



	<u>YES</u>	<u>NO</u>	<u>NA</u>
1. Did you inform the town, city or Borough clerk to that part of Section 7-394 of the General Statutes which provides that within one week after receiving the audit report he/she shall cause to be published a legal notice in a newspaper having a substantial circulation in the municipality that the report is on file in said clerk's office?	_____	_____	_____
2. Did you obtain a letter from municipal counsel with respect to unpaid or pending judgments and as to any other legal proceeding affecting the municipality's finances?	_____	_____	_____
3. Were financial statements and/or books and records of the entity made available within a reasonable time after the close of the fiscal year?	_____	_____	_____
4. Was a separate management letter issued in addition to the Internal Control Report? If so, it should be submitted to the Office of Policy and Management with the audit report.	_____	_____	_____
5. Were municipal officials (including the chief elected or executive official and governing body of the municipal entity) made aware of findings and recommendations resulting from the audit?	_____	_____	_____
6. Federal Single Audit Act as Amended, 1996; OMB Circular A-133, revised in 2007			
(a) Did you conduct a Single Audit of Federal Financial Assistance expended by the entity for FY 12-13?	_____	_____	_____
(b) Is a copy of the Single Audit included in the reporting package submitted?	_____	_____	_____
7. State Single Audit Act as amended by P.A. 09-7; Regulations to the SSA Act as amended by P.A. 09-7			
(a)(1) Did you conduct a Single Audit of State Financial Assistance expended by the entity for FY 12-13?	_____	_____	_____
(2) Did you conduct a program-specific audit of the entity's single state program?	_____	_____	_____
(b) Is a copy of the State Single Audit or program-specific audit included in the reporting package submitted?	_____	_____	_____
(c) Were officials (including the chief elected or executive official and governing body of the municipal entity) made aware of the requirement under the State Single Audit Act to submit a Corrective Action Plan (CAP) [C.G.S. Sec. 4-233(d)]?	_____	_____	_____