Louisiana Rice Research Board

Policies and Procedures

The Louisiana Rice Research Board was created to promote the growth and development of the rice industry in Louisiana by expanded research of rice (R.S. 3:551.72). As an entity of the state, the Board will follow all applicable state laws, rules and regulations in conducting its programs.

Budgeting: The Board will in a public meeting establish an annual budget. The budget can be amended in a future public meeting.

Purchasing: All purchases for budgeted items will be approved by the Chairman. Any purchases not approved within the budget amounts must be approved by the Board by action taken in a public meeting and recorded in the minutes.

Disbursements: All disbursements will require two signatures from the officers of the Board.

Payroll/Personnel: The Board has no personnel and therefore no payroll.

Contracting: All services are to be contracted. The Board will follow the requirements of state law and have the Office of Contractual Review and other required agencies approve each contract.

Travel: The Board does not pay member expenses for expenses incurred by members to attend Board meetings. The Board will reimburse a Board members expenses if a member is representing the Board at an industry meeting. Travel will be approved by the Board. The Board follows the general state travel policy in situations where Board members are reimbursed for travel.

Related Parties: The Board will follow all state laws and regulations regarding related party transactions. Related party transactions are strictly prohibited.

Ethics: The Board and Board members will follow all state ethics laws and regulations. Board members will be responsible for submitting their individual ethics reports.

Accounting Services: Receipts or assessments are collected from first purchasers and remitted to the Louisiana Department of Agriculture and Forestry (LDAF) monthly. The Board then receives the assessments from LDAF. LDAF sends a check to the contracted CPA firm and sends a copy of the remittance to the administrator. The contracted CPA firm then handles the depositing of these funds on behalf of the Board. The CPA firm will segregate to the extent possible the cash collections responsibilities from posting and making deposits. A Board member will obtain and approve all bank reconciliations.

Research: The term “research'' means any type of test, study, project, program or analysis designed to advance the production, use, agronomic traits, marketability, or quality of rice, including but not limited to, any investment or expenditure designed to expand and enhance such research efforts and resources needed in conducting research relating to yield, nutritional value, cost of production, new product development, health research, processing and industry outreach of rice.

(Adopted 11/4/2015)