**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**March 23, 2018**

**Special Meeting**

The Louisiana Uniform Local Sales Tax Board held a special budget meeting at the LMA Building, 700 N 10th Street, Baton Rouge, LA 70802, on Friday, March 23, 2018 at 9:00 am.  The following board members were in attendance:  Donna Andries, Greg Ruppert, Amber Hymel, Tiffani Delapasse, and Mark West (Proxy for Roland Dartez).  Absent:  Scott Richard, John Gallagher and Mike Ranatza

**NEW BUSINESS:**

* A budget was presented to the Board, along with the explanation of the estimated amounts included. A motion was made by Greg Ruppert and seconded by Tiffani Delapasse to adopt the budget as presented. A roll call vote was taken, with all in attendance in favor, resulting in the budget adoption passing unanimously.
  + A copy of the budget adopted can be found at the Board Secretary’s Office at 203 East Plaquemine St, Jennings, LA 70546
* Discussion of selecting a CPA firm to assist in setting up accounting records for the Board was next on the agenda.
  + Recommendations were received for some firms on the approved list. Donna Andries will contact the firms to determine ability, cost, etc. and report back to the Board at the next regular meeting.
* A check authorization and signature policy was proposed requiring any purchase over $1,000 to be accompanied by two signatures.
  + An amendment was also made to include Tiffani Delapasse to the signature list, due to proximity to the future Board offices.
  + The policy as amended was approved by a unanimous roll call vote after a motion by Mark West and second by Greg Ruppert.

**INFORMATION ONLY**

* Board Counsel has a meeting with the OMV Commissioner within the next week to discuss the OMV release of funds.

**ADJOURN**

Motion to adjourn by Tiffani Delapasse and seconded by Greg Ruppert and unanimously passed by board.

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/s/    Donna Andries, Chairperson

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/s/   Greg Ruppert, Vice Chairperson