

# SUBMITTING SINGLE AUDITS

The State of Alaska’s Single Audit Coordinator collects and reviews all single audits required of the State’s grantees. This includes both **STATE SINGLE AUDITS** for recipients of state financial assistance; and **FEDERAL SINGLE AUDITS** for recipients of federal funds passed through a State of Alaska agency.

## Mail Single Audits to:

Single Audit Coordinator  
 State of Alaska, Department of Administration  
 Division of Finance  
 P.O. Box 110204  
 Juneau, AK 99811 – 0204

## What Documents to submit to the Single Audit Coordinator’s Office:

<b><u>A complete single audit report package will include:</u></b>	<b><u>State Single Audit</u></b>	<b><u>Federal Single Audit</u></b>
Financial Statements & Notes to the Financial Statements	X	X
Independent Auditor’s Report	X	X
Schedule of Findings and Questioned Costs	X	X
Schedule of Expenditures of Federal Awards		X
Schedule of State Financial Assistance	X	
Corrective Action Plan ( <b>when applicable</b> )	X	X
Summary Schedule of Prior Audit Findings ( <b>when applicable</b> )	X	X

## Number of Single Audit Reports to be Mailed to the State:

<b>State Single Audit Only (No Federal Single audit was done)</b>	<b>Federal Single Audit Only (No State Single audit was done)</b>	<b>Both a Federal <u>and</u> a State Single Audit was done on your organization</b>
<ul style="list-style-type: none"> <li>1 copy for <b>EACH</b> State of Alaska agency listed on the <b>Schedule of State Financial Assistance</b>, and</li> <li>1 copy for DOA/Finance</li> </ul>	<ul style="list-style-type: none"> <li>In most cases, for audits after 12/31/2015, we can obtain the audit copy from the Federal Single Audit Clearinghouse;</li> <li>Otherwise, we’ll be in touch</li> </ul>	<ul style="list-style-type: none"> <li>1 copy for <b>EACH</b> State agency listed on <u>either</u> the <b>Schedule of Expenditures of Federal Awards</b> or <b>Schedule of State Financial Assistance</b>, and</li> <li>1 copy for DOA/Finance</li> </ul>

After receipt, review and acceptance of a grantee’s single audit report, the single audit coordinator’s office will distribute an audit report package to all applicable State granting agencies.

## If you have questions, please call 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.