
Louisiana Housing Finance Agency



Internal Audit

Collette Mathis, Audit Director

April 1, 2009

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MEMORANDUM

To: Chairman Joseph M. Scontrino, III
Commissioner Allison A. Jones
Commissioner John N. Kennedy
Commissioner Jerome S. Boykin, Sr.

From: Collette Mathis, Audit Director

Date: April 1, 2009

Re: Audit Committee

There will be an Audit Committee meeting, Wednesday, April 8, 2009 at 10:30 a.m. at Louisiana Housing Finance Agency, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA.

Rene Landry will present a resolution regarding contracted audit services for the Combined Financials and Single Family, Multi-Family and Mortgage Revenue Bond issues.

If you have any questions or concerns, please contact us.

Attachments

April 1, 2009

AUDIT COMMITTEE

Notice is hereby given of a regular meeting of the Audit Committee to be held on **Wednesday, April 8 at 10:30 A.M.**, Louisiana Housing Finance Agency, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairman.

Preliminary Agenda

1. Call to order, roll call and introduction of guests
2. Approval of the Minutes of the February 11, 2009 Audit Committee Meeting
3. Discussion of a resolution regarding contracted audit services for the Combined Financials and Single Family, Multi-Family and Mortgage Revenue Bond Issues
4. Other Business
5. Adjournment

Milton J. Bailey, President

Pursuant to the provisions of LSA-R.S. 42:6.1, upon two-thirds vote of the members present, the Board of Commissioners of the Louisiana Housing Finance Agency may choose to enter executive session, and by this notice, the Agency reserves its right to go into executive session as provided by law.

**Louisiana Finance Agency
Audit Committee Meeting Minutes
Wednesday, March 11, 2008
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
10:00 AM**

Commissioners Present

Joey Scontrino
Jerome Boykin
Mayson Foster
Katie Anderson

Commissioners Absent

Allison Jones
John Kennedy

Staff Present

Collette Mathis
Konchetta Bringier
Dione Milton
Jason St. Romain
Rene' Landry



1. Call to order, roll call and introduction of guests.

Commissioner Scontrino called the meeting to order at 10:35 AM and asked for roll call. A quorum was established.

2. Approval of the minutes.

On a motion by Commissioner Foster and seconded by Commissioner Anderson, the minutes of the February 11, 2009 Audit Committee Meeting were approved.

3. Discussion of a resolution regarding contracted services for the General Fund audit via the Louisiana Legislative Auditor's Office.

Commissioner Scontrino turned the meeting over to Rene' Landry to discuss the resolution regarding contracted services for the General Fund Audit. Mr. Landry explains the Agency is seeking the board's approval to extend the contract the Louisiana Legislative Auditors office has with the CPA firm, DHHM, to audit the Agency's general fund. Mr. Landry explains the LLA office procedures allow for a three (3) year contract period and will extend the contract for an additional three (3) years if the LLA office, the CPA firm and the Agency can all agree on a fee structure. DHHM agreed to submit a proposal to the LLA to allow the fees to remain the same.

Commissioner Foster Jones made a motion that the resolution to approve the RFP be presented to the full board for approval. This motion was seconded by Commissioner Anderson.

Mr. Landry commented that there are additional audits performed for the Agency; audits of the Bond Programs and the Combined Financial Statements. The past auditor, P&N will not be able to meet the same fee structure therefore, the Agency will issue an RFP for this audit. The RFP will be released shortly and will be advertised in the Advocate and posted on the Agency's website. A resolution regarding the approval of the contract for the potential firm will be presented during next months Audit Committee meeting.

4. Other Business. There was no further business to come before the Committee.

5. Adjournment. The meeting was adjourned at 10:41 AM.

LOUISIANA HOUSING FINANCE AGENCY

The following resolution was offered by _____ and seconded by

_____ :

RESOLUTION

A resolution to accept the proposal of Duplantier, Hrapmann, Hogan, & Maher, LLP (“DHHM”), to perform the annual audits of and prepare the resulting reports for the combined financial statements of the Louisiana Housing Finance Agency (“Agency”) and its Single Family and Multi-Family Mortgage Revenue Bond Issues through September 1, 2011 for an annual base fee of \$7,500 plus \$1,000 per bond issue per year.

WHEREAS, the Agency, as an issuer of bonds, and in addition to its General Fund Audit, must have performed annual audits by an independent firm, and consolidated reports prepared, for its Single Family and Multi-Family Mortgage Revenue Bond Issues to satisfy disclosure and reporting requirements, and

WHEREAS, the previously contracted firm could not offer to renew the agreement at the same rates, and upon the direction of the Internal Audit Committee chair, a Request for Proposals for the engagement was issued on March 12, 2009, with responses due by March 23, 2009, and

WHEREAS, Agency Internal Audit and Accounting staff reviewed the responses, with a resulting unanimous finding that all respondents are qualified and can adequately perform the engagement, but saw that DHHM was the low bid, and therefore recommend that the contract for the engagement be awarded to DHHM;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Louisiana Housing Finance Agency (“Board”), acting as the governing authority of said Agency, that:

SECTION 1. Approval is granted for an audit contract between the Agency and DHHM with a service period for the contract through September 1, 2011, and the fees are to be set at an annual base amount of \$7,500 plus \$1,000 per bond issue per year through that period.

SECTION 2. The Agency staff and counsel are hereby authorized, empowered and directed the ability to prepare such documents and agreements as may be necessary to implement the audit contract, the terms of which are to be consistent with the provisions of this resolution.

SECTION 3. The Chairman, Vice Chairman, President, Vice President, and/or Secretary of the Agency are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Agency, the terms of which are to be consistent with the provisions of this resolution as approved by the Agency counsel.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 8th day of April, 2009.

Chairman

Secretary

STATE OF LOUISIANA

PARISH OF EAST BATON ROUGE

I, the undersigned Secretary of the Board of Commissioners of the Louisiana Housing Finance Agency, do hereby certify that the foregoing two (2) pages constitutes a true and correct copy of a resolution adopted by said Board of Commissioners on April 8, 2009 providing approval of a resolution authorizing the acceptance of the proposal of the Duplantier, Hrapmann, Hogan, and Maher, LLP to contract with the Agency regarding the annual audits of the Louisiana Housing Finance Agency's combined financial statements and Mortgage Revenue Bond Issues; establishing the service period through September 1, 2011; and setting the annual base fee at \$7,500 plus \$1,000 per bond issue per year.

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of the Agency on this, the 8th day of April, 2009.

Secretary