

From: **Gina Guzzardo** <gguzzardo@lla.la.gov>

Date: Thu, May 23, 2019 at 3:23 PM

Subject: New LLA Engagement Request Process as of 5/27/19 (Reference No: 25379)

To: All Active CPAs

Dear CPA,

The LLA has created a new engagement request process through the Local Government Reporting System (Portal). This will replace our Electronic Engagement Approval Form submission process and go into effect on **Monday, May 27, 2019**.

This process allows engagements and reports to be accessed in one location, using the same Username and Password as for report submissions. The system will allow searches by Entity ID number, Partial Name, and by Parish and type of entity. An Engagement Request is submitted through the portal where some fields are auto populated from our database. Comment fields are provided to allow communication with us about any changes and/or updates. Requests will still be tracked from the initial submission through engagement approval via email notifications of receipt and approval. Detailed templates are included in the attached instructions below.

A **new LLA requirement** in this process is that **all future engagements (Local Government Entities and State Contracts)** include the number of fiscal years of the Engagement Request agree with the number of fiscal years covered by the signed engagement agreement(s), and that the signed engagement agreement(s) be attached in PDF format to the submission. **This is NOT required for engagements that have been previously approved by the LLA, only those submitted on or after Monday, May 27, 2019.** Previous requests will **NOT** appear in the Submitted Request view under the Engagement Request Tab within the portal, however **All** approved engagements will appear under the Report Submission Tab.

If you have questions regarding engagement requirements or updates to be made to an Approved Engagement please send an email to eengage@lla.la.gov . For technical issues please contact Keith Duke at kduke@lla.la.gov or 225-339-3920.

Sincerely,

Bradley Cryer, CPA

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