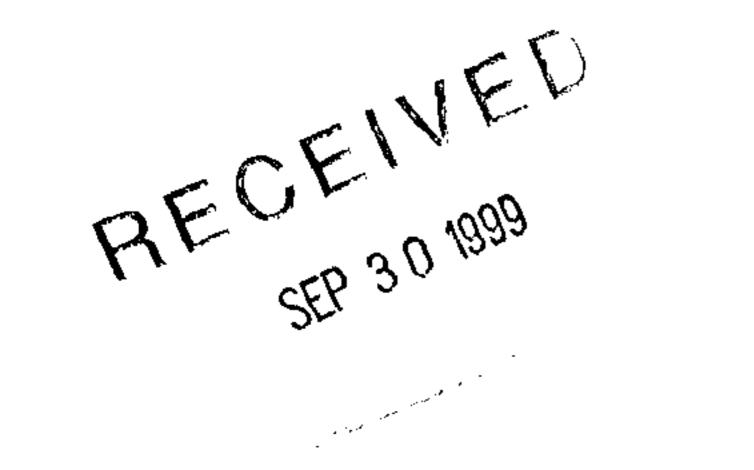
GENERAL PURPOSE FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT AS OF AND FOR THE TWO YEARS ENDED JUNE 30, 1999 WITH SUPPLEMENTAL INFORMATION SCHEDULE

STATE OF LOUISIANA

DEPARTMENT OF HEALTH AND HOSPITALS

LOUISIANA BOARD OF PHARMACY



Under provisions of state law, this report is a public document. A copy of the report has been submitted to the audited, or reviewed. 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.

MCRIGHT & ASSOCIATES CERTIFIED PUBLIC ACCOUNTANTS

11817 BRICKSOME AVE. SUITE E BATON ROUGE, LOUISIANA



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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors Louisiana Board of Pharmacy Department of Health and Hospitals State of Louisiana

We have audited the accompanying general purpose financial statements of the Louisiana Board of Pharmacy, a component unit of the State of Louisiana, as of and for the two years ended June 30, 1999, as listed in the table of contents. These general purpose financial statements are the responsibility of the Louisiana Board of Pharmacy management. Our responsibility is to express an opinion on these financial statements based on our audit.

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

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Louisiana Board of Pharmacy as of June 30, 1999, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

In accordance with Government Auditing Standards, we have also issued our report dated September 24, 1999 on our consideration of Louisiana Board of Pharmacy' internal control over financial reporting and our tests of its compliance with laws and regulations, contracts and grants.

Members of the AICPA and the Society of Conisiana Certified Public Accountants

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The "schedule" listed in the table of contents is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Louisiana Board of Pharmacy. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

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McRight & Associates

September 24, 1999

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LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA COMBINED BALANCE SHEET ALL FUND TYPES AND ACCOUNT GROUPS JUNE 30, 1999

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	Governmental Fund Type General Fund	General Fixed Assets	General Long Term Debt	Total (Memo Only)
ASSETS				1 ,
Cash & Cash Equivalents	\$142,752			\$142,752
Investments	990,529			990,529
Fixed Assets		\$106,222		106,222
Amt to be Provided for				
Retirement of Long				
Term Debt			\$ 48,884	48,884
TOTAL ASSETS	1,133,281	\$106,222	48,884	1,288,387

LIABILITIES AND FUND E	QUITY			
LIABILITIES Payroll deductions & withholdings Payab	le \$6,041			6,041
Accrued compensated absences			\$ 48,884	\$ 48,884
TOTAL LIABILITIES	\$ 6,041	\$ -0-	\$ 48,884	\$ 54,925
FUND EQUITY Investment in General Fixed Assets Fund Balance:		106,222		\$106,222
Reserved Unreserved-Undesign.	48,884 1,078,356			48,884 1,078,356
TOTAL FUND EQUITY	1,127,240	106,222	- 0 -	1,233,462
TOTAL LIABILITIES AND FUND EQUITY	1,133,281	106,222	48,884	1,288,387

The accompanying notes are an integral part of this statement

LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET (GAAP) AND ACTUAL - GENERAL FUND FOR THE FISCAL YEAR ENDED JUNE 30, 1999

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VARIANCE-

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FAVORABLE

REVENUES:			<u>ACTUAL</u>	BUDGET	(UNFAVORABLE)
Licenses, Interest	Permits,	Fees	\$942,330 42,084	\$865,907 28,080	\$ 76,423 14,004
Total 1	Revenues		\$984,414	893,987	90,427

