

Agency Name and Address:

Bossier Levee District
3404 Industrial Drive
Post Office Box 8279
Bossier City, Louisiana 71113

Website: www.bossierleveedistrict.com

Solicitation Number: 13-2002

Type of Engagement: Audit

Contract Period: June 1, 2013 – September 1, 2015

Periods to be Examined: Years ending June 30, 2013; June 30, 2014; and June 30, 2015

Description of the State Agency:

- Bossier Levee District was created by Louisiana Revised Statute (R.S.) 38:291(B). The district provides flood protection to areas in all or portions of Bossier and Red River parishes. The district maintains about 70 miles of levees.
- The district is governed by a board of nine members who are appointed by the governor. Members are authorized by R.S. 38:308 to receive a per diem of \$75 for each day spent engaged in board business. In lieu of the per diem, the president may receive a salary not to exceed \$1,000 per month. In addition, members shall be reimbursed for actual expenses and mileage in accordance with state travel regulations as prescribed by the Division of Administration.
- The district holds 12 board meetings per year. At each meeting, the board reviews accounts payable and investments.
- The district has 14 employees. The accounting functions are performed by the operations manager and secretary. The board also contracts for accounting services with Hines, Sheffield & Squyres, CPAs. The contract accountant prepares quarterly reports and helps in preparation of the annual audit.
- The district has two bank accounts, one certificate of deposit, and two investment accounts (Morgan Keegan and Merrill Lynch). The district issues approximately 120 checks each month. Two signatures are required on checks. Board members are authorized to sign checks. Supporting documentation is provided to the individual signing the check. The secretary reconciles the bank statements, and the president reviews them.
- 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 district are primarily funded by ad valorem taxes. The district is engaged in governmental activities. The following activity/balances were reported as of and for the year ended June 30, 2012:

	Statement of Net Assets/ <u>Statement of Activities</u>
Total Assets	\$10,684,065
Total Liabilities	\$129,999
Net Assets	\$10,554,066
Revenues	\$3,079,954
Expenses	\$2,992,654

Accounting System: Automated

Financial Statements: The district will provide a general ledger and a trail 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 compile 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 district will provide supporting schedules as required.

Last Engagement: Audit as of and for the period ended June 30, 2012

Results of Last Engagement:

- Unqualified opinion
- One finding
 - Cash balance unsecured

Prior Auditor: Johnson, Thomas & Cunningham
321 Bienville Street
Natchitoches, Louisiana 71457

Prior Engagement Fee: \$5,512 (approximately 54 hours)

Proposers' Conference:

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

Proposal Due Date and Time: Monday, May 6, 2013; 5:00 p.m.