

Electronically Submit Your FY 2018–19 Audit Reports

Agencies are encouraged to electronically submit their annual audit reports to the California Department of Education (CDE) for the following programs:

- Child Development
- Nutrition
- Adult Education

To electronically submit an audit report, click on the following link, which will take you to the exFiles File Transfer System that enables file transfers between the CDE and non-CDE organizations.

<https://www3.cde.ca.gov/exfiles/index.aspx?pid=137>

Each fiscal year requires the entry of a unique project code and password. For fiscal year 2018–19, use the following:

Project Code: AUDIT19
Password: UPaudit19

Once you are successfully logged into exFiles, you can upload your audit report by using the browse function to access the location where the file is saved on your computer.

The next step is to include a description for your file. When adding a description, it is important to correctly label your file to ensure that your document is appropriately routed and timely processed. The description should always include the agency's vendor number, the first word of the agency's name (first two words if the agency's name begins with "a" or "the"), fiscal year, and document type. Examples of document types include Single Audit, CAFR, Contractor Audit, Program Audit, Subcontractor Audit, and Management Letter. If a document is a revision to a previously uploaded document, the description should include this information. For example, if CDE's vendor number was V000, a description may be:

V000_California_18–19_2nd Revision Contractor Audit

If you choose to encrypt your file (not recommended), please e-mail the password to AuditSubmissions@cde.ca.gov. When finished click