

SUBMITTING SINGLE AUDITS

WHERE TO SEND AUDITS

Centralized Collection of Audits: The division of finance provides the service of collecting and reviewing audits required from grantees. This includes **state single audits** for state financial assistance and **federal single audits** for recipients of federal pass-through assistance distributed by a state agency.

Email Audit Packages to: single.audit@alaska.gov

For dual certification purposes the CPA firm must email in the audit package and CC the client. The client should respond to the email confirming the report attached is the final agreed-upon version. No response will be considered concurrence.

WHAT TO SUBMIT FOR A COMPLETE REPORTING PACKAGE

Be sure to include the audited financial statements and all applicable items of a complete reporting package as described on page nine of the State Single Audit Guide.

State Single Audit Only (No Federal Single Audit was done)	Federal Single Audit (No State Single Audit was done)	Federal and State Single Audit both performed
<ul style="list-style-type: none">• Email copy to the State Single Audit Coordinator following dual certification directions provided above	<ul style="list-style-type: none">• In <i>most</i> cases, for audits after 12/31/2015, we can obtain the audit copy from the Federal Audit Clearinghouse;• Otherwise, email copy to the State Single Audit Coordinator following dual certification directions provided above	<ul style="list-style-type: none">• If all reports are uploaded to the Federal Audit Clearinghouse, we can obtain a copy from there• Otherwise email copy to the State Single Audit Coordinator following dual certification directions provided above

Note: School districts have an **additional** requirement to send a complete reporting package, including management letter, directly to Department of Education & Early Development.

After receipt and review of the **complete reporting package**, the single audit coordinator's office will distribute the audit package to the appropriate state funding agencies.



If you have questions, please contact the Single Audit Coordinator at (907) 465-4666.