**Agency Name and Address:**

Ascension-St. James Airport and Transportation Authority

6255 Airport Industrial Boulevard

Gonzales, Louisiana 70737

**Solicitation Number:** 24 - 8967

**Type of Engagement:** Audit

**Contract Period:** July 1, 2024 – September 1, 2026

**Periods to be Examined:** Years ending June 30, 2024; June 30, 2025; and June 30, 2026

**Description Provided by the State Agency:**

* The Ascension-St. James Airport and Transportation Authority was created within the executive department as provided by Louisiana Revised Statute (R.S.) 2:341. The authority is responsible for operating and maintaining the Louisiana Regional Airport.
* The authority is governed by a board of nine commissioners who are appointed by the governor. Commissioners are authorized by R.S. 2:341 to receive a per diem of $75 for each meeting attended. The board holds approximately 12 meetings per year. At each meeting, the board reviews budget status, financial reports, construction projects, and airport policies and activities.
* The authority has two part-time employees and four full-time employees, and contracts with Diez, Dupuy & Ruiz, LLC for accounting services. The authority also contracts for legal and engineering services.
* The authority has three bank accounts. Approximately 35 checks are written each month. All accounts are on QuickBooks Pro 2017 and reconciled monthly by the airport manager. Monthly Balance Sheets and P&L Statements are produced and reviewed by the contract accountant and presented to the Board for review. The chairman, vice-chairman, and treasurer of the board are authorized to approve payments and sign checks. Supporting documentation is provided to the individual signing the check.
* In 2006, the authority issued $770,000 in revenue bonds to finance the construction of hangars for the Louisiana Regional Airport. In December of 2020, bonds totaling $620,000 were issued to refund the 2006 bonds. The authority has restricted investments in U.S. Treasury money market funds to service the bond payments. These transactions are also tracked monthly in QuickBooks Pro 2017.
* The Division of Administration, Office of Statewide Accounting and Reporting Policy’s Annual Fiscal Report (AFR) packet, which is a statutory basis report, should be included in the report as supplementary information.
* Operations of the authority are primarily funded by service fees and grants. The authority has a general fund, debt service fund, capital projects fund and a proprietary fund (that accounts for fuel sales). The following activity/balances were reported as of and for the year ended June 30, 2023:

Statement of Net Position/

Statement of Activities

Total Assets & Deferred Outflows $16,939,172

Capital and Right-to-Use Assets (net) $16,013,422

Total Liabilities $945,338

Net Position $15,993,834

Operating Revenues $1,847,654

Operating Expenses $1,834,660

**Accounting System:** QuickBooks Pro 2017

**Financial Statements:** The authority will provide a general ledger and financial statements.

**Estimated Start of Fieldwork:** No later than July 15 following each period.

**Engagement Completion Date:** No later than September 1 following each period.

**Special Notes:**

* The authority anticipates expending federal funds from the Federal Aviation Administration’s Airport Improvement Program, including from the Bipartisan Infrastructure Law, in excess of $750,000 in FY24 which will be required to be audited in accordance with Uniform Guidance, but not in FY25, nor in FY26.

**Special Requirements:**

* The successful ICPA will assist the authority in compiling the financial statements in accordance with GAAP, to include appropriate note disclosures, for each period.
* The successful ICPA will conduct the audit in accordance with Title 2 of U.S. Code of Federal Regulations (CFR) Part 200 (Uniform Guidance) for the period ending June 30, 2024.
* The successful ICPA will assist the commission in preparing the AFR packet.

**State Agency Assistance:** The authority will provide supporting schedules as required.

**Last Engagement:** Audit as of and for the period ended June 30, 2023.

**Results of Last Engagement:**

* Unmodified opinion
* Finding: 2023-01 - Accounting for Transactions in Proper Accounting Period

**Prior Auditor:** Duplantier, Hrapmann, Hogan & Maher, LLP

 1615 Poydras Street

Suite 2100

New Orleans, Louisiana 70112

**Proposers’ Conference:**

* A proposers' conference will **not** be held.
* Any questions regarding the SFP or state agency should be sent to StateContracts@lla.la.gov

**Proposal Due Date and Time:** May 15, 2024 by 5:00 pm