



## 2023 Instructions for Submission of Audit Reports and Related Documents

(Note: these instructions are unchanged from 2022)

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

- A copy of the audit report (both financial and compliance reports) in PDF format
- A completed "Data Input Workbook" in Excel format (workbooks are available [here](#))

To submit your files, go to the LGC File Transfer Portal at <https://lgcportal.nctreasurer.com>.

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



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 file portal is also used for the submission of audit contracts, amended audit contracts, and audit invoices.

For additional assistance please email [SLGFD@nctreasurer.com](mailto:SLGFD@nctreasurer.com)