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STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

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STATE TREASURER

NUMBERED LETTER 2008-4

FILING REQUIREMENTS FOR THE AUDIT REPORT AND THE AUDITING PROCEDURES REPORT (Replaces Numbered Letter 2008-3)

Issued By: Local Audit and Finance Division, Bureau of Local Government Services

Issue Date: August 22, 2008

2008-4. This Numbered Letter announces a change in the method of filing both the audit report and Form 496, the Auditing Procedures Report (APR), with the Local Audit and Finance Division (LAFD). This Numbered Letter supersedes 2008-3

AUDIT REPORT AND AUDITING PROCEDURE REPORT

Following are deadlines for new requirements:

1. Effective immediately, a revised version of the auditing procedures report is to be used and is available at our website.
2. Effective January 1, 2009, all audit reports **and** all auditing procedures reports (APR), required under Public Act 2 of 1968 and Public Act 71 of 1919, must be submitted electronically (Submitted electronically means that the audit report and APR is to be **uploaded** to our website **as separate documents**).
3. Effective upon implementation of electronic submission, files must meet a required naming convention or they will not be accepted. The file name must begin with the six digit municipal code, fiscal year of the audit, and add "audit" or "APR" to identify the file content. (i.e., 3520102008Audit... or 3520102008APR...)

Municipal codes for each local unit can be found by clicking on [MuniCode](#). No other characters should come before this 10 digit filename but any additional naming convention may be added after it. *Implementation of this requirement is necessary at the time of electronic submission.*

Beginning January 1, 2009, audits and auditing procedure reports (APR) filed or received in any other format will be deemed an unacceptable audit (see Numbered Letter 2008-2). *The ability to file electronically is available now and the adoption of this filing method before January 1, 2009 is strongly encouraged.*

The APR form (Form 496), instructions and additional information are available by clicking one of the links below or by visiting our website at www.michigan.gov/treasury:

- [Auditing Procedures Report \(Form 496\)](#)
- [Instructions for Michigan Form 496 Auditing Procedure Report](#)
- [MuniCodes](#)
- [Instructions and additional information for the electronic submission process](#)

LAW AND ANALYSIS

Public Act 2 of 1968, as amended, the Uniform budgeting and Accounting Act, authorized the Department of Treasury to prescribe the format in which both the audit and auditing procedures report must be filed. Michigan Compiled Law 141.427 states:

- (1) The state treasurer shall prescribe minimum auditing procedures and standards and these shall conform as nearly as practicable to generally accepted auditing standards established by the American institute of certified public accountants.
- (2) A report of the auditing procedures applied in each audit shall be prepared on a form provided for this purpose by the state treasurer. **The state treasurer may require that the audit report, or the report of auditing procedures, or both, that are required by this subsection to be filed with the state treasurer be filed in an electronic format prescribed by the state treasurer.** (Emphasis added)

NOTE: An audit will not be considered filed with the Department unless an APR has been submitted for that audit. See Numbered Letter 2008-2 for the definition of an acceptable audit. If you have any questions, please contact our office.

Issued by:

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