**Agency Name and Address:**

Grand Isle Independent Levee District

Post Office Box 757

Grand Isle, Louisiana 70358

**Solicitation Number:** 25-5208

**Type of Engagement:** Audit

**Contract Period:** June 30, 2025 – September 1, 2027

**Periods to be Examined:** Years ending June 30, 2025; June 30, 2026; and June 30, 2027

**Description of the State Agency:**

* The Grand Isle Independent Levee District was created by Louisiana Revised Statute (R.S.) 38:291(S). The district provides flood protection to Grand Isle and surrounding areas.
* The district is governed by a board of 3 commissioners who are appointed by the governor. Commissioners are authorized by R.S. 38:308 to receive a per diem not to exceed 75% of the rate allowable for per diem deduction pursuant to 26 U.S.C. 162(h)(1)(B)(ii), which is currently $156.25, for each day attending meeting or performing duties authorized by the board. Also, the district’s president may elect to receive a salary of $1,000 per month in lieu of the per diem if he also acts as administrator of the district. In addition, commissioners shall be reimbursed for travel expenses in accordance with state travel regulations.
* The district typically holds 2 meetings per month. At each meeting, the commissioners discuss current projects and approve operating expenses of the district.
* The district has one part-time employee (in addition to the district president who receives a $1,000/month salary). The district’s secretary performs/prepares check ledgers, bank statement reconciliations, meeting minutes, and performs other secretary duties.
* The district has one bank account and two investments. Approximately 15 checks are written each month. Two signatures are required on checks. All the commissioners are authorized to sign checks. Supporting documentation is provided to the individual signing the check. The secretary reconciles the bank statements.
* Operations of the district are primarily funded by capital grants. The district is engaged in governmental activities. The following activity/balances were reported as of and for the year ended June 30, 2024:

Total Assets $25,471,252

Total Liabilities $31,661

Net Position $25,439,591

Revenues $1,200,806

Expenses $1,125,364

**Accounting System:** Quicken

**Financial Statements:** The board secretary will provide a general ledger and trial balance.

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

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

**Special Requirements:**

* The successful ICPA will assist the board in preparing the financial statements in accordance with GAAP, to include appropriate note disclosures, for each period.
* The successful ICPA will prepare the AFR packet.

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

**Last Engagement:** Audit as of and for the period ended June 30, 2024

**Results of Last Engagement:**

* Unmodified opinion
* Three findings:
  + Inadequate segregation of duties of accounting functions
  + Preparation of financial statements
  + Maintaining proper fixed asset records

**Prior Auditor:**  Bruno & Tervalon, LLP

New Orleans, Louisiana

**Proposers’ Conference:**

* A proposers’ conference will **not** be held.
* Any questions regarding the SFP or agency should be sent to [StateContracts@lla.la.gov](mailto:StateContracts@lla.la.gov)

**Proposal Due Date and Time:** May 19, 2025 by 5:00 pm