**

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	<u>Business-type Activities</u>
<b>ASSETS</b>	
Current Assets	
Cash and cash equivalents	\$ 142,898.39
Non-Current Assets	
Capital assets, net of accumulated depreciation	<u>2,884.78</u>
Total Non-Current Assets/Total Assets	145,783.17
 <b>LIABILITIES</b>	
Current Liabilities	
Accounts payable	18,579.46
Payroll withholdings and related payables	16,052.21
Accrued salaries	<u>3,199.44</u>
Total Current Liabilities	37,831.11
Non-Current Liabilities	
Compensated absences payable	3,012.47
Other post-employment benefits plan payable	<u>32,331.30</u>
Total Non-Current Liabilities	<u>35,343.77</u>
Total Liabilities	73,174.88
 <b>NET ASSETS</b>	
Invested in general fixed assets, net of related debt	2,884.78
Unrestricted, undesignated	<u>69,723.51</u>
Total Net Assets	<u><u>72,608.29</u></u>

See Accompanying Notes and Auditors' Report

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
STATEMENT OF REVENUES, EXPENSES AND CHANGES  
IN FUND NET ASSETS  
YEAR ENDED JUNE 30, 2010**

	<u>Business-type Activities</u>
<b><u>OPERATING REVENUES</u></b>	
Licenses and other fees	\$ 447,422.97
Fines	<u>61,146.00</u>
Total Operating Revenues	508,568.97
<b><u>OPERATING EXPENSES</u></b>	
Salaries and related benefits	280,164.60
Meetings, conferences and travel	23,666.27
Professional services	96,030.66
General and administrative	96,265.01
Depreciation	<u>246.00</u>
Total Operating Expenses	<u>496,372.54</u>
Operating Income	12,196.43
<b><u>NON-OPERATING REVENUES (EXPENSES)</u></b>	
Interest income	36.80
Other revenues	<u>2,859.97</u>
Net Non-Operating Revenues (Expenses)	<u>2,896.77</u>
Change in Net Assets	15,093.20
Total Net Assets, beginning	69,989.48
Prior period adjustment - payroll taxes	<u>(12,474.39)</u>
Total Net Assets, ending	<u><u>72,608.29</u></u>

See Accompanying Notes and Auditors' Report

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
STATEMENT OF CASH FLOWS  
YEAR END JUNE 30, 2010**

	<u>Business-type Activities</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Cash received from customers	\$ 508,568.97
Cash paid to suppliers for goods/services	(200,584.49)
Cash paid to employees for services	<u>(289,875.08)</u>
Net Cash Provided by Operating Activities	18,109.40
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>	
Other revenues received	<u>2,859.97</u>
Net Cash Provided by Non-Capital Financing Activities	2,859.97
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
Acquisition of capital assets	<u>(3,130.78)</u>
Net Cash Used for Capital and Relating Financing Activities	(3,130.78)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Interest received	<u>36.80</u>
Net Cash Provided by Investing Activities	<u>36.80</u>
Net Increase in Cash and Cash Equivalents	17,875.39
Cash and Cash Equivalents, beginning of year	<u>125,023.00</u>
Cash and Cash Equivalents, end of year	<u><u>142,898.39</u></u>

Continued

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
STATEMENT OF CASH FLOWS (Continued)  
YEAR END JUNE 30, 2010**

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	<u>Business-Type Activities</u>
<b>RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	
Operating income	\$ 12,196.43
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Depreciation	246.00
Increase (decrease) in liabilities:	
Accounts payable	15,377.45
Payroll withholdings and related payables	(5,076.94)
Accrued salaries	(6,608.31)
Compensated absences payable	(12,856.53)
Other post-employment benefits plan payable	<u>14,831.30</u>
Net Cash Provided by Operating Activities	<u><u>18,109.40</u></u>

See Accompanying Notes and Auditors' Report

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**NOTES TO FINANCIAL STATEMENTS**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
INDEX TO NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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INTRODUCTION

The Louisiana Board of Massage Therapy is a component unit of the State of Louisiana. It was created within the Department of Health and Hospitals as provided by Louisiana Revised Statute 37:3551 (Louisiana Massage Therapists and Massage Establishments Act). The Board serves as a statewide authority to license and regulate the practice of massage therapy in the State of Louisiana.

The Board is composed of 7 members that are appointed by the Governor of the State of Louisiana and serve two-year terms limited to three consecutive terms. Five of the members must be licensed massage therapists, and the remaining two lay members are appointed based on a list of nominees submitted by professional massage therapy associations. Board members, as authorized by Louisiana Revised Statute 37:3554, may receive compensation not to exceed \$50 per day in addition to actual expense reimbursement to attend meetings or conduct board-approved business. These actual expenses may not exceed those authorized for reimbursement by the Department of Health and Hospitals.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting and reporting practice of the Louisiana Board of Massage Therapy conforms to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:513 and to the guides set forth in the *Louisiana Governmental Audit Guide*, and to the industry audit guide *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

**Financial Reporting Entity:** Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Board is considered a component unit of the State of Louisiana because the State exercises oversight responsibility in that the Governor appoints the board members and public service is rendered within the State's boundaries. The accompanying financial statements present only the transactions of the Louisiana Board of Massage Therapy.

**Fund Accounting:** The Board uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

A fund is a separate entity with a self-balancing set of accounts. Funds of the Board are classified under one category: proprietary. This category, in turn, is further divided into separate fund types. The fund classifications and a description of each existing fund type follow:

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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*Proprietary Funds* – account for activities that are similar to activities found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Proprietary funds of the Board include the following fund types:

1. Enterprise – account for operations (a) where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

**Basis of Accounting/Measurement Focus:** 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 and are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration – Office of Statewide Reporting and Accounting Policy.

Basis of accounting refers to when revenues and expenses are recognized and reported and relates to the time of the measurement, regardless of the measurement focus applied. The fund financial statements of the Board are reported using an economic resources measurement focus and the accrual basis of accounting. With this measurement focus, all assets and liabilities associated with the operation of business-type activities are included in the statement of net assets. Revenues are recognized when earned, and expenses are recognized at the time the liabilities are incurred. In these statements, capital assets are reported and depreciated in each fund, and long-term debt is reported.

**Application of FASB Statements and Interpretations:** Reporting on governmental-type and business-type activities is based on FASB Statements and Interpretations issued after November 30, 1989, except where they conflict or contradict GASB pronouncements.

