



2021 Instructions for Download of Data Input Workbooks (for Audits on or after June 30, 2021)

2021 Data Input Workbook incorporates the Unit Data from Audit Worksheet, TD Info Completed by Auditor Worksheet and Performance Indicators Print Worksheet

1. Access and save the data input workbook for your unit type
 - Data input workbooks can be accessed at the NC Treasurer's website from the "Submitting Your Audit" web page under *Audit Reports, Data Input Workbooks*
 - Select the data input workbook for your unit category from *Data Input Workbook*
 - Save the data input workbook to your computer as "Unit Name 2021 Data Input"
2. Complete the data input workbook
 - From the *Unit Data from Audit Worksheet* tab, click on the cell "D2" and select the unit name from the drop down list
 - Complete remainder of the worksheet using the final copy of the audit report
 - Email the completed Unit Data Input Workbook to your auditor
 - Auditor completes *TD Info Completed by Auditor* and *Performance Indicators Print worksheets*
3. Following the *Instructions for Submission of Audit Reports for Review and Documents – 2021*, the auditor will submit to the LGC
 - Unit Data Input Workbook
 - Audit report
 - Any auditor communications

NOTES:

- Auditors can complete the *Unit Data Input Workbook* for the client: however, if a fee is charged the contract must be amended if the contract total does not include this fee.
- The Excel file should not be printed and sent by mail or fax. It must be sent through the portal as an Excel file. It should not be converted to a PDF file.

For additional assistance please call (919) 814-4299