



2019 Instructions for Submission of Audit Reports and Documents

1. Complete Transmittal Document and Gather Files
 - Auditor downloads Audit Report Transmittal Document - 2019
 - Auditor completes transmittal form and gathers all files that will be submitted. At a minimum, submitted documents should include:
 - Audit Report Transmittal Document - 2019
 - PDF copies of the audit report (both financial and compliance reports)
 - Completed "Data Input Worksheet" (in Excel format, not PDF)

NOTE: The Audit Report Transmittal Document has a list of other files that may need to be submitted. Please make sure that all required files are named in accordance with the instructions on the transmittal document.

2. Submit Files
 - Auditor accesses the Leapfile portal at <https://nctreasurerslgfd.leapfile.net>
 - Select "NC Dept. of the State Treasurer - State and Local Government Division - Document Upload Portal"
 - Select "LGC Audit Report and Invoice Submission"
 - Complete contact information as required
 - Enter in the subject line "Unit Name 20XX Audit Report" (example: "Dogwood 2019 Audit Report")
 - In the Message/Description/Instructions box, enter the email addresses of the auditor and unit finance officer
 - Check delivery option if you desire notification that we have downloaded your files (note: this notification does not mean that the audit report has been reviewed, only that we have received and downloaded your files)
 - Select the bar that reads "Select files to send (Regular Upload)"
 - Upload documents by selecting "Browse" then "Upload and Send"

NOTES:

- Be sure to close documents before uploading
- Auditor can send multiple files
- Please make a separate portal submission for each unit of government
- A paper copy of the audit report is not required

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3. Fiscal Management Staff Review

- Fiscal Management staff will download files and review report
- Staff will communicate through email to auditor and unit about any issues using the email addresses provided on the transmittal document
- Both the unit and auditor will be notified by email that the audit was reviewed by the LGC Staff
- Invoices on file will be approved after the audit content review has been finalized

Reissuing Reports: If you received an email notification that your audit report was reviewed and you subsequently need to submit a **reissued** audit report, you **must** complete and submit the *Audit Report Reissued Form* along with the reissued audit report. The **form is not necessary when corrections are made** to the report during the review process.

For additional assistance please call (919) 814-4299