**Operating/Non-Operating Revenues:** Proprietary funds separately report operating and non-operating revenues. Revenues from transactions of the Board's licensing activities are considered operating revenues. All other revenues, which are reported as cash flows from capital or non-capital financing and investing, are reported as non-operating revenues.

**Budgets and Budgetary Accounting:** Subject to the Louisiana Licensing Agency Budget Act established by Louisiana Revised Statutes 39:1331-1342, the Board adopts an annual budget prepared in accordance with the basis of accounting utilized by that fund. The Board must approve any revisions

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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that alter the total expenditures. Although budget amounts lapse at year-end, the Board retains its unexpended net assets to fund expenditures of the succeeding year.

**Cash and Cash Equivalents:** Cash and cash equivalents include amounts in demand deposits. Under state law, the Board may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

For purposes of the statement of cash flows, all highly liquid investments with a maturity of three months or less are considered to be cash equivalents.

**Investments:** Investments are limited by Louisiana Revised Statute 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments. Otherwise, the investments are classified as cash and cash equivalents. In accordance with GASB Statement No. 31, investments are recorded at fair value with the corresponding increase or decrease reported in investment earnings.

**Inventory:** Inventory of the Board includes only office supplies and printed materials, the amount of which is considered immaterial. Therefore, the acquisition of these items is expensed when purchased, and the inventory on hand at year-end is not reported in the accompanying financial statements.

**Use of Estimates:** The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Capital Assets:** The Board's assets are recorded at historical cost. Depreciation is recorded using the straight-line method over the useful lives of the assets. Generally, the Board includes all capital acquisitions with a cost of \$5,000 in its fixed asset inventory. However, certain items at a cost below that amount may be capitalized if benefits of the item will extend beyond one year and/or the Board wants to monitor the item.

**Compensated Absences:** Employees of the Board had accumulated and vested \$3,012.47 in employee leave benefits as of June 30, 2010. This total was computed in accordance with GASB Codification Section C60.150.

**Net Assets:** In the statements of net assets, the difference between a government's assets and liabilities is recorded as net assets. The three components of net assets are as follows:

*Invested in Capital Assets, Net of Related Debt*

This category records capital assets net of accumulated depreciation and reduced by any outstanding balances of bonds, mortgages, notes or other borrowings attributable to the acquisition, construction or improvement of capital assets.

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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*Restricted Net Assets*

Net assets reserved by external sources such as banks or by law are reported separately as restricted net assets. When assets are required to be retained in perpetuity, the non-expendable net assets are recorded separately from expendable net assets. These are components of restricted net assets.

*Unrestricted Net Assets*

This category represents net assets not appropriable for expenditures or legally segregated for a specific future use. Restricted resources are exhausted before unrestricted net assets are used.

**NOTE 2 – CASH AND CASH EQUIVALENTS**

The following is a summary of cash and cash equivalents at June 30, 2010:

	<u>Book Balance</u>	<u>Bank Balance</u>
Interest-bearing demand deposits	<u>\$ 142,898.39</u>	<u>\$ 153,331.30</u>

These deposits are stated at cost, which approximates market. Under state law, they 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 securities are held in the name of the pledging fiscal agent bank in a holding, or custodial bank that is mutually acceptable to both parties.

With the adoption of GASB Statement No. 40, only deposits that are considered exposed to custodial credit risk are required to be disclosed. The Board does not have any deposits that fall within this category. Deposits of the Board are secured with insurance through FDIC and collateral pledged by its agent banks.

**NOTE 3 – LEAVE**

*Annual and Sick Leave.* The Board's employees earn and accumulate annual and sick leave at varying rates depending on their years of full-time service and are credited at the end of each month of regular service. Accumulated leave is carried forward to succeeding years without limitation. Requests for leave must be made to and approved by the Director. Upon termination, employees 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 current year expenditures when leave is earned. Only annual leave is accrued in the accompanying statement of net assets, the amount unpaid at June 30, 2010, being \$3,012.47.

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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*Compensatory Leave.* Non-exempt employees, according to the guidelines contained in the Fair Labors Standards Act, may be paid for compensatory leave earned. Upon termination or transfer, an employee is 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. This pay is based on the employee's hourly rate of pay at the time of termination or transfer. There was no compensatory leave time accrued at June 30, 2010.

**NOTE 4 – RETIREMENT SYSTEM**

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

All full-time employees are eligible to participate. Benefits vest with 10 years of service. At retirement age, employees are entitled to annual benefits equal to 2.5% of their highest consecutive 36 months' average salary multiplied by their years of credited service plus \$300 for employees hired before July 31, 1986. Vested employees 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. An option of reduced benefits at any age with 20 years of service is available. The System also provides death and disability benefits. Benefits are established or amended by state statute. The System issues an annual financial report that is available to the public including financial statements and required supplementary information of the System. That report may be obtained by contacting the Louisiana State Employees Retirement System, P. O. Box 44213, Baton Rouge, La. 70804-4213, 225-922-0605 or 800-256-3000.

Covered employees are required to contribute 8.0% of gross salary to the plan, and the Board is required to contribute at an actuarially determined rate as required by Louisiana R.S. 11:102. That rate for the year ended June 30, 2010 was 18.6%. Contributions to the System for the years ended June 30, 2010, 2009 and 2008, were \$23,033, \$35,278 and \$20,234, respectively.

**NOTE 5 – POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS**

The Board may provide certain continuing health care and life insurance benefits for its retired employees through the Louisiana Office of Group Benefits. Substantially all of the Board's employees become eligible for those benefits if they reach normal retirement age while working for the Board and were covered by the Board's active medical plan immediately prior to retirement. Those benefits include joint payment of monthly premiums for the coverage provided.

*Plan Description.* The State of Louisiana's Other Post-Employment Benefit Plan (OPEB Plan) is an agent multiple-employer plan administered by the Louisiana Office of Group Benefits (OGB). There are three plans available to eligible retirees for health care – OGB Preferred Provider Organization

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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(PPO), Humana Health Maintenance Organization (HMO) and United Exclusive Provider Organization (EPO). Participants eligible for Medicare coverage can choose one of two OGB Medicare Advantage Plans, either an HMO or private fee-for-service (PFFS) plan. Life insurance benefits include basic term life, basic plus supplemental term life, dependent term life and employee accidental death and dismemberment coverage. The policy is underwritten by The Prudential Insurance Company of America.

