



**LOUISIANA BAR
FOUNDATION**
FUNDING CIVIL LEGAL AID

March 25, 2024

Re: Request for Proposals: Audit for fiscal years ending June 30th, 2024, 2025, and 2026

The Louisiana Bar Foundation (LBF), a 501(c)(3) whose mission is to fund civil legal aid and promote access to justice, is soliciting proposals for annual audits over a three-year contract period. We have enclosed the Foundation's most recent audited financial statements for your information. We would require that future audited statements include at least the supplemental schedules provided in this report. Also enclosed is a detailed list of services required and additional information to be included in the proposal.

The Foundation's financial statements are maintained through QuickBooks Online. Records are in good order. The Foundation has eight (8) checking and six (6) investment accounts, which are reconciled monthly. Of the cash accounts, 3 have high activity (> 20 transactions/month). The remaining accounts have minimal monthly activity.

Revenues for the LBF consist of Interest on Lawyers Trust Accounts (IOLTA), Cooperative Endeavor Agreements with the State of Louisiana, LBF member dues, and personal/private donations. Expenditures from these funds include routine operating expenses and some special project categories. IOLTA revenues are generated through net interest earned from third party IOLTA accounts and are received monthly by approximately 120 financial institutions. Institutions electronically transfer these funds directly into a designated IOLTA account. These remittances are tracked by a separate database and reconciled monthly to the general ledger. Procedures are in place to follow up on any differences, as well as to follow up on unusual or missing bank remittances. State funds are received via ACH, with private donations received by means of online credit card payments, ACH, or check.

Expenditures include grant payments to approximately 60 unique recipients, which are separately tracked through a grants database (WizeHive), in addition to general operating expenses, including payroll of 14, full-time, salaried employees.

We hope that submitting a proposal for these services is of interest to you. Proposals should be submitted electronically to alan@raisingthebar.org by May 15th, 2024. If you have any further questions, please do not hesitate to call me at 504-561-7305.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alan Abadie, Jr.', written over a light blue horizontal line.

Alan Abadie, Jr. CPA, MBA
CFO



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LOUISIANA BAR FOUNDATION
2024 Audit Request for Proposals

SERVICES TO BE PERFORMED

- Completion of annual audit in compliance with 180 day filing requirements
- Apply and perform specified procedures on the control and compliance areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures
- Preparation of the annual IRS Form 990
- Preparation of Form 5500 as needed
- Meet with the Louisiana Bar Foundation Finance Committee, staff, and/or Board of Directors as necessary, relating to the audit

INFORMATION REQUESTED

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing similar sized nonprofit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's independence with respect to Louisiana Bar Foundation;
- e) Statement of the firm's understanding of work to be performed, including tax and non-audit services;
- f) Proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for each of the three years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- h) Description of your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people;
- j) Description of how and why your firm is uniquely qualified to serve the Louisiana Bar Foundation;
- k) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- l) References and contact information from at least 3 comparable nonprofit audit clients