



Louisiana Legislative Auditor *Audit Risk Alert*

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AUDIT RISK ALERT # 13

DATE: December 11, 2018 (updated December 06, 2022) (note: the Statewide Frequently Asked Questions document has been incorporated into Statewide Agreed-Upon Procedures document. See [Audit Risk Alert No. 16](#) dated May 22, 2019. See also [Audit Risk Alert Nos. 16, 28, 29 37, and 49](#))

SUBJECT: New statewide agreed-upon procedures frequently asked questions – **FOR YOUR IMMEDIATE ATTENTION**

The Louisiana Legislative Auditor began requiring an agreed-upon procedures report to accompany all local government and quasi-public agency (local auditee) audit reports, beginning with fiscal years ending June 30, 2017.

These statewide agreed-upon procedures were updated in June 2018. Please refer to the related [Audit Risk Alert No. 10](#) dated June 27, 2018.

LLA has now added a frequently asked questions document related to the Year 2 procedures to the practice aids section of our website.

Key points about the Year 1 and Year 2 statewide agreed-upon procedures are –

1. These agreed-upon procedures documents have been revised for Year 2:
 - The [Statewide Agreed-Upon Procedures](#) document (revised in June 2018)
 - The [Statewide Agreed-Upon Procedures Example Representation Letter](#) document (revised in June 2018)
 - The Statewide Agreed-Upon Procedures Frequently Asked Questions ([link removed](#)) document (revised in December 2018).
2. No changes have been made to the example statewide agreed-upon procedures engagement letter or report documents.
3. **Either the Year 1 or Year 2 statewide agreed-upon procedures may be used for audits with fiscal years ending on or before May 31, 2018.** Documents related to Year 1 and Year 2 statewide agreed-upon procedures may currently be found in the *Louisiana Governmental Audit Guide*.

4. The Year 2 statewide agreed-upon procedures must be used for audits with fiscal years ending on or after June 30, 2018.

There has also been some confusion between the statewide agreed-upon procedures report that accompanies audit reports, and the agreed-upon procedures report that is required to be submitted with the review reports of local auditees that receive between \$200,000 and \$499,999 in public funds.

Key points about the review/attestation report are as follows –

1. An agreed-upon procedures report is required to be submitted with review reports of local auditees.
2. There are different procedures and reports for the review/attestation engagements of local governments, quasi-public organizations, and charter schools. Related sample documents for review/attestation engagements and reports may be found in the [practice aids section](#) of the *Louisiana Governmental Audit Guide*.
3. The agreed-upon procedures report that is submitted with review reports is different than the statewide agreed-upon procedures report that accompanies audit reports.
- 4. The agreed-upon procedures report that is submitted with review reports cannot be substituted for the statewide agreed-upon procedures report that accompanies audit reports.**

If you have any questions about statewide agreed-upon procedures engagements, please contact Barry Kelly at bkelly@lla.la.gov or (225) 339-3831 or Diane Allison, Director of Local Government Services, at dallison@lla.la.gov, or (225) 339-3812.