LRS 42:801-883 provides for the authority under which benefit provisions are established and may be amended. The OGB does not issue a stand-alone report; however, it is included in the Louisiana Comprehensive Annual Financial Report (CAFR). The CAFR may be obtained from Office of Statewide Reporting and Accounting Policy's website at [www.doa.la.gov/osrap](http://www.doa.la.gov/osrap), writing to P. O. Box 94095, Baton Rouge, LA 70804-9095 or by calling 225-342-0708.

*Funding Policy.* LRS 42:801-883 provides for the authority under which the obligations of the plan members and the system are established and may be amended. For employees hired prior to January 1, 2002, the cost of coverage is shared 25% by the participant and 75% by the Board with the exception of single retirees under age 65. He/she must pay 25% of the active employee cost. Employees hired on or after January 1, 2002, pay a percentage of the total contribution rate based on his/her years of service at retirement (under 10 yrs. – 81%; 10-14 yrs. – 62%; 15-19 yrs. – 44%; 20+ yrs. – 25%). A lifetime maximum for healthcare benefits is set at \$5,000,000 for the PPO, HMO and EPO plans. The retiree must pay 50% of the life insurance premiums for him or herself and 88% for his/her spouse. Maximum coverage is capped at \$50,000.

Premiums paid for healthcare coverage vary depending on the plan chosen. For the year ended June 30, 2010, this amount ranges from \$315 to \$341 per month for single members with Medicare or \$969 to \$1,049 per month without Medicare.

Premiums paid for retiree and spouse range from \$1,164 to \$1,261 per month for those with Medicare or \$1,710 to \$1,853 per month for those without Medicare. The rates for retirees with children are slightly higher than the single rates and family coverage is slightly higher than the retiree/spouse rates. The plan is currently financed on a pay-as-you-go basis by the Board.

*OPEB Cost/Obligation.* The Board's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The ARC represents a level of funding that, if paid on an ongoing basis, would cover normal cost each year and amortize any unfunded actuarial liabilities over a period not to exceed thirty years. A level percentage of payroll amortization method, open period, was used.

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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The Board's OPEB obligation for the year ended June 30, 2010, is as follows:

Annual required contribution/OPEB Cost	\$ 14,800
Adjustments for interest and amortization	31
Contributions made	<u>-0-</u>
Change in Net OPEB Obligation	14,831
Net OPEB obligation, beginning	<u>17,500</u>
Net OPEB obligation, ending	<u>32,331</u>

Utilizing the pay-as-you-go method, the Board contributed 0% of the annual post-employment benefits cost during the current year.

*Funding Status and Funding Progress.* As of June 30, 2010, the Board had not made any contributions to its post-employment benefits plan trust. A trust was established during the prior year but was not funded. Thus, it has no plan assets and a funding ratio of zero. Funding status and progress is summarized below.

Unfunded actuarial accrued liability (UAAL)	\$ 32,331
Covered payroll (active employees)	137,400
UAAL as a percentage of covered payroll	23%

*Actuarial Methods/Assumptions.* Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial method and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities consistent with the long-term perspective of the calculations.

In the July 1, 2009 actuarial valuation, the projected unit credit actuarial cost method was used. The actuarial assumptions included a 4% investment rate of return (net of administrative expenses) and initial annual healthcare cost trend rate of 9.5% and 10.6% for pre-Medicare and Medicare eligibles, respectively, scaling down to ultimate rates of 5% per year. The unfunded actuarial accrued liability is



**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

---

being amortized as a level percentage of payroll on an open basis. The remaining amortization period at July 1, 2009, was thirty years.

**NOTE 6 – LEASES**

*Operating Leases.* The Board rents office space on a month to month basis, payable at \$1,750 per month or \$21,000 annually. For the year ended June 30, 2010, lease payments of \$22,750 were made.

A copier is being leased from Ricoh and is paid on a month-to-month basis. Payments during the year were \$3,424.62.

*Capital Leases.* The Board has no capital leases.

**NOTE 7 – CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2010, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Capital Assets, being depreciated				
Equipment	\$ .00	\$ 3,130.78	\$ .00	\$ 3,130.78
Less: accumulated depreciation	.00	246.00	.00	246.00
Net Equipment/ Net Capital Assets, being depreciated	.00	2,884.78	.00	2,884.78

**NOTE 8 – LONG-TERM LIABILITIES**

Long-term liability activity for the year ended June 30, 2010, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Compensated absences	\$ 15,869.00	\$ 3,012.47	\$ 15,869.00	\$ 3,012.47	\$ 0.00
Other post- employment benefits plan	17,500.00	14,831.30	.00	32,331.30	.00
Total	33,369.00	17,843.77	15,869.00	35,343.77	.00

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2010**

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**NOTE 9 – PRIOR PERIOD ADJUSTMENTS**

Following a change in management, it was discovered that there were payroll taxes for prior years that had not been paid or were not paid in the appropriate amounts. The amount of unpaid taxes for quarters prior to July 1, 2009, amounted to \$12,474.39.

**NOTE 10 – RELATED PARTY TRANSACTIONS**

There were no related party transactions during the year confirmed as of the issuance date of this report.

**NOTE 11 – LITIGATION**

*Commitments.* There are two existing and one potential lawsuit against the Board. Potential liabilities in the amount of \$2,500 have been recognized in the accompanying financial statements. Additional exposure has not been recorded because the amount and outcome cannot be readily determined at this time.

*Contingencies.* The Internal Revenue Service has assessed civil penalties of more than \$25,000 as a result of missing or incorrect information on quarterly and annual payroll reports. The information has since been provided and legal counsel is currently working with the Service for consideration of abating these penalties. The Service has expressed an interest in working with the Board, and as a result, this contingent liability has not been recorded in the accompanying financial statements.

There currently is an on-going investigation being conducted by the Louisiana Office of State Investigator General. The effect of this investigation on the accompanying financial statements cannot be determined at this time.

**NOTE 12 – SUBSEQUENT EVENTS**

There were no events between the close of the year through issuance of this report that would materially impact these financial statements.

