

INSTRUCTIONS FOR LOCAL GOVERNMENTAL ENTITY 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. Local governmental entities should e-mail the electronic copy of the audit report to flaudgen_localgovt@aud.state.fl.us. Proper submittal of electronic and paper copies will help 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 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 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 2017-18 fiscal year for Alachua County should be named **2018 alachua county.pdf** while the converted document for the 2017-18 fiscal year for the City of Alachua should be named **2018 alachua.pdf**.

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