



The Legislative Auditor has developed a new information system for certain local governments that will help us to identify entities that may be fiscally distressed. We call the new system the Local Government Reporting System.

You will add/send three (3) files through the web portal:

- 1) Report (This is the audit report, review/attestation report or compilation report),
- 2) Data Collection Form, and
- 3) Financial Indicators Worksheet (worksheet).

The worksheet contains instructions, but as you will find, the data to be input is mostly self-explanatory. You will be inputting financial data from the (1) Government-wide Financial Statements of the Primary Government (exclude component units); (2) Governmental Fund Financial Statements of the General Fund; and (3) Notes to the Financial Statements of the Primary Government. There are also ten questions in the last section of the worksheet to be answered. This worksheet is required to be completed and submitted for all local government engagements except quasi-public engagements.

Use the secure logon ID and password provided in an e-mail sent to you and follow the instructions below.

1. Log in to the LLA portal using the id and password provided in the email. (Look in top right hand corner for the Login link.)
2. Click on the "Engagement Services" tab.
3. Choose the engagement from the list.
4. Click on the Excel file named "Financial Indicators Worksheet" and save it to your computer. This worksheet contains all of the data elements that the system will capture.
5. Complete the worksheet using the data from the entity's financial report.
6. Choose "Add File" to upload a file to the portal.
7. Choose the file type (Ex. Report) you want to upload first. Find the file on your computer. Upload and Save. Repeat this step until you have all three files saved.
8. When you have uploaded the file, click on submit.

If you have questions, contact Eric Sloan ([esloan@lla.la.gov](mailto:esloan@lla.la.gov)), Steven Kraemer ([skraemer@lla.la.gov](mailto:skraemer@lla.la.gov)), or Joy Irwin ([jirwin@lla.la.gov](mailto:jirwin@lla.la.gov)) or by phone at 225-339-3800.