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STATE AND LOCAL GOVERNMENT FINANCE DIVISION
AND THE LOCAL GOVERNMENT COMMISSION

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2020 Instructions for Submission of Audit Reports and Documents

1. Complete 2020 Transmittal Document and gather files

- ❖ Auditor downloads 2020 Transmittal Document (in Excel)
- ❖ Auditor completes TD Info from Auditor worksheet and gathers all files that will be submitted. At a minimum, submitted documents should include:
 - 2020 Transmittal Document (Excel format not PDF)
 - PDF copies of the audit report (both financial and compliance reports)
 - Completed "Unit Data from Audit Worksheet" (found in the Data Input Workbook)

NOTE: The 2020 Transmittal Document has a list of other files that may need to be submitted. Please make sure that all required files are named in accordance with the instructions on the transmittal document.

2. Submit Files

- ❖ Auditor accesses the Leapfile portal at <https://nctreasurerslgfd.leapfile.net>
- ❖ Select "NC Dept. of the State Treasurer - State and Local Government Division - Document Upload Portal"
- ❖ Select "LGC Audit Report and Invoice Submission"
- ❖ Complete contact information as required
- ❖ Enter in the subject line "Unit Name 20XX Audit Report" (example: "Dogwood 2020 Audit Report")
- ❖ In the Message/Description/Instructions box, enter the email addresses of the auditor and unit finance officer
- ❖ Check delivery option if you desire notification that we have downloaded your files (note: this notification does not mean that the audit report has been reviewed, only that we have received and downloaded your files)
- ❖ Select the bar that reads "Select files to send (Regular Upload)"
- ❖ Upload documents by selecting "Browse" then "Upload and Send"

NOTES:

- ❖ Be sure to close documents before uploading
- ❖ Auditor can send multiple files
- ❖ Please make a separate portal submission for each unit of government
- ❖ A paper copy of the audit report is not required

3. LGC Staff Review

- ❖ LGC Staff will download files and review report
- ❖ Staff will communicate through email to auditor and unit about any issues using the email addresses provided on the transmittal document
- ❖ Both the unit and auditor will be notified by email that the audit was reviewed by the LGC Staff
- ❖ Final invoices on file will be approved after the audit content review has been completed

Reissuing Reports: Any time an audit requires corrections, or the report is resubmitted for any reason, the Unit is required to resubmit a Unit Data from Audit Worksheet in the Data Input Workbook with the corrections including re-certification of the Finance Officer or Interim Finance Officer. The completed Audit Report Reissued Form is required with the re-submission as well.

For additional assistance please call (919) 814-4299