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**REQUIRED SUPPLEMENTAL INFORMATION**  
**(PART 2 OF 2)**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
BUDGETARY COMPARISON SCHEDULE  
YEAR ENDED JUNE 30, 2010**

	<u>Budgeted Amounts</u>		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>		
<b><u>OPERATING REVENUES</u></b>				
Licenses and other fees	\$ 454,500	\$ 454,500	\$ 447,423	\$ (7,077)
Fines	30,000	30,000	61,146	31,146
Total Operating Revenues	484,500	484,500	508,569	24,069
<b><u>OPERATING EXPENSES</u></b>				
Salaries and related benefits	303,595	303,595	280,165	23,430
Meetings, conferences and travel	6,400	21,400	23,666	(2,266)
Professional services	53,425	98,425	96,031	2,394
General and administrative	76,787	76,787	96,265	(19,478)
Capital outlay	-	-	246	(246)
Total Operating Expenses	440,207	500,207	496,373	3,834
Operating Income (Loss)	44,293	(15,707)	12,196	27,903
<b><u>NON-OPERATING REVENUES (EXPENSES)</u></b>				
Interest income	1,500	1,500	37	(1,463)
Other revenues	2,000	2,000	2,860	860
Net Non-Operating Revenues (Expenses)	3,500	3,500	2,897	(603)
Change in Net Assets	47,793	(12,207)	15,093	27,300
Net Assets, beginning, restated	57,515	57,515	57,515	-
Net Assets, ending	105,308	45,308	72,608	27,300

See Auditors' Report

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**SUPPLEMENTAL SCHEDULES AND INFORMATION**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SCHEDULE OF PER DIEM PAID TO BOARD MEMBERS  
JUNE 30, 2010**

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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, 2010.

<u>Name</u>	<u>Amount</u>
Debenedetto, Janeth	\$ 7,300.00
Evans, J. Bruce	300.00
Kelly, Marie	50.00
Little, Casey	5,100.00
Little, Pamela	400.00
Menn, Julianne	950.00
Schwing, Suzanne	800.00
Syvertson, Mary Donker	2,800.00
Thompson, Keith	<u>950.00</u>
Total	<u>18,650.00</u>

See Auditors' Report

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

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

**REPORT ON COMPLIANCE AND OTHER MATTERS AND  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board Members of the  
Louisiana Board of Massage Therapy  
12022 Plank Road  
Baton Rouge, Louisiana 70811

We have audited the financial statements of the governmental activities and the aggregate remaining fund information of the Louisiana Board of Massage Therapy, a component unit of the State of Louisiana, as of and for the year ended June 30, 2010, which collectively comprise the basic financial statements as listed in the table of contents and have issued our report thereon dated September 2, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Louisiana Board of Massage Therapy's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance that are required to be reported under *Government Auditing Standards* and described in the accompanying schedule of findings and responses as 2010.01 and 2010.02.

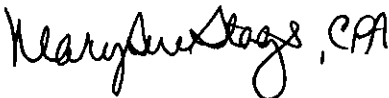
## Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Louisiana Board of Massage Therapy's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Louisiana Board of Massage Therapy's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Louisiana Board of Massage Therapy's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We identified certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings and responses as 2010.03, which we consider to be material weaknesses in internal control over financial reporting.

This report is intended solely for the information and use of management and Legislative Auditor and federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, the Legislative Auditor distributes this report as a public document.



Mary Sue Stages, CPA  
A Professional Accounting Corporation  
September 2, 2010



**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2010**

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We have audited the financial statements of the Louisiana Board of Massage Therapy as of and for the year ended June 30, 2010, and have issued our report thereon dated September 2, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2010, resulted in an unqualified opinion.

**Section I Summary of Auditor's Reports**

1. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control	Material Weakness	<input type="checkbox"/> Yes
	Control Deficiency(ies)	<input type="checkbox"/> Yes
Compliance	Compliance Material to F/S	<input type="checkbox"/> Yes

2. Federal Awards

N/A

**Section II Financial Statement Findings**

2010.01 Contractual Review

*Criteria.* Requirements applicable to state agencies provide that all professional services contracts be approved through the state's contractual review process.

*Condition.* Legal counsel was performing services and receiving payments without evidence of an executed contract. Amounts paid during the year totaled more than \$35,000.

*Impact.* The Board is not in compliance with applicable procurement procedures.

*Recommendation.* We recommend that a review of current contracts be made to determine if all have been properly executed and approved by contractual review. Additionally, contracts should be executed and submitted for contractual review for all professional services, leases and other type expenditures currently in effect.

*Management's Response.* "The composition of the Board changed significantly during the 2009-10 fiscal year and through the course of the fiscal year, the newly composed Board became aware of potential issues with internal controls, compliance and recordkeeping including the lack of a properly executed and approved contract for its legal counsel. Shortly thereafter the Board terminated the

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2010**

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retention of the legal counsel who had been operating without a properly executed and approved contract. Current legal counsel is operating under properly executed and approved contracts.”

**2010.02 Compensation Paid to Board Members**

*Criteria.* Louisiana Revised Statute 37:3554F states that, “...each board member shall serve with compensation, not to exceed fifty dollars per day...” while attending meetings or conducting board-approved business.

*Condition.* Considering that there were six meetings held during the year under review, there were six board members that received compensation for business outside of attendance at regular and special meetings. Of these, considering a rate of \$50 per day, there were three members that attended meetings and/or performed other board-approved business for periods of 56, 102 and 146 days. There is no documentation to support this.

*Impact.* The board is unable to evidence compliance with La. RS 37:3445F.

*Recommendation.* We recommend that expense reports be developed to support payment of per diem and actual expenses including the attachment of original receipts. Additionally, any per diem paid for business outside of attendance at regular/special meetings should be evidenced by board approval at an open meeting.

*Management's Response.* “The composition of the Board changed significantly during the 2009-10 fiscal year and through the course of the fiscal year, the newly composed Board became aware of potential problems with internal controls, compliance and recordkeeping. Upon recognizing the lack of a formal written policy for per diem payments to Board members, the Board adopted a temporary policy concerning per diem payments pending development of a formal written policy. Management agrees with the recommendations of the auditor and will implement the recommendations in a formal written policy.”

**2010.03 Internal Control System**

*Criteria.* Louisiana Revised Statute 24:514 and 39:51 states that all government agencies must adhere to generally accepted accounting principles (GAAP) and the guidelines established by the Division of Administration. GAAP provides principles for an accounting system that allows management to (1) comply with local, state and federal legal provisions, (2) provide an accurate reflection of fiscal condition and results of operations, (3) produce required financial reports and (4) allow an audit in a simple manner. A strong internal control system enhances the Board's ability to do this.

*Condition.* There are no policies and procedures related to accounting systems or control measures. This involves poor record keeping, lack of proper support for disbursements, improper oversight,

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED JUNE 30, 2010**

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untimely processing of receipts, questionable expenses, incomplete minutes and noncompliance with applicable laws, rules and regulations among other things.

