

Local Government Management Assessments

The Comptroller's Local Government Assistance (LGA) Division provides education and direct assistance to local governments, allowing them to operate more effectively and efficiently. LGA aids local economic development efforts and promotes best practices and the exchange of ideas among cities, counties, economic development officials and other entities.

LGA's analysts help local officials navigate a wide variety of issues related to state law and financial management and provide updates to cities, counties and special districts on important tax and other legislative changes.

In addition to answering questions and providing information, LGA also offers Local Government Management Assessments (LGMAs) to help local officials improve their operational efficiency and effectiveness.

Purpose

The LGMA is a tool offered by the LGA Division of the Texas Comptroller of Public Accounts (CPA) to help Texas local governments do the following:

- Operate efficiently and effectively;
- Comply with state laws;
- Improve customer service;
- Increase accountability and transparency.

What is an LGMA?

An LGMA is a free, on-site assessment of operations conducted by a team of CPA staff trained to help local governments constructively review and analyze the effectiveness of procedures and operating systems. This assessment is not an audit but an informal review of operating processes and procedures with suggestions and recommendations.

Reviewed areas may include the following:

- General Administration;
- Financial Management;
- Purchasing;
- Tax Administration;
- Budgeting and Strategic Planning;
- Administration and Collection of Court Costs, Fees and Fines;
- Asset and Risk Management; and
- Facilities Management.

How does an LGMA work?

- An elected official or other authorized local government official submits a completed questionnaire form and a letter requesting an assessment.
- The local government and CPA mutually agree on a schedule for the assessment team to visit the local government.
- A brief report will be sent to the local government with ideas and suggestions to increase operating efficiencies, improve revenue streams and reduce risk of loss.

How to request a Local Government Management Assessment:

A sample letter of a **written request** and an **assessment questionnaire** can be found on the LGA Division site at <http://www.texasahead.org/lga/assessments.html>. Both should be completed and mailed to:

Texas Comptroller of Public Accounts
ATTN: LGMA Coordinator
Local Government Assistance Division
P.O. Box 13528
Austin, Texas 78711-3528

Or faxed to: (512) 475-0664

Local Government Assistance Division
Texas Comptroller of Public Accounts

Web site: <http://www.texasahead.org/lga/>

E-mail: local.govt@cpa.state.tx.us

Phone: (800) 531-5441, ext. 3-4679