

All audits need to be submitted as text-based PDF files. Non-text searchable scanned reports will not be accepted. PDF requirements for audit reports are available at:
<https://harvester.census.gov/facweb/Default.aspx/formoptions.html>

The original Audit Report submission cannot be processed unless we receive the following: Please name the files as follows.
 - PDF file of transmittal document "Unit Name 2019 TD"
 - PDF file of the Audit Report "Unit Name 2019 Audit"
 - PDF file of all communication letters from the auditor to the unit – "Unit Name 2019 comm #1", "Unit Name 2019 comm #2", etc.
 - Excel file "Unit Name 2019 Data Input"

DO NOT USE THE WORDS: City, Municipality, Village, The, etc., in the files names.

Please complete the form below for each unit and include it with the transmission of the audit report.

Name of Governmental Unit	
Fiscal Year End Date (Month/Day/Year)	
E-mail used to Notify the Unit that report has been reviewed	
Name of Audit Firm and Name of Auditor	
E-mail used to Notify the Auditor that report has been reviewed	
E-mail Address of Audit Firm where Approved Invoices are to be sent	

Shaded rows below are required to be completed	Included in Transmission - enter # of files	Transmit at Later Date - Place an "x" as appropriate	Not Issued - Place an "x" as appropriate
Documents			
PDF File of Final Audited Financial Statements and any Compliance Documents			
Separate PDF File of Final Compliance Reports if issued separately			
Excel File – Unit Data Input file			
Management letter – must mark appropriate box			
Other Auditor Communications (AU-C §260. AU-C §265)			
Audit Report Reissuance Form (if applicable)			
Amended Audit Contract Form (if applicable) REMINDER - SUBMIT VIA "LGC CONTRACTS" PORTAL			

Internal Use Only:
 Unit Type _____ Unit # _____
 Date Received in Portal _____

RUSH	A&U
Unit Assistance	
Clean Water	Drinking Water

Financial Reviewer _____ Date Initial Review _____
 Compliance Reviewer _____ Date Initial Review _____
 Date Final Sign Off _____
 Financial Opinion- Modified/Adverse - Yes No
 Compliance Opinion- Modified/Adverse - Yes No
 Manager Reviewer _____ Date Finalized _____

Financial	Yellow Book	Single Audit
WL Issued:	Yes	No
UL Issued:	Yes	No
DPI Issued:	Yes	No
Special UL Issued:	Yes	No
Unit Visit Needed:	Yes	No

Management Review Sign Off In CCH? Yes

Enter the number of major programs to the right	
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