

DATE: January 16, 2008

TO: Agency Addressed (No. 07, 2007-2008)

FROM: Douglas A. Darling, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: FLORIDA SINGLE AUDIT ACT TRAINING

The Bureau of Auditing will continue to conduct training on the Florida Single Audit Act (FSAA). Two different training modules will be presented this year. The first module will be an introduction to the FSAA focusing on state awarding agencies' responsibilities and the required forms to be completed. The second module will be on the State Project Compliance Supplement with a focus on providing a better understanding of the compliance requirements and to provide a basic foundation for the preparation of the Supplement. The last hour of this module will be a workshop dedicated to assisting state agency personnel who are in the process of writing a compliance supplement.

Training sessions for 2008 will be held on February 7, March 6, April 10, May 8, June 5, July 10, August 7, September 11, October 9, November 6 and December 11. The training will be conducted from 9:00 AM – 11:00 AM for the Introduction to the FSAA module and 1:00 PM – 4:00 PM for the Compliance Supplement module in Room 180 (Room 152 for the April 10 session) at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399.

State agency personnel responsible for the Florida Single Audit Act are strongly encouraged to attend one or both of the modules. Employees may register by contacting Jena Price at 850-413-3060, Suncom 293-3060 or [Jena.Price@fldfs.com](mailto:Jena.Price@fldfs.com).