



**STATE EXAMINER DIRECTIVE 2017-1**

Date: January 19, 2017

Subject: CAFR Audits

Authority: IC 5-11-1; IC 5-11-1-30

Application: This Directive applies to all political subdivisions that choose to get a Comprehensive Annual Financial Report (CAFR)

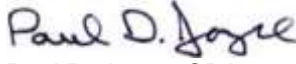
From: Paul D. Joyce, CPA, State Examiner

The purpose of this Directive is to establish procedures and a timeline for the receipt of draft financial statements and supporting documentation and the assignment of audit teams for CAFR engagements, excluding the state audit.

In order to perform the audit and required reviews in sufficient time for an on time CAFR submission (6 months after fiscal year-end), draft financial statements, including note disclosures, management discussion & analysis (MD&A), required supplementary information (RSI), and supporting documentation must be submitted to the SBOA office **on or before 90 days** after fiscal year-end. The draft financial statements and other information must be complete and reconciled. Supporting documentation needs to support the calculations made for each amount within the financial statements and other information and should agree to the entity's records. This documentation needs to be submitted via email to [CAFRsubmission@sboa.in.gov](mailto:CAFRsubmission@sboa.in.gov)

There are circumstances, such as computer conversion or change in key personnel, that occasionally arise that prevent an on time submission. SBOA Audit Coordinators may discuss with the entity's management a later date for providing the draft financial statements, note disclosures, MD&A, RSI, and supporting documentation referenced above in these cases.

Regardless of the planned submission date of the entity, a team will not be assigned to begin field work until the required drafts and supporting documentation have gone through a preliminary review by designated SBOA personnel. Upon completion of the preliminary review and determination that the entity's submission appears complete, an audit team will be assigned to begin field work.

  
Paul D. Joyce, CPA  
State Examiner