

SUBMITTING SINGLE AUDITS

➤ Where to Send Audits

Centralized Collection of Audits: As the single audit “Coordinating Agency” for the State of Alaska, the Department of Administration, Division of Finance (DOA/Finance) provides the service of collecting all audits required from entities. This includes state single audits for **state financial assistance** and **federal single audits** for recipients of federal pass-through monies distributed by a state agency.

Send audits to: **Statewide Single Audit Coordinator**
State of Alaska, Department of Administration
Division of Finance
P.O. Box 110204
Juneau, AK 99811 – 0204

➤ What to Submit in the Reporting Package

Complete Reporting Package includes:

- Financial Statements
- Auditor’s Report
- Schedule of Expenditures of Federal Awards (as applicable)
- Schedule of State Financial Assistance (as applicable)
- Schedule of Findings and Questioned Costs (as applicable)
- Summary Schedule of Prior Audit Findings (as applicable)
- Corrective Action Plan (as applicable)

Number of Copies:

State Single Audit	Federal Single Audit	Federal and State Single Audits Bound Together
<ul style="list-style-type: none">• 1 copy for EACH State of Alaska agency listed on the Schedule of State Financial Assistance• 1 copy for DOA/Finance	<ul style="list-style-type: none">• 1 copy for EACH State of Alaska agency listed on the Schedule of Expenditures of Federal Awards.• 1 copy for DOA/Finance	<ul style="list-style-type: none">• 1 copy for EACH State of Alaska agency listed on either the Schedule of Expenditures of Federal Awards or the Schedule of State Financial Assistance.• 1 copy for DOA/Finance

After receipt and review of complete reporting packages, DOA/Finance will distribute the packages to the various State grantor agencies.

If you have questions, please contact the Single Audit Coordinator at 465-4666

Note: School districts are required to send a complete reporting package and management letter directly to the Department of Education & Early Development.