



**DATE:** July 18, 2012  
**TO:** Chief Fiscal Officers  
**FROM:** Alan Skelton, State Accounting Officer   
**RE:** Status of Prior Year Findings

In order to coordinate the process of collecting the status of findings for FY 2012, the State Accounting Office is providing an online form again this year. From these forms/reports the State Accounting Office will compile a summary schedule of prior year findings for inclusion in the Statewide Single Audit Report as required by OMB Circular A-133. It is critical that your agency review and follow the instructions carefully for preparing the response for each of the findings identified for your agency.

### **What Does My Agency Need to Do?**

Access the online form at <https://saosters.state.ga.us/sars/> and submit your agency responses to each finding no later than **August 10, 2012**.

Under your agency name, you will find a drop down list for each audit finding that remained open (unresolved or partially resolved) from your organization's prior year single audit report. Follow the steps below to complete the form per the guidance provided in the attached instructions.

### **What Are the Steps to Complete the Online Form?**

1. Click on 'Prior Year Findings Form' link
2. Choose your agency from the dropdown list provided. Click 'Select Entity'.
3. Choose applicable finding from the Finding Control Number dropdown. Click 'Select Finding'.
4. Verify that Control Category and Deficiency are correctly populated.
5. Following the guidance in the attached instructions, select one status of findings from list provided.
6. Fill out the Comments box per attached instructions, if necessary.
7. Select 'Submit' to save your response to the database, or 'Cancel' to select another finding.
8. Return to Step 2 to prepare status for any additional findings as necessary.

### **Who Do I Call if I Have Questions?**

Call (404) 463-1450 or e-mail Janet Arsenault, Accounting Manager/State Accounting Office at [jarsenault@sao.ga.gov](mailto:jarsenault@sao.ga.gov)