

**DISTRICT SCHOOL BOARD, CHARTER SCHOOL AND SIMILAR ENTITIES,  
THE FLORIDA VIRTUAL SCHOOL (INCLUDING FLORIDA VIRTUAL SCHOOL  
GLOBAL), AND VIRTUAL INSTRUCTION PROGRAM PROVIDER  
INSTRUCTIONS FOR AUDIT REPORTS ELECTRONICALLY  
SUBMITTED TO THE AUDITOR GENERAL**

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. District school boards, charter schools and similar entities, Florida Virtual School (including Florida Virtual School Global), and virtual instruction program providers should e-mail the electronic copy of the audit report to [flaudgen\\_dsb\\_charter@aud.state.fl.us](mailto:flaudgen_dsb_charter@aud.state.fl.us). Proper submittal of electronic and paper copies will ensure the timely receipt and review of the audit report.

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 35 megabytes e-mail size capacity, we can arrange to receive the document via file transfer protocol (FTP). For FTP submittal, contact Rick Voss by e-mail at [rickvoss@aud.state.fl.us](mailto:rickvoss@aud.state.fl.us) or by telephone at (850) 412-2892. Alternatively, the document can be saved to a CD and mailed to us with the paper copy. Please note that the required submittal checklist should be provided as a separate document since only the audit report, exclusive of the checklist, will be placed on our Web site.
- Be an exact duplicate of the paper copy submitted.
- Not have security settings applied to it. If there 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. For example, the converted document for the 2017-18 fiscal year for Alachua County District School Board should be named **2018 alachua county dsb.pdf** while the converted document for the 2017-18 fiscal year for Alachua Learning Center, Inc. should be named **2018 alachua learning center.pdf**. Do not include “, Inc.” in the file name. If the charter school goes by a DBA (doing business as), use the DBA in the file name.

Each entity is responsible for reviewing their electronic audit report once placed on our Web site and notifying us of any problems or needed corrections. Questions regarding the electronic submission audit reports, or their security on our Web site, should be directed to Rick Voss by e-mail at [rickvoss@aud.state.fl.us](mailto:rickvoss@aud.state.fl.us) or by telephone at (850) 412-2892.