

User Guide

The Legislative Auditor has developed an information system for the submission of annual report and the collection of data on certain local governments that will help us to identify entities that may be fiscally distressed. We call the system the Local Government Reporting System.

Additionally, Act 87 of the 2020 Legislative Session requires all entities collecting, receiving and disbursing pre and post-adjudicated fines, fees and costs to be reported with the entity's annual financial report, these are referred to as Justice System Funding Schedules (Act 87 Schedules).

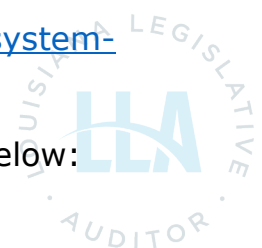
In the Local Government Reporting System, you will add/send three to five (3-5) files through the web portal:

- (1) Report (This is the audit report, review/attestation report or compilation report),
- (2) Data Collection Form,
- (3) Financial Indicators Worksheet (FIW),
- (4) Justice System Funding Collection/Disbursement Schedule, and/or
- (5) Justice System Funding Receiving Schedule.

For the FIW, 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.

Detailed instructions on how to complete the Justice System Funding Schedules can be found on the LLA website at <https://lla.la.gov/resources/local-government-reporting/justice-system-funding-reporting>

For submission of all documents, please follow the instructions below:



1. Access the submission portal located at <https://app.lla.state.la.us/ewsdadataentry.nsf/home.xsp>.
2. Select the Financial Indicator Worksheet and, if applicable, the appropriate Justice System Funding schedule(s) (collecting/disbursing, receiving, or both). Save the documents to your computer.
3. Complete the FIW using the data from the entity's financial report. The FIW contains all of the data elements that the system will capture.
4. Complete the Justice System Funding schedule(s) as applicable.
5. Log in to the LLA portal using the id and password provided via email. (Look in top right-hand corner for the Login link.)
6. Click on the "Engagement Services" tab.
7. Choose the appropriate engagement from the list.
8. Choose "Add File" to upload a file (annual report, FIW, Justice System Funding Schedule(s), etc.) to the portal.
9. Choose the file type (Ex. Report, FIW, Justice System Funding Schedule (Act 87), etc.) you want to upload. Find the file on your computer. Upload and Save. Repeat this step until you have all required files saved.
10. When you have uploaded the file, click on submit.

If you have questions related to the FIW, please contact Steven Kraemer (skraemer@lla.la.gov) or Judith Dettwiller (jdettwiller@lla.la.gov).

If you have questions related to the Justice System Funding Schedules, please contact Sandra Whitehead (swhitehead@lla.la.gov) or Barry Kelly (bkelly@lla.la.gov).

You may also contact our office's main number (225-339-3800) and request to speak with any of the staff members listed above.