


# **Navigating in the Electronic Age: Paperless Accounting and Auditing**



**Presented by C. Michelle Blackstock, CPA  
Partner, Grau & Associates**

# Uniform Accounting System Manual

- F.S. 218.32 requires each local government reporting entity to submit annual financial information to the Department of Financial Services (“DFS”)
- F.S. 218.33 designates DFS to “make such reasonable rules and regulations regarding uniform accounting practices and procedures by local governmental entities in this state...”
- 2009 Edition of UAS for Florida Special District can be found at [www.fldfs.com](http://www.fldfs.com)

## Electronic Files

- The UAS chart of accounts should be used in the District's accounting system which produces the internal financial information
- The internal financial information can then be exported to an electronic file and used by the external auditor and Board

# Audit Stages

## Planning


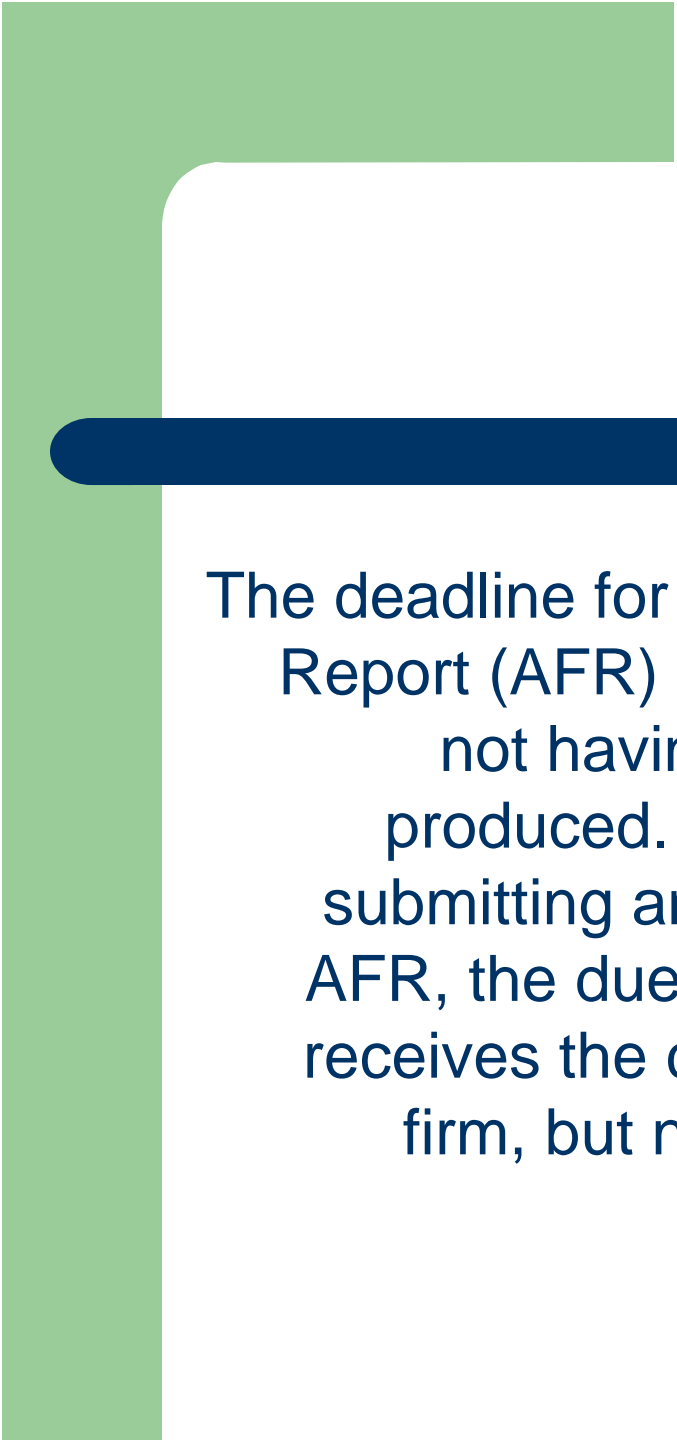
- Trial balance and minutes
- Procedures and internal control
- Inquiry and analytical
- Confirmations

## Fieldwork

- Bank and investments
- Documentation review
- Draft report

# Annual Financial Report (“AFR”)

Local Government  
Electronic Reporting  
(LOGGER) system should be  
used to submit the AFR



The deadline for the Fiscal Year 2008 Annual Financial Report (AFR) is April 30, 2009, if your government is not having an audited financial statement produced. For local governments that will be submitting an audited financial statement with the AFR, the due date is 45 days after the government receives the completed audit from the independent firm, but no later than September 30, 2009.

# Submitting the Audit

The Bureau also needs a copy of the financial statements for certification of the AFR submission. You can submit the financial statements by providing a link to them if you have exported them to your website, electronically as a PDF attachment to [localgov@myfloridacfo.com](mailto:localgov@myfloridacfo.com)

# Safeguarding and Security

- Client and employee security
- District information storage and backup
- Disaster recovery plan

# Fair and Accurate Credit Transactions Act (“FACTA”)

Two regulations:  
Identity Theft Prevention Program  
Users of Consumer Reports

# Navigating New Opportunities for the Future

Paperless or bust!

