

**AUDIT REPORTS SUBMITTED PURSUANT TO CHAPTER 10.700, RULES OF THE  
AUDITOR GENERAL SUBMITTAL CHECKLIST**

Entity Name: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Contact Person Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person E-mail Address: \_\_\_\_\_

Fiscal Year Audited: \_\_\_\_\_

Date the auditor delivered the audit report to the entity: \_\_\_\_\_

Does the audit report include the following items required by Section 10.730(4), Rules of the Auditor General:

\_\_\_\_\_ The auditor's report on internal control and compliance based on an audit of the financial statements (see Section 10.730(4)(c), Rules of the Auditor General)?

\_\_\_\_\_ The financial statements reported on, together with related notes to the financial statements and required supplementary information, required by generally accepted accounting principles (see Section 10.730(4)(e), Rules of the Auditor General)?

\_\_\_\_\_ The auditor's report on the financial statements (see Section 10.730(4)(b), Rules of the Auditor General)?

\_\_\_\_\_ If applicable, any other auditor's report, related financial information, and auditee-prepared documents required pursuant to Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, the Florida Single Audit Act; Chapter 10.650, Rules of the Auditor General; and other applicable Federal and State law (see Section 10.730(4)(d), Rules of the Auditor General)?

In addition to the above, have the following requirements been complied with:

\_\_\_\_\_ Are all of the elements of the audit report, as prescribed by Section 10.730, Rules of the Auditor General, included in a **single document** (see Section 10.730(4), Rules of the Auditor General)?

\_\_\_\_\_ For direct-support and citizen-support organizations, is the audit report being submitted no later than 9 months after the end of the fiscal year (see Section 10.730(6), Rules of the Auditor General)?

\_\_\_\_\_ For scholarship funding-organizations, is the audit report being submitted no later than 180 days after completion of the fiscal year of the auditee (see Section 10.730(6), Rules of the Auditor General)?

\_\_\_\_\_ For Enterprise Florida, Inc., is the audit report being submitted within 45 days of delivery of the audit report to the auditee, but no later than 9 months after the end of the fiscal year of the auditee (see Section 10.730(6), Rules of the Auditor General)?

\_\_\_\_\_ For Florida Is For Veterans, Inc., is the audit report being submitted within 45 days of delivery of the audit report to the auditee, but no later than December 1 after the end of the fiscal year of the auditee (see Section 10.730(6), Rules of the Auditor General)?

**This checklist should accompany the audit report.** It is suggested that you retain a copy of the checklist for your files. Do not hesitate to contact this office if assistance or clarification is needed regarding reporting requirements. Our telephone and fax numbers, and electronic addresses, are as follows:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

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