*Impact.* Requirements of applicable statutes are not being following thereby increasing the possibility of fraud and/or abuse.

*Recommendation.* We recommend that an internal control system be implemented including the creation of a Policies and Procedures Manual and an Employee Handbook. This system should provide that every transaction within the accounting system be traceable from the occurrence of an event to recording to summarization in the general ledger through compilation of accurate financial reports. It should provide appropriate checks and balances such that public assets are properly safeguarded and the financial responsibilities of management and board members are satisfied.

*Management's Response.* "The composition of the Board changed significantly during the 2009-10 fiscal year and through the course of the fiscal year, the newly composed Board became aware of potential problems with internal controls, compliance and recordkeeping. The Board retained a new Executive Director with extensive experience in the banking industry, and with particular expertise in internal fiscal controls. The Board charged the new Executive Director with the development and implementation of internal controls, compliance and recordkeeping. Management agrees with the recommendations of the auditor and has implemented several controls over the past few months and continues to work towards completion of a Policies and Procedures Manual as well as an Employee Handbook."

**Section III Federal Award Findings and Questioned Costs**

N/A

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SUMMARY SCHEDULE OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2010**

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**Section I Internal Control and Compliance Material to the Financial Statements**

N/A

**Section II Internal Control and Compliance Material to Federal Awards**

N/A

**Section III Management Letter**

N/A

**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
MANAGEMENT'S CORRECTIVE ACTION PLAN  
YEAR ENDED JUNE 30, 2010**

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**Section I Internal Control and Compliance Material to the Financial Statements**

*Please refer to Management's Response in the schedule of findings and responses.*

**Section II Internal Control and Compliance Material to Federal Awards**

N/A

**Section III Management Letter**

N/A

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**OTHER REQUIRED SUPPLEMENTAL INFORMATION**

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**LOUISIANA BOARD OF MASSAGE THERAPY  
DEPARTMENT OF HEALTH AND HOSPITALS  
STATE OF LOUISIANA  
SUPPLEMENTAL INFORMATION SCHEDULES  
JUNE 30, 2010**

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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 Board of Massage Therapy are included in Louisiana's Comprehensive Annual Financial Report. Following are the statements being submitted to the Division of Administration for reporting purposes. The amounts recorded have been subjected to the same auditing procedures as those recorded in the accompanying financial statements.

LOUISIANA BOARD OF MASSAGE THERAPY  
STATE OF LOUISIANA  
Annual Financial Statements  
June 30, 2010

C O N T E N T S

AFFIDAVIT	Statements
MD&A	
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STATE OF LOUISIANA  
Annual Financial Statements  
Fiscal Year Ending June 30, 2010

LOUISIANA BOARD OF MASSAGE THERAPY  
12022 PLANK ROAD  
BATON ROUGE, LA 70811

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

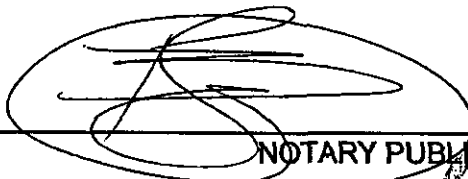
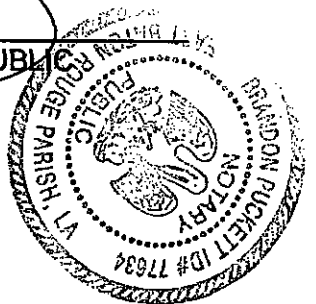
Physical Address:  
1201 N. Third Street  
Claiborne Building, 6<sup>th</sup> Floor, Suite 6-130  
Baton Rouge, Louisiana 70802

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

AFFIDAVIT

Personally came and appeared before the undersigned authority, Rhonda McManus, Executive Director, of Louisiana Board of Massage Therapy who duly sworn, deposes and says, that the financial statements herewith given present fairly the financial position of Louisiana Board of Massage Therapy at June 30, 2010 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 14<sup>th</sup> day of September, 2010.

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

  
\_\_\_\_\_  
NOTARY PUBLIC  


Prepared by: Rhonda McManus  
Title: Executive Director  
Telephone No.: (225) 771-4090  
Date: August 31, 2010  
Email Address: Rhonda@lsbmt.org

STATE OF LOUISIANA  
LOUISIANA BOARD OF MASSAGE THERAPY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
AS OF JUNE 30, 2010

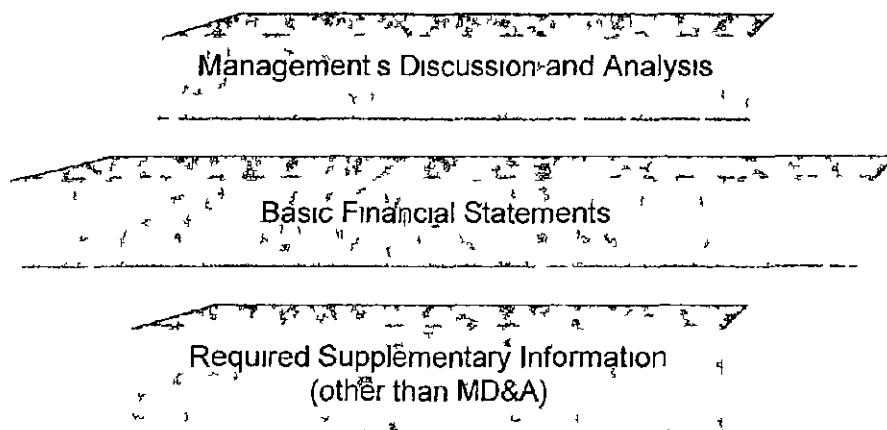
Management's Discussion and Analysis of the Louisiana Board of Massage Therapy's hereinafter referred to as the Board financial performance presents a narrative overview and analysis of the Board's financial activities for the year ended June 30, 2010. This document focuses on the current year's activities, resulting changes, and currently known facts in comparison with the prior year's information. Please read this document in conjunction with the additional information contained in the financial statements.

### FINANCIAL HIGHLIGHTS

- ★ The Board's assets exceeded its liabilities at the close of fiscal year 2010 by \$72,608.
- ★ The Board's revenue increased by \$11,862 or 2% and expenses increased by \$21,062 or 4% over the prior year.

### OVERVIEW OF THE FINANCIAL STATEMENTS

The following graphic illustrates the minimum requirements for Special Purpose Governments Engaged in Business-Type Activities established by Governmental Accounting Standards Board Statement 34 *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*.



