

DATE: March 14, 2006

TO: Agency Addressed (No. 15, 2005-06)

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

SUBJECT: Florida Single Audit Act Training Needs Assessment Workshop

The Bureau of Auditing will be administering Florida Single Audit Act (FSAA) training in the near future. We will conduct an FSAA training needs assessment workshop prior to this endeavor in order to better serve agencies' needs and concerns. This workshop will be an opportunity for each agency to identify specific areas of training that would be most informative and useful for its needs. Agency representatives responsible for the Florida Single Audit Act are strongly encouraged to attend.

The training needs assessment meetings will be conducted at the Betty Easley Conference Center, 4075 Esplanade Way, Tallahassee, Florida 32399. Workshop sessions will be held in room 182 on Monday, March 20, 2006 from 9:00 AM – 11:00 AM and 2:00 PM – 4:00 PM. Another workshop session will be held in room 180 on Friday, March 24, 2006 from 9:00 AM – 11:00 AM. A second session may be held on Friday, March 24, 2006 from 2:00 PM – 4:00 PM if needed. Employees may register for a session by contacting Shane Lewis at (850) 413-5616, Suncom 293-5616 or [shane.lewis@fldfs.com](mailto:shane.lewis@fldfs.com).