



STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

TO: Independent Auditors Engaged in Auditing Nonprofit Agencies,
Tourism Districts, and/or Audited Agencies

FROM: Robert Dakers, Executive Finance Officer, Office of Finance

DATE: September 29, 2017

SUBJECT: Deadlines and Extension Requests for Filing Audit Reports

A handwritten signature in black ink, appearing to read "602".

Section 7-393 of the Municipal Auditing Act and/or Section 4-232 of the State Single Audit Act require audit reports to be submitted to the Secretary of the Office of Policy and Management (OPM) **within six months** after the end of the fiscal year of the entity under audit.

State Statutes allow the Secretary of OPM to grant an extension for filing the audit report past the statutory due date. In order for an extension to be considered, the attached **Extension Request Form** must be submitted to OPM no later than 30 days prior to the required filing date.

Both the independent auditor and the chief executive officer of the entity under audit must sign the request. In addition, the request submitted must provide specific and detailed information as to the reason why an extension is necessary.

All audit reports (financial or State Single Audit) required to be submitted to OPM, must be submitted both by hardcopy to OPM and filed electronically on OPM's electronic audit reporting system (EARS) by the independent auditor. You can electronically file your clients' audit reports on EARS by clicking on the link below. Detailed instructions for using the electronic audit reporting system can be found under the "help" menu in EARS.

<https://www.appsvcs.opm.ct.gov/Auditing/Home.aspx>

Audit reports received after the statutory deadline, or the extension date granted by the Secretary of OPM, may be subject to a civil penalty of not less than one thousand, but not more than ten thousand dollars. Such penalty may be assessed against the independent auditor and/or the entity under audit.

The schedule below signifies the fiscal year ends and filing deadlines for the majority of entities.

<u>Fiscal Year Ended</u>	<u>Required Filing Deadline*</u>
June 30, 2017	January 2, 2018
September 30, 2017	April 2, 2018
December 31, 2017	July 2, 2018

* Reports may be hand-delivered or mailed (postage date stamped) by the required filing date.

Under the State Single Audit Act, corrective action plans are required for both financial statement findings and findings regarding state financial assistance programs. The corrective action plan should be prepared by the auditee in time to be submitted with the audit report package. Although some elements of the corrective action plan are frequently summarized within the State Single Audit report and reported as "management's response" to an audit finding, a fully detailed corrective action plan is required to be reported separately from the audit findings reported in the State Single Audit report. Therefore, the corrective action plan should not be included in the Schedule of Findings and Questioned Costs but must be included in the audit reporting package submitted to OPM as the cognizant state agency. *The audit report package submitted to OPM both electronically and by hardcopy, will not be considered complete without the corrective action plan and Summary Schedule of Prior Audit Findings, unless these items are not applicable.*

The extension request form and the September 2017 Audit Risk Alert on the filing of audit reports and corrective action plans with OPM can be located on our [Commonly Requested Audit Forms webpage](#). If there are any questions regarding the matters above, please contact Bill Plummer at 860-418-6367 or Jean Gula at 860-418-6283.

cc: Gloria McCree, Department of Education
 Gerald Dobek, Department of Transportation
 Lorraine Paris, Department of Transportation
 Steve Pons, Department of Economic and Community Development
 Christina Keune, Department of Housing

Enclosure

cc: Nonprofit Entities, Tourism Districts and Audited Agencies