These financial statements consist of three sections: Management's Discussion and Analysis (this section), the Basic Financial Statements (including the notes to the financial statements), and Required Supplementary Information.

#### Basic Financial Statements

The basic financial statements present information for the Board as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Balance Sheet, the Statement of Revenues, Expenses, and Changes in Fund Net Assets, and the Statement of Cash Flows.

The Balance Sheet presents the current and long-term portions of assets and liabilities separately. The difference between total assets and total liabilities is net assets and may provide a useful indicator of whether the financial position of the Board is improving or deteriorating.

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 MANAGEMENT'S DISCUSSION AND ANALYSIS  
 AS OF JUNE 30, 2010

The Statement of Revenues, Expenses, and Changes in Fund Net Assets presents information showing how the Board's assets changed as a result of current year operations. Regardless of when cash is affected, all changes in net assets are reported when the underlying transactions occur. As a result, there are transactions included that will not affect cash until future fiscal periods.

The Statement of Cash Flows presents information showing how the Board's cash changed as a result of current year operations. The cash flow statement is prepared using the direct method and includes the reconciliation of operating income(loss) to net cash provided(used) by operating activities (indirect method) as required by GASB 34.

FINANCIAL ANALYSIS OF THE ENTITY

Statement of Net Assets  
 as of June 30, 2010  
 (in thousands)

	Total	
	2010	2009
Current and other assets	\$ 143.00	\$ 125.00
Capital assets	3.00	
Total assets	146.00	125.00
Other liabilities	38.00	22.00
Long-term debt outstanding	35.00	33.00
Total liabilities	73.00	55.00
Net assets		
Invested in capital assets, net of debt	3.00	
Restricted		
Unrestricted	70.00	70.00
Total net assets	\$ 73.00	\$ 70.00

Restricted net assets represent those assets that are not available for spending as a result of legislative requirements, donor agreements or grant requirements. Conversely, unrestricted net assets are those that do not have any limitations on how these amounts may be spent.

Net assets of the Board increased by \$2,619 from June 30, 2009 to June 30, 2010.

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 MANAGEMENT'S DISCUSSION AND ANALYSIS  
 AS OF JUNE 30, 2010

Statement of Revenues Expenses and Changes in Fund Net Assets  
 for the years ended June 30, 2010  
 (in thousands)

	Total	
	2010	2009
Operating revenues	\$ 508	\$ 497
Operating expenses	496	475
Operating income (loss)	12	22
Non-operating revenues	3	
Non-operating expenses		
Income (loss) before transfers	15	22
Transfers in		
Transfers out		
Net increase (decrease) in net assets	\$ 15	\$ 22

\* Enter expenses as a negative amount

The Board's total revenues increased by \$11,862 or 2% while the total cost of all programs and services increased by 4% or \$21,062

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

The Board has \$2,885 invested in office equipment at June 30, 2010

**Debt**

The Board had \$3,012 and \$15,896 at June 30, 2010 and 2009, respectively in compensated absence. Other employee related long term obligations include \$32,331 for post employment health and life insurance benefits at June 30, 2010, up from \$17,500 in the prior year

**STATE OF LOUISIANA  
LOUISIANA BOARD OF MASSAGE THERAPY  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
AS OF JUNE 30, 2010**

**ECONOMIC FACTORS**

The Board's appointed officials considered the following factors and indicators when setting next year's budget, rates, and fees:

- Current issues/trends in the massage therapy industry
- Impact of the downward turn in the economy
- Need to provide technological advancements to online processing system and assistance to therapists

**CONTACTING THE BOARD'S MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the Board's finances and to show the Board's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Ms. Rhonda McManus at (225) 771-4090.

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 BALANCE SHEET  
 AS OF JUNE 30, 2010

Statement A

ASSETS

CURRENT ASSETS:

Cash and cash equivalents	\$	142,898
Restricted Cash and Cash Equivalents		
Investments		
Derivative instrument		
Deferred outflow of resources		
Receivables (net of allowance for doubtful accounts)(Note U)		
Due from other funds (Note Y)		
Due from federal government		
Inventories		
Prepayments		
Notes receivable		
Other current assets		
Total current assets		142,898

NONCURRENT ASSETS:

Restricted assets (Note F):		
Cash		
Investments		
Receivables		
Investments		
Notes receivable		
Capital assets, net of depreciation (Note D)		
Land and non-depreciable easements		
Buildings and improvements		
Machinery and equipment		2,885
Vehicles		
Intangible assets		
Construction/Development-in-progress		
Other noncurrent assets		
Total noncurrent assets		2,885
Total assets	\$	145,783

LIABILITIES

CURRENT LIABILITIES:

Accounts payable and accruals (Note V)	\$	37,831
Derivative instrument		
Deferred inflow of resources		
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		37,831

NONCURRENT LIABILITIES: (Note K)

Contracts payable		
Compensated absences payable		3,012
Capital lease obligations		
Claims and litigation payable		
Notes payable		
Pollution remediation obligation		
Bonds payable (include unamortized costs)		
OPEB payable		32,331
Other long-term liabilities		
Total noncurrent liabilities		35,344
Total liabilities		73,175

NET ASSETS

Invested in capital assets, net of related debt		2,885
Restricted for:		
Capital projects		
Debt service		
Unemployment compensation		
Other specific purposes		
Unrestricted		69,724
Total net assets		72,608
Total liabilities and net assets	\$	145,783

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

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS  
 FOR THE YEAR ENDED JUNE 30, 2010

Statement B

<b>OPERATING REVENUE</b>	
Sales of commodities and services	\$ _____
Assessments	_____
Use of money and property	_____
Licenses, permits, and fees	508,569
Other	_____
Total operating revenues	508,569
<b>OPERATING EXPENSES</b>	
Cost of sales and services	_____
Administrative	496,127
Depreciation	246
Amortization	_____
Total operating expenses	496,373
Operating income(loss)	12,196
<b>NON-OPERATING REVENUES(EXPENSES)</b>	
State appropriations	_____
Intergovernmental revenues(expenses)	_____
Taxes	_____
Use of money and property	37
Gain on disposal of fixed assets	_____
Loss on disposal of fixed assets	_____
Federal grants	_____
Interest expense	_____
Other revenue	2,860
Other expense	_____
Total non-operating revenues(expenses)	2,897
Income(loss) before contributions, extraordinary items, & transfers	15,093
Capital contributions	_____
Extraordinary item - Loss on impairment of capital assets	_____
Transfers in	_____
Transfers out	_____
Change in net assets	15,093
Total net assets – beginning as restated for prior period adj of \$(12,474)	57,515
Total net assets – ending	\$ 72,608

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

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2010

Statement C

See Appendix B for instructions

			Program Revenues		Net (Expense) Revenue and Changes in Net Assets
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Entity	\$ 496,373	\$ 508,569	\$	\$	\$ 12,196
General revenues:					
Taxes					
State appropriations					
Grants and contributions not restricted to specific programs					
Interest					37
Miscellaneous					2,860
Special items					
Extraordinary item - Loss on impairment of capital assets					
Transfers					
Total general revenues, special items, and transfers					2,897
Change in net assets					15,093
Net assets - beginning as restated					57,515
Net assets - ending					\$ 72,608

The accompanying notes are an integral part of this statement.



