



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

January 4, 2012

TO: Michigan Transit Agencies with December 31st Year End

SUBJECT: Annual Audit Notice

This is a reminder that audits for transit agencies with a fiscal year ending December 31, 2011, are due six months after the end of the local fiscal year.

The Audit Guide for Transportation Authorities and the Annual Audit Information letter (which supplements the Audit Guide with annual percentages, clarifications, and other necessary information) are located at our website at www.michigan.gov/mdotptd. In the "Resources" block, click the drop down arrow, click on "Audit/Accounting Information" section, then click "go."

The procedure for complying with the audit requirements can be found on our website at: www.michigan.gov/mdotptd. In the "Resources" block, click on "Reference Manual for Transit Agencies," then click "go." Scroll down to the "Audits – Payments" section, then click on "Audit Deadlines and Submitting a Deficit Elimination Plan." Please comply with the "Actions Needed" section of the external procedure.

Please contact Trish D'Itri, Auditing Specialist, at (517) 335-2535 or by email at ditrit@michigan.gov with questions or if you need website information mailed to you.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon L. Edgar".

Sharon L. Edgar, Administrator
Office of Passenger Transportation