

Financial Automation Submission & Tracking (FAST)

Municipal and County Audit Module Quick Tips

Transmission of the annual Audit through FAST for municipalities and counties includes both the upload of required documentation and two separate submissions – one by the Auditor/Registered Municipal Accountant (RMA) of record and one by the entity’s Chief Financial Officer. Below are detailed instructions for completing the municipal and county audit submission process through FAST.

1) Summary

The Summary tab will display the name of the municipality, the budget year subject that is subject to the audit, the name of the audit report, and the name of the RMA of record. All information except for the RMA of record will prepopulate and are not editable. The name of the RMA of record must be selected by the Chief Financial Officer using the lookup option (magnifying glass icon). If the RMA of record is not an option in the selection, that individual must request FAST access to the municipality or county.

Do not list the name of the CFO as the RMA of record on the Summary tab.

2) Auditor of Record Submission Process

Notes and Attachments:

The following documents (as applicable to each municipality and county) are required to be uploaded prior to the auditor of record completing their component of the audit submission:

- 1) Audit
- 2) Single Audit (Separate Attachment from Audit)
- 3) Internal Control Questionnaire
- 4) Dog Report
- 5) Court Report
- 6) Uniform Construction Code (UCC) Report
- 7) Other Related Documentation Not Specified in #1 through #6

For each of the documents above, there is a specific category in the audit module where they are to be uploaded. Up to the point of auditor submission, users may remove incorrect documents or attachments that were inadvertently uploaded to the wrong category. If any of the above documents need to be replaced after the auditor of record has submitted in FAST, please contact the Division for assistance. **Do not upload a document to the “Other” category if there is a specific category listed for it.**

PLEASE NOTE: At this point in the process, the Proof of Publication of Synopsis of Audit, Corrective Action Plan Resolution, and Group Affidavit cannot be uploaded as those categories are not available until it is the CFO’s step of the Audit submission process. Further, do not upload these documents to the “Other” category. Separate categories for each of these documents will be available at the CFO’s step of the audit submission process.

Submit for Review – Auditor of Record:

Once all applicable documents for the above categories have been uploaded, the RMA of record must navigate to the “Submit for Review” tab, check the boxes as to what has been uploaded, and click the “Submit” button. Upon successful confirmation, the CFO will receive notification to upload their required documentation for the Audit submission.

3) Chief Financial Officer Submission Process

The following documents (as applicable to each municipality and county) are required to be uploaded after the auditor of record has completed their submission, but prior to the CFO completing their component of the audit submission:

- 1) Group Affidavit Certification
- 2) Proof of Publication of Synopsis of Audit
- 3) Corrective Action Plan Resolution
- 4) Other Related Documentation Not Specified in #1 through #3

For each of the documents above, there is a specific category in the audit module where they should be uploaded. Up to the point of CFO submission, users may remove any incorrect documents or attachments that were inadvertently uploaded to the wrong category. **Do not upload a document to the “Other” category if there is a specific category listed for it.**

Submit for Review – Chief Financial Officer:

Once all applicable documents for the above categories have been uploaded, the Chief Financial Officer must navigate to the “Submit for Review” tab, check the boxes for what has been uploaded, and click the “Submit” button. Upon successful confirmation, the CFO will receive an email confirmation. The final status of the Audit record in FAST must be “CFO Submitted” to constitute a completed Audit submission to the Division of Local Government Services.