**STATE OF LOUISIANA  
LOUISIANA BOARD OF MASSAGE THERAPY  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2010**

**Statement D  
(continued)**

<b>Cash flows from operating activities</b>		
Cash received from customers	\$	508,569
Cash payments to suppliers for goods and services		(200,584)
Cash payments to employees for services		(289,875)
Payments in lieu of taxes		
Internal activity-payments to other funds		
Claims paid to outsiders		
Other operating revenues(expenses)		
Net cash provided(used) by operating activities		<u>18,109</u>
<b>Cash flows from non-capital financing activities</b>		
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		2,860
Net cash provided(used) by non-capital financing activities		<u>2,860</u>
<b>Cash flows from capital and related financing activities</b>		
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		(3,131)
Proceeds from sale of capital assets		
Capital contributions		
Other		
Net cash provided(used) by capital and related financing activities		<u>(3,131)</u>
<b>Cash flows from investing activities</b>		
Purchases of investment securities		
Proceeds from sale of investment securities		
Interest and dividends earned on investment securities		37
Net cash provided(used) by investing activities		<u>37</u>
Net increase(decrease) in cash and cash equivalents		<u>17,875</u>
Cash and cash equivalents at beginning of year		<u>125,023</u>
Cash and cash equivalents at end of year	\$	<u><u>142,898</u></u>



**STATE OF LOUISIANA  
LOUISIANA BOARD OF MASSAGE THERAPY  
Notes to the Financial Statement  
As of and for the year ended June 30, 2010**

**INTRODUCTION**

The Board was created by the Louisiana State Legislature under the provisions of Louisiana Revised Statute 37:3551 within the Department of Health and Hospitals. The following is a brief description of the operations of the Board and includes the parish/parishes in which it is located:

The Board is composed of seven members that are appointed by the Governor of the State of Louisiana and serve two-year terms limited to three consecutive terms. Of the seven members, five are licensed massage therapists and the remaining two lay members are appointed based on a list of nominees provided by professional massage therapy associations. Board members receive compensation for their services not to exceed \$50 per day in addition to reimbursement for their expenses to attend meetings and conduct board-approved business.

**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.

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Expense Recognition

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

**B. BUDGETARY ACCOUNTING**

The appropriations made for the operations of the various programs of the Board are annual lapsing appropriations.

1. The budgetary process is an annual appropriation valid for one year.
2. The agency is prohibited by statute from over expending the categories established in the budget.
3. Budget revisions are granted by the Joint Legislative Committee on the Budget, a committee of the Louisiana Legislature. Interim emergency appropriations may be granted by the Interim Emergency Board.
4. The budgetary information included in the financial statements includes the original appropriation plus subsequent amendments as follows:

	<u>APPROPRIATIONS</u>						
Original approved budget	\$ <u>440,207</u>						
Amendments:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="text-align: right; border-bottom: 1px solid black;">60,000</td> </tr> <tr> <td style="width: 60%;"></td> <td style="text-align: right; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="width: 60%;"></td> <td style="text-align: right; border-bottom: 1px solid black;"></td> </tr> </table>		60,000				
	60,000						
Final approved budget	\$ <u><u>500,207</u></u>						

**C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS**

**1. DEPOSITS WITH FINANCIAL INSTITUTIONS**

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the Board may deposit funds within a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the Board may invest in time certificates of deposit in any bank domiciled or having a branch office in the state of Louisiana; in savings accounts or shares of savings and loan associations and savings banks and in share accounts and share certificate accounts of federally or state chartered credit unions.

For the purpose of the Statement of Cash Flows and balance sheet presentation, all highly liquid investments (including negotiable CDs and restricted cash and cash equivalents) and

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
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deposits (including nonnegotiable CDs and restricted cash and cash equivalents) with a maturity of three months or less when purchased are considered to be cash equivalents.

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, 2010, consisted of the following:

	Cash	Nonnegotiable Certificates of Deposit	Other (Describe)	Total
Deposits per Balance Sheet (Reconciled bank balance)	\$ 142,898	\$	\$	\$ 142,898
Deposits in bank accounts per bank	\$ 153,331	\$	\$	\$ 153,331
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				

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
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 As of and for the year ended June 30, 2010

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

1. Hancock Bank	Operating	\$	153,331
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
Total		\$	<u>153,331</u>

Cash in State Treasury and petty cash are not required to be reported in the note disclosure. However, to aid in reconciling amounts reported on the balance sheet to amounts reported in this note, list below any cash in treasury and petty cash that are included on the balance sheet.

Cash in State Treasury	\$	_____
Petty cash	\$	_____

2. INVESTMENTS

The Board does not maintain any investment accounts.

Custodial Credit Risk

N/A

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

N/A

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
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**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 balance sheet 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. Accumulated depreciation is reported on the balance sheet. Depreciation for financial reporting purposes is computed by the straight line method over the useful lives of the assets

	Year ended June 30, 2010							
	Prior Period Adjustments			Adjusted Balance 6/30/09	Additions	Transfers*	Retirements	Balance 6/30/10
	Balance 6/30/09	Adj. after submitted to OSRAP (+or-)	Restatements (+or-)					
<b>Capital assets not being depreciated</b>								
Land	\$	\$	\$	\$	\$	\$	\$	\$
Non-depreciable land improvements				-				-
Capitalized collections				-				-
Construction in progress				-				-
<b>Total capital assets not being depreciated</b>								
	-	-	-	-	-	-	-	-
<b>Other capital assets</b>								
Machinery and equipment				-	3,130			3,130
Less accumulated depreciation				-	(246)			(246)
<b>Total Machinery and equipment</b>					2,884			2,884
<b>Total other capital assets</b>					2,884			2,884
	-	-	-	-	2,884	-	-	2,884
<b>Capital Asset Summary:</b>								
Capital assets not being depreciated	-	-	-	-	-	-	-	-
Other capital assets, at cost	-	-	-	-	2,884	-	-	2,884
<b>Total cost of capital assets</b>					2,884			2,884
Less accumulated depreciation								
	-	-	-	-				
<b>Capital assets, net</b>	\$	\$	\$	\$	\$	\$	\$	\$
	-	-	-	-	2,884	-	-	2,884

\* Should be used only for those completed projects coming out of construction-in-progress to fixed assets; not associated with transfers reported elsewhere in this packet.

