




# LOUISIANA DEPARTMENT OF EDUCATION

May 23, 2022

## MEMORANDUM

**TO:** Pass-through Funding Recipients

**FROM:** Dr. Cade Brumley   
Superintendent of Education

**SUBJ:** Web-Based Audit Report Submission Portal

The Louisiana Department of Education (LDOE) has created a web-based electronic portal for accounting firms of pass-through funding recipients to use for submitting annual audit reports required by funding agreements with the LDOE. This was done to reduce paper storage and eliminate submitting 'hard copy' annual audit reports, which will save postage cost.

The portal, '**LDOE Audit Report Portal**', will begin operating June 27, 2022. All future annual audit reports with a fiscal year-end date after June 15, 2022 - for example, ending FYE 6/30/2022 or later - must be submitted through the portal.

The LDOE recommends the pass-through funding recipient's accounting firm, which performed the annual audit, submit the electronic copy. Please inform the accounting firm conducting current or future audits of this. Reports should be submitted in 'pdf' format.

The annual audit report submitted must contain the same documents required in the 'audit reporting package', as defined by the 'State Audit Law' and LLA guidance. This should include the Comprehensive Annual Financial Report (CAFR); Single Audit Reporting Package; management letter(s), if any; and, for school districts and charter schools, assurances required for performance and statistical data provided as part of the financial statement audit.

The portal is located at the following link: <https://sites.google.com/la.gov/ldoe-audit-report-portal>

Questions related to the portal should be submitted to Dudley Garidel, Director of Internal Audit, by email at [Dudley.Garidel@LA.GOV](mailto:Dudley.Garidel@LA.GOV) or phone at 225-342-3706.

**Louisiana Believes**