



Instructions for Submission of Audit Reports and Documents (Revised August 23, 2021)

Recent Process Changes

There are two significant changes to the audit report submission process for reports:

- 1 – The “Transmittal Document” (“TD”) required in previous years is no longer used when submitting FY2021 audit reports. The information that had been captured in the TD is now reported in the Data Input Workbook.
- 2 – File uploads will now be performed via the LGC File Portal at <https://lgcportal.nctreasurer.com>.

Submitting Your Audit Report and Related Documents

When submitting an audit report, please be sure to submit:

- A PDF copy of the audit report (both financial and compliance reports)
- A completed "Unit Data from Audit Worksheet" (found in the [Data Input Workbook](#))

To submit your files, visit <https://lgcportal.nctreasurer.com>.

1. Click on “Audit” then select the file you are uploading (audit report, auditor communication, or data input worksheet).



Submitting Your Audit Report and Related Documents (continued)

2. Complete the information requested in the upload form as required for the file type you are submitting.
3. Attach your file. Note that all files must be PDF format except for the data input workbooks, which must be Excel, and that only one file at a time may be attached.
4. All email addresses provided in the upload form will receive a confirmation email with the date and time the file was received, and information regarding the submission (type of file, fiscal year, unit name, etc.). This email is confirmation only that a file was received; communications will follow from LGC staff with questions, if needed, and following review of the audit report.

Note that this new file portal will also be used for the submission of audit contracts, amended audit contracts, and audit invoices.

For additional assistance please call (919) 814-4299.