**E. INVENTORIES**

N/A

**F. RESTRICTED ASSETS**

N/A

STATE OF LOUISIANA  
LOUISIANA BOARD OF MASSAGE THERAPY  
Notes to the Financial Statement  
As of and for the year ended June 30, 2010

**G. LEAVE**

**1. COMPENSATED ABSENCES**

The Board's employees earn and accumulate annual and sick leave at varying rates depending on their years of full-time service and are credited at the end of each month of regular service. Accumulated leave is carried forward to succeeding years without limitation. Requests for leave must be made to and approved by the Director. Upon termination, employees 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 current year expenditures when leave is earned. Only annual leave is accrued in the accompanying statement of net assets, the amount unpaid at June 30, 2010, being \$3,012.

**2. COMPENSATORY LEAVE**

Non-exempt employees, according to the guidelines contained in the Fair Labors Standards Act, may be paid for compensatory leave earned. Upon termination or transfer, an employee is 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. This pay is based on the employee's hourly rate of pay at the time of termination or transfer. There was no compensatory leave time accrued at June 30, 2010.

**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 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 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



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 Notes to the Financial Statement  
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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 2008 Financial Statements, specifically, footnotes A – Plan Description and C – Contributions. That 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) 922-0608 or (800) 256-3000. The footnotes to the Financial Statements contain additional details and are also available on-line at:

[http://www.lasers.state.la.us/PDFs/Publications\\_and\\_Reports/Fiscal\\_Documents/Comprehensive\\_Financial\\_Reports/Comprehensive%20Financial%20Reports\\_08.pdf](http://www.lasers.state.la.us/PDFs/Publications_and_Reports/Fiscal_Documents/Comprehensive_Financial_Reports/Comprehensive%20Financial%20Reports_08.pdf)

Members are required by state statute to contribute with the single largest group (“regular members”) contributing 8.0% of gross salary, and the Board 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, 2010, increased to 18.6% of annual covered payroll from the 18.5% required in fiscal years ended June 30, 2009 and 2008. The Board contributions to the System for the years ending June 30, 2010, 2009, and 2008, were \$23,033, \$35,278 and \$20,234, respectively, equal to the required contributions for each year.

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

The Board's OPEB obligation for the year ended June 30, 2010, is as follows:

Annual required contribution/OPEB Cost	\$ 14,800
Adjustments for interest and amortization	31
Contributions made	<u>-0-</u>
Change in Net OPEB Obligation	14,831
Net OPEB obligation, beginning	<u>17,500</u>
Net OPEB obligation, ending	<u>32,331</u>

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2010

**J. LEASES**

1. OPERATING LEASES

The Board rents office space on a month to month basis at \$1,750 per month. For the year ended June 30, 2010, there was \$22,750 in rental payments made. A copier is also being leased from Ricoh on a month to month basis at approximately \$3,425 annually.

2. CAPITAL LEASES

The Board does not have any capital leases.

**K. LONG-TERM LIABILITIES**

The following is a summary of long-term debt transactions of the entity for the year ended June 30, 2010:

	Year ended June 30, 2010			Balance June 30, 2010	Amounts due within one year
	Balance June 30, 2009	Additions	Reductions		
<b>Notes and bonds payable:</b>					
Notes payable	\$	\$	\$	\$	\$
Bonds payable				-	-
Total notes and bonds	-	-	-	-	-
<b>Other liabilities:</b>					
Contracts payable				-	-
Compensated absences payable	15,869	3,012	15,869	3,012	-
Capital lease obligations				-	-
Claims and litigation				-	-
Pollution remediation obligation				-	-
OPEB payable	17,500	14,831		32,331	-
Other long-term liabilities				-	-
Total other liabilities	33,369	17,843	15,869	35,343	-
Total long-term liabilities	\$ 33,369	\$ 17,843	\$ 15,869	\$ 35,343	\$ -

**L. CONTINGENT LIABILITIES**

N/A

**M. RELATED PARTY TRANSACTIONS**

N/A

STATE OF LOUISIANA  
 LOUISIANA BOARD OF MASSAGE THERAPY  
 Notes to the Financial Statement  
 As of and for the year ended June 30, 2010

**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

**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**

N/A

**V. DISAGGREGATION OF PAYABLE BALANCES**

Payables at June 30, 2010, were as follows:

Fund	Vendors	Salaries and Benefits	Accrued Interest	Other Payables	Total Payables
General	\$ 18,579	\$ 19,252	\$ -	\$ -	\$ 37,831
Total payables	\$ 18,579	\$ 19,252	\$ -	\$ -	\$ 37,831

**STATE OF LOUISIANA  
LOUISIANA BOARD OF MASSAGE THERAPY  
Notes to the Financial Statement  
As of and for the year ended June 30, 2010**

**W. SUBSEQUENT EVENTS**

N/A

**X. SEGMENT INFORMATION**

N/A

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

N/A

**Z. LIABILITIES PAYABLE FROM RESTRICTED ASSETS**

N/A

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

Following a change in management, it was discovered that there were payroll taxes for prior years that had not been paid or were not paid in the appropriate amounts. The amount of unpaid taxes for quarters prior to July 1, 2009, amounted to \$12,474.

**BB. NET 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



STATE OF LOUISIANA

LOUISIANA BOARD OF MASSAGE THERAPY

COMPARISON FIGURES

To assist OSRAP in determining the reason for the change in financial position for the State, please complete the schedule below (in thousands). If the change is greater than \$3 million, explain the reason for the change.

	<u>2010</u>	<u>2009</u>	<u>Difference</u>	<u>Percentage Change</u>
1) Revenues	\$ 509	\$ 497	\$ 12	\$ 2%
Expenses	496	475	21	4%
2) Capital assets	3	0	3	>100%
Long-term debt	35	33	2	6%
Net Assets	73	70	3	4%
Explanation for change:	<hr/> <hr/> <hr/> <hr/>			