EXPENDITURES Personal Svc & Related			
Benefits	\$455,889	491,217	35,328
Compensation Paid to Board	20,925	22,350	1,425
Travel	67,633	125,030	57,397
Operating services	85,801	109,540	23,739
Supplies	68,092	75,680	7,588
Professional services	65,841	59,200	(6,641)
Capital outlay	3,387	6,000	2,613
Total Expenses	767,568	889,017	121,449
Revenues over Expenditures	216,846	4,970	211,876
Fund Balance - Beginning	910,394	910,394	- 0 -
Fund Balance - Ending	1,127,240	915,364	211,876

The accompanying notes are an integral part of this statement

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LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE BUDGET (GAAP) AND ACTUAL - GENERAL FUND FOR THE FISCAL YEAR ENDED JUNE 30, 1999

-----1998------

VARIANCE-

REVENUES:	<u>ACTUAL</u>	<u>BUDGET</u>	FAVORABLE (UNFAVORABLE)
Licenses, Permits, Fees Interest	1,156,156 36,309	\$828,000 22,000	\$328,156 14,309
Total Revenues	1,192,465	850,000	342,465

EXPENDITURES			
Personal Svc & Related			
Benefits	\$429,669	469,755	40,086
Board - Per Diem	36,225	37,000	775
Travel	61,563	155,000	93,437
Operating services	13,863	15,000	1,137
Supplies	472,228	161,400	(310,828)
Professional services			
Capital outlay	23,024	10,000	(13,024)
Total Expenses	1,036,572	848,155	(188, 417)
		•	· · · · · · · · · · · · · · · · · · ·
Revenues over Expenditures	155,893	1,845	154,048
Fund Balance - Beginning	754,501	754,501	- 0 -
	<u> </u>		
Fund Balance - Ending	910,394	756,346	154,048
		<u> </u>	

The accompanying notes are an integral part of this statement

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting entity:

The Louisiana Board of Pharmacy (the Board) is a component unit of the State of Louisiana created within the Louisiana Department of Health and Hospitals, as provided by Louisiana Revised Statute 37:1515. The Board is composed of five members, appointed by the Governor. The members serve terms of five years. The Board is charged with the responsibility of establishing fee charges for examinations, registrations for licenses, and to establish rules and regulations governing activities of the veterinary professional within the confines of the state. Operations of the Board are funded entirely through self-generated revenues.

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. In June of 1987, the GASB issued a revised codification of governmental accounting and financial reporting standards. The codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local government.

The Louisiana Board of Pharmacy prepares its financial statements in accordance with the standards established by the GASB. GASB Codification Section 2100 establishes criteria for determining the governmental reporting entity and has defined the governmental reporting entity to be the State of Louisiana. The accompanying statements present only transactions of the Louisiana Board of Pharmacy, a component unit of the State of Louisiana.

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LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA NOTES TO THE FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 1999

Annually the State of Louisiana issued general purpose financial statements which include the activity contained in the accompanying financial statements. The General purpose financial statements are issued by the Louisiana Division of Administration, Office of Statewide Reporting and Accounting Policy, and audited by the Louisiana Legislative Auditor.

A. FUND ACCOUNTING

The accounts of the Board are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that is comprised of its assets, liabilities, fund equity, revenues and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

GOVERNMENTAL FUNDS:

General Fund:

The General Fund is the principal fund and is used to account for the general operations of the Board. The various fees and charges due the Board are accounted for in this fund. General operating expenditures are paid from this fund. The Board has no other Funds.

B. GENERAL FIXED ASSETS AND GENERAL LONG-TERM OBLIGATIONS

Fixed assets used in the governmental fund type operations (general fixed assets) are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. Depreciation has not been provided on general fixed assets. All fixed assets are valued at historial costs.

Long-term obligation expected to be financed from governmental funds are accounted for in the General Long-Term Obligation Account Group, not in the governmental funds.

The two account groups are not "funds". They are concerned only with the measurement of financial position, not with measurement of results of operations.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures 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 Board's records are maintained on the modified accrual basis of accounting using the following practices:

Revenues:

Licenses/certificates, permits, examination fees, and continuing professional education seminar fees are recorded in the year they are received, which approximate when measurable and available. Licenses and permits must be renewed annually and are considered delinquent after January 15. All other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liabilities are incurred and the goods or services have been received.

D. BUDGET PRACTICES

Budgets are prepared and adopted by the Board annually. The budget for the fiscal year ending June 30, 1999 was adopted by the Board prior to the start of the fiscal year.

All funds budgeted are immediately available, as the Board's operations are financed with self-generated revenue.

Therefore, the budget is known as a nonappropriated budget.

The Board normally does not use encumbrance accounting, so the budget was not integrated in the accounting records.



The budget is prepared on the GAAP basis, using the modified accrual basis of accounting.

The Board monitors the budget and makes changes when deemed appropriate. By Board action, the fiscal year June 30, 1999 budget had items approved in addition to the original budget.

The Board has complied with the budgetary requirements of LSA-RS 36:803.

