

## **SUBMISSION OF FINANCIAL REPORTING PACKAGES TO THE AUDITOR GENERAL PURSUANT TO SECTION 215.97(8)(g), FLORIDA STATUTES, AND AUDITOR GENERAL RULE 10.657**

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 financial reporting packages pursuant to Section 215.97(8)(g), Florida Statutes, to us. Therefore, we are requiring each entity to submit one paper copy and one electronic copy of its financial reporting package to us. The electronic copy of the financial reporting package should be e-mailed to [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us). Submitting both a paper copy and an electronic copy will ensure the timely receipt and review of your financial reporting packages (in the event we have access issues regarding your electronic copy).

Regarding the electronic copy:

- The electronic copy 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).
- As with paper copies, the electronic copy should be in a single document; however, we can combine several PDF documents into a single document for our purposes. The required submittal checklist should be provided as a separate document.
- Ensure that the electronic copy is the “final” version of the financial reporting package that was used to prepare the hard copy report (e.g., not a preliminary draft) and should agree with the hard copy submitted.

Presently, our size capacity for e-mail attachments is 10 megabytes. If your electronic copy exceeds this limit, or if you have questions regarding electronic submission of your financial reporting package, please contact Kathryn Brewer by e-mail at [kathrynbrewer@aud.state.fl.us](mailto:kathrynbrewer@aud.state.fl.us) or by telephone at (850) 487-9308.

Thank you for your time and cooperation on this matter.