

## **Electronically-Submitted Annual Audit Reports**

### Background

One of the functions of Municipal Services is to serve as the repository of municipal audit reports, prepared and submitted to us pursuant to K.S.A. 75-1117 *et seq.* Each year as many as 950 annual municipality audit reports are submitted for review and filing, the vast majority of which are in bound, paper form. However, over the past several years we have seen a gradual growth of electronically-submitted reports, to the point where we now receive, on an annual basis, 40 or so e-audit reports that have been submitted, generally, independent of the auditor. These files are saved and safely stored on our network drive according to audit fiscal year.

To this point in time we have not considered any sort of push or effort to encourage submission of annual audit reports in an electronic format, but based upon the benefits in paper reduction and reduced storage expense that we are seeing in the first year of electronically-submitted budgets, we now believe that proportionately similar benefits might be realized from receipt of a greater number of electronically-submitted audit reports.

### Proposal

We kindly ask that you consider future submission of your annual audit report via electronic means. Specifically, we ask that you consider sending to us, as an e-mail attachment, a .pdf of your report, in lieu of the bound, paper report.

Pursuant to the current practice – and the practice that will continue for all audits submitted in paper form – the audit report is received by mail, accompanied by a check or warrant in the amount of the audit report filing fee, payable to the Director of Accounts and Reports. Correspondence acknowledging receipt of the audit report is then generated and mailed back to the submitting entity.

For audit reports submitted by electronic means, we ask simply that the report be converted to a .pdf format and sent as an attachment to an e mail, addressed to [armunis@da.ks.gov](mailto:armunis@da.ks.gov). Upon receipt a reply will be sent, acknowledging our receipt of the report and accompanied by a reminder that the filing fee may be transmitted via mail (mailing address will be included), or via facsimile for credit card payments (a credit card form will be attached to our e-mail response). Upon delivery of the filing fee correspondence acknowledging receipt of the audit report will be generated and mailed back to the submitting entity.

We request that files be named as follows: [audit year][name of municipality; lower case][two-letter county abbreviation; upper case].

### Thank You

Thank you for your consideration of this request. Should you have any questions or suggestions please feel free to call Mark Handshy at 785.296.4799, or Rogers Brazier at 785.296.2846, or e-mail us at [armunis@da.ks.gov](mailto:armunis@da.ks.gov).