

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

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)(b), 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)(d), Rules of the Auditor General)?

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

_____ Any other auditor's reports, 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)(c), 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(5), Rules of the Auditor General, included in a **single document** (see Section 10.730(4), Rules of the Auditor General)?

_____ Are **one** paper copy and **one** electronic copy of the audit report being submitted as required by Section 10.740(2), Rules of the Auditor General?

_____ Is the electronic copy named using all lower case letters as follows? [fiscal year] [name of entity].pdf. For example, the converted document for the 2018-19 fiscal year for "Example Nonprofit" entity should be named 2019 example nonprofit.pdf.

- _____ 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 10.740(1), 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 10.740(1), 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 10.740(1), 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 10.740(1), Rules of the Auditor General)?
- _____ For Scripps Florida Funding Corporation, 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 10.740(1), 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 us if assistance or clarification is needed regarding reporting requirements. Our contact information is as follows:

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Local Government Audits/342
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Tallahassee, Florida 32399-1450

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