

ELECTRONIC SUBMISSION OF LOCAL GOVERNMENTAL ENTITY AUDIT REPORTS TO THE AUDITOR GENERAL

One of the goals of the Auditor General is to eventually eliminate the need for the submission of paper copies by transitioning to the electronic submission of audit reports to us. Electronic submission of audit reports will save time and money and reduce file space, as well as afford a means for providing access to audit reports on our Web site. Therefore, each entity required to submit an audit report to us must submit one electronic copy of its audit report in addition to the one paper copy. Local governmental entities should e-mail the electronic copy of the audit report to flaudgen_localgovt@aud.state.fl.us. Proper submission of electronic and paper copies will help ensure the timely receipt and review of the audit report (in the event we have access issues regarding the electronic copy).

The electronic copy of the audit report should:

- Be in a Portable Document Format (PDF) in which the original document is converted to a PDF document (as opposed to scanned into PDF format). The entity will need to convert the original files to the PDF format or have another party convert the files. If the electronic copy is not submitted as a converted PDF document, the entity will be contacted and requested to provide us the report in the proper format.
- Include the appropriate letterhead and signatures in the report. If the entity does not use electronic signatures or letterhead, it may scan these pages and insert the scanned version into the electronic copy of the report.
- Be a single document; however, if the size capacity of a single document exceeds our 10 megabytes e-mail size capacity, we can arrange to receive the document via file transfer protocol (FTP). For FTP submittal, contact Kathryn Brewer by e-mail at kathrynbrewer@aud.state.fl.us or by telephone at (850) 487-9308. Alternatively, the document can be saved to a CD and mailed to us with the paper copy. Note: The required submittal checklist should be provided as a separate document as only the entire audit report, exclusive of the checklist, is to be placed on our Web site.
- Be an exact duplicate of the paper copy submitted.
- Not have security settings applied to it. If they are, the entity will be requested to provide us a password allowing us to unsecure the document for our internal use. Electronically submitted documents will be secured using Adobe software prior to being placed on our Web site.
- Be named using **all lower case letters** as follows: [fiscal year] [name of entity].pdf. Counties should include the word “county” in the entity name; however, it is not necessary for municipalities to include “city of,” “town of,” etc. in the entity name. For example, the converted document for the 2010-11 fiscal year for Alachua County should be named **2011 alachua county.pdf** while the converted document for the 2010-11 fiscal year for the City of Alachua should be named **2011 alachua.pdf**.

Local governmental entities will be notified when their electronic audit reports have been placed on our Web site, and are responsible for reviewing such reports and notifying us of any problems or needed corrections.

Questions regarding electronic submission of local governmental entity audit reports, or their security on our Web site should be directed to Kathryn Brewer by e-mail at kathrynbrewer@aud.state.fl.us or by telephone at (850) 487-9308.