E. <u>ENCUMBRANCES</u>

The Louisiana Board of Pharmacy does not follow the encumbrances method of accounting.

F. CASH AND CASH EQUIVALENTS

For reporting purposes, cash and cash equivalent include cash, demand deposits, time deposits and certificates of deposit.

The Louisiana Board of Pharmacy had cash and cash equivalents totaling \$177,263 at June 30, 1999. Cash and cash equivalents 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 items equal the amount on deposit with the fiscal agent. These pledged securities are 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.

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The deposits at June 30, 1999 were accrued as follows:

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June 30, 1999 \$177,263 \$177,263

Demand Deposits

Total Bank Balances \$177,263 (Secured by FDIC Insurance) ======

G. <u>INVESTMENTS</u>

The Louisiana Board of Pharmacy has an investment in U.S. Treasury Bills on June 30, 1999 totaling \$990,529.

TYPE OF	CATEGORY	REPORTED	FAIR
<u>INVESTMENT</u>	<u>OF RISK</u>	<u>BALANCE</u>	<u>VALUE</u>
U.S. GOVT. SECURITIES	3	\$990,529	\$990,529

H. INVENTORIES

Inventories are considered immaterial and are recorded at cost and recognized as an expenditure when purchased.

I. ANNUAL AND SICK LEAVE

The Louisiana Board of Pharmacy has the following policy related to annual and sick leave for the Board's unclassified clerical employees. The earning of annual and sick leave is based on the equivalent of full-time service. It is credited at the end of each month of regular duty.

Accrued unused annual and sick leave shall be carried forward to the succeeding calendar year without limitation. Annual leave must be applied for by the employee and may be used only when approved by the Board. Upon retirement or resignation, unused annual leave of up to 300 hours are paid to employees at the employee's current rate of pay.

Annual leave in excess of 300 hours and sick leave are used in the retirement benefit computation as earned service.

At June 30, 1999, the employees of the Board had accumulated and vested \$4,247 of employee leave benefits, which were computed in accordance with GASB Codification Section C60, as modified by GASB Statement Number 16. All of this amount is recorded as an obligation of the Long Term Debt Group of

Accounts.

J. TOTAL COLUMN ON STATEMENTS

The total column on the statements is captioned Memorandum Only to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

K. <u>CHANGES IN GENERAL FIXED ASSETS</u>

The changes in general fixed assets are as follows:

Balance at Additions Deletions	July 1, 1997	\$ 79,811 23,024 -0-
Balance at	June 30, 1998	102,835
Balance at Additions Deletions	July 1, 1998	102,835 3,387 0
Balance at	June 30, 1999	106,222

L. <u>PENSION PLAN</u>

Substantially all employees of the board are members of the Louisiana State Employees Retirement System (System), a cost-sharing, multiple-employer public employee retirement system (PERS). The System is a statewide public retirement system, which is organized for the purpose of providing retirement and other benefits for employees of the state and its various departments and agencies and their beneficiaries, and is administered and controlled by a separate board of trustees. Contributions of participating state agencies are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All full-time board employees are eligible to participate in the System. Benefits vest with 10 years of service. At retirement age, employees are entitled to annual benefits equal to \$300 plus 2.5 percent of their highest consecutive 36-month average salary multiplied by their years of credited service. Vested employees may retire 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. The system also provides death and disability benefits. Benefits are established by state statute. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana State Employees Retirement System, Post Office Box 44213, Baton Rouge, Louisiana 70804, or by calling (504) 922-0600.

Covered employees are required by state statute to contribute 7.5 percent of gross salary and the board is required to contribute at an actuarially determined rate. The current rate is 12.4 percent of annual covered payroll. The contribution requirements of plan members and the board are established and may be amended by state statute. As provided

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by R.S. 11:102, the employer contributions are determined by an actuarial valuation and are subject to change each year based on the results of the valuation from the prior fiscal year. The Louisiana Board of Pharmacy contributions to the System for years ending June 30, 1999, 1998, and 1997 were \$44102, \$44000, and \$26,937 respectively.

M. POSTRETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS

The Board of Pharmacy provided certain continuing health care and life insurance benefits for its retired employees. Substantially all of the board's employees become eligible for these benefits if they reach normal retirement age while working for the board. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly the employee and the board. The board's costs of providing retiree health care and life insurance benefits are recognized as expenditures when the monthly premiums are paid. For the years ended June 30, 1999 and 1998, the cost of benefits for four retirees totaled \$11,696 and \$20,931 respectively.

