SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES
JUNE 30, 2016

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LEGISLATIVE AUDIT

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Dennis Daugaard
Governor of South Dakota
and
The South Dakota Department of Labor and Regulation
Pierre, South Dakota

We have performed the procedures enumerated below for the year ended June 30, 2016, which were agreed to by the **South Dakota Department of Labor and Regulation** (the Department). These procedures are solely to assist the Department in evaluating the effectiveness of the **South Dakota Board of Technical Professions'** (the Organization's) accounting system. The Organization's management is responsible for the accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

A. Procedures: We inquired with management regarding the internal control processes as they relate to cash receipts and disbursements.

Findings: No findings were noted.

B. Procedures: We selected a sample of 25 licensed individuals from the licensee list on the Organization's database. For the individuals selected, we agreed the renewal fee charged with the rates published on the Organization's web site. We traced the payment received to the weekly deposit report. We agreed the total of this report to the bank statement without exception.

Findings: No findings were noted.

C. Procedures: We selected a sample of 15 licensees approved during the year from the board of directors' minutes. We agreed the fee charged with rates published on the Organization's web site. We traced the payment received to the weekly deposit report. We agreed the total of this report to the bank statement without exception.

Findings: No findings were noted.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records and financial statements of the Organization. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the South Dakota Department of Labor and Regulation and is not intended to be and should not be used by anyone other than those specified parties. However, this report is a matter of public record and its distribution is not limited.

Ketel Thorstenson, LLP

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Certified Public Accountants

February 16, 2017