

DATE: July 15, 2014
TO: Agency Contacts
FROM: Kris Martins, Director – Statewide Accounting and Reporting
RE: Status of Prior Year Findings - **DUE AUGUST 29, 2014**

In order to coordinate the process of collecting the status of findings published in the FY13 Single Audit Report, the online Findings Collection System will be available beginning August 1, 2014. From this system 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 submitting the response for each of the findings identified for your agency.

What Does My Agency Need to Do?

If you have not already done so, please request access to the new system at <https://www.audits.ga.gov/auth>. If you already have an account, you will need to request access to the new application by clicking “Request Access”. Select your Organization type and Organization name. You will select Findings Collection System in the “Select an Application” drop down box.

If you do not already have an account, please click “Create New Account” and once your account has been created, proceed with the previous instructions for requesting access to the application.

Under your agency name, you will find a box showing a summary of Prior Audit Findings and Current Year Findings. 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. If there are Prior Audit Findings under Needing Response, click on the number.
2. Once you click on the number, you should see a list of findings by Finding #.
3. Refer to Guidelines at the top right of screen for information on responses.
4. Click on a Finding # to enter a response.
5. Enter a response for each finding. Refer to blue circles with “i” for more information on each required field.
6. Once you have completed the response form, click Submit

Who Do I Call if I Have Questions?

Call (404) 463-1079 or e-mail Bobbie Davis, Senior Financial Reporting Manager/State Accounting Office at bdavis@sao.ga.gov