



STATE OF TENNESSEE
 COMPTROLLER OF THE TREASURY
 DEPARTMENT OF AUDIT
 DIVISION OF LOCAL GOVERNMENT AUDIT

Who should I contact with questions related to the contract audit process?

Initial Contact:

Tammy Steele
 (615) 401-7909
Tammy.Steele@cot.tn.gov

You may or may not be redirected to another LGA staff member for further assistance.

Additional Guidance:

Tutorial Information:

If you are new to our audit contracting process, a user's manual as well as instructional videos and flowcharts are accessible through the welcome page of our online Contract and Report System (CARS). CARS can be accessed through our website's Online Services.

General Contact Information:

Local Government Audit
 615.401.7841
LGA.Web@cot.tn.gov

CONTRACTING ISSUES

The following areas address questions frequently received by our office related to the contract audit process.

1. Filing an Audit after the Due Date

If you believe an audit report will not be submitted by the due date in your executed contract to audit accounts, you should submit an extension notification to our office.

The extension notification should be submitted through the Contract and Report System (CARS) which can be accessed through our website's Online Services. The "Extend Report Due Date" feature is part of the "Manage Audit Contracts" section.

Every effort should be made to file the audit report in a timely manner.

2. Viewing and Printing an Approved Contract

Q: I've tried several times to open my approved contract to audit accounts through CARS. From the Main Menu I choose Manage Audit Contracts and then click the "Files" link at the end, but nothing happens.

A: You may be having a problem printing the contract if you have not enabled pop-ups. Please try printing the contract again after allowing pop-ups. Then, once you select the "Files" link, the system will pop up an additional screen with a link to the contract. If you still experience problems, please contact us.

3. Independence

Q: Is it permissible for an auditor to execute a contract to audit accounts with an organization if, at the outset, there is reasonable evidence to question whether the auditor can meet the independence criteria established by the GAO in the Yellow Book (*Government Auditing Standards*)?

A: A contract to audit accounts should not be submitted to the Division of Local Government Audit if the auditor believes he will not be able to issue an opinion on the financial statements due to a lack of independence. If a contract has already been executed and the auditor discovers that he will not meet the independence criteria established in *Government Auditing Standards*, the auditor should cease work immediately and notify both the client and the Division of Local Government Audit of the lack of independence, preferably in writing. Personnel with the Division of Local Government Audit will provide additional guidance regarding the audit based on the relevant facts on a case-by-case basis.