N. <u>OPERATING LEASES</u>

The Board rents its office space under an operation lease. The annual lease amount for the next five years are as follows:

Fiscal Years Ending	Amount
1999-2000	\$35,312
2000-2001	37,593
2001-2002	37,593
2002-2003	37,593
2003-2004	37,593

O. <u>CHANGES IN GENERAL LONG-TERM OBLIGATIONS</u>

The following is a summary of the long-term obligation

transactions during the year:

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LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA NOTES TO THE FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED JUNE 30, 1999

Accrued compensated absences at July 1, 1997 \$41,667 Additions 1,564 Deletions 20, 1998 \$43,231 Accrued compensated absences at June 30, 1998 \$43,231 Accrued compensated absences at July 1, 1998 \$43,231 5,653 Deletions 0

Accrued Compensated absences at June 30, 1999 \$48,884

P. <u>LITIGATION AND CLAIMS</u>

According to legal counsel, the Board is not presently involved in any litigation which would not be covered by insurance.

Q. YEAR 2000 DISCLOSURES

The Board has completed updating its computers and software for the year 2000.

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SUPPLEMENTAL INFORMATION

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LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA SCHEDULE OF PER DIEM PAID BOARD MEMBERS FOR THE FISCAL YEAR ENDED JUNE 30, 1999

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NAME	JUNE 30 <u>NUMBER</u>	, 1998 <u>AMOUNT</u>	JUNE 30 <u>NUMBER</u>	•
Carl W. Aron	74	\$5,550	48	\$ 3,600
Philip C. Aucoin	34	2,550	22	1,650
George L. Boudreaux	1	75	32	2,400
B. Belaire Bourg	26	1,950	19	1,425
Clovis Burch	0	0	6	450
Allen L. Brinkhaus	34	2,550	0	0
Wayne Camp	0	0	10	750
Thomas J. Chambliss	26	1,950	0	0
Theodore Carmichael	0	0	11	825
Salvatore J. D'Angelo	36	2,700	26	1,950
Reuben R. Dixon	45	3,375	22	1,650
Robert L. Eastin	23	1,725	10	750
Lee Foster	15	1,125	11	825
Ruth C. Jean	11	825	2	150
Carl J. Napoli, Sr.	25	1,875	0	0
Blake P. Pitre	23	1,725	15	1,125
T. Morris Rabb	29	2,175	15	1,125
Willie R. Seal	31	2,325	14	1,050
Hewitt P. Theriot	13	975	8	600
Charles D. Trahan	37	2,775	8	600
TOTAL	483	36,225	279	20,925

The schedule of per diem paid board members is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Board members are paid \$75 for each day they attend a board meeting, as authorized by Louisiana Revised Statute.

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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL STRUCTURE AND COMPLIANCE BASED SOLELY ON AN AUDIT OF THE GENERAL PURPOSE FINANCIAL STATEMENTS

Board of Directors Louisiana Board of Pharmacy State of Louisiana Baton Rouge, Louisiana

We have audited the general purpose financial statements of Louisiana Board of Pharmacy, Baton Rouge, Louisiana, as of and for the two years ended June 30, 1999, and have issued our report thereon dated September 24, 1999. We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States.

<u>Compliance</u>

As part of obtaining reasonable assurance about whether Louisiana Board of Pharmacy general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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 which are described in the accompanying schedule of findings as Finding 1.

<u>Internal Control Over Financial Reporting</u>

In planning and performing our audit of the general purpose financial statements of Louisiana Board of Pharmacy, Baton Rouge, Louisiana for the two years ended June 30, 1999, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control structure. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that

might be a material weaknesses.

Headers of the AICPA and the Society of Louisiana Certified Public Accountants



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A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting audits operation that we consider to be material weakness.

This report is intended for the information of the board of directors, management, and Legislative Auditor's Office. However, this report is a matter of public record, and its distribution is not limited.

MC MY & ASSOCIAT September 24, 1999

LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA SCHEDULE OF INTERNAL CONTROL STRUCTURE REPORTABLE CONDITIONS FOR THE FISCAL YEAR ENDED JUNE 30, 1999

Finding 1 - The Executive director of the Louisiana Board of Pharmacy has ownership in a pharmacy which is in direct violation of the ethics rules.

Condition: The Director, Mr. Fred Mills, owns a pharmacy.

Criteria: The director of the Louisiana Board of Pharmacy is not allowed to personally own a pharmacy.

Effect: The director by owning a pharmacy, could derive a personal gain for his pharmacy by ruling in the pharmacy's favor.

Cause: Being a Director of the Louisiana Board of Pharmacy and owning a pharmacy is a violation of the ethics code.

Recommendation: Mr. Mills should give up either the pharmacy or being director of the Louisiana Board of Pharmacy.

Auditee response: Mr. Mills has submitted his resignation effective December 30, 1999.

LOUISIANA BOARD OF PHARMACY DEPARTMENT OF HEALTH AND HOSPITALS STATE OF LOUISIANA SCHEDULE OF PRIOR YEAR FINDINGS FOR THE FISCAL YEAR ENDED JUNE 30, 1999

There were no prior year audit findings that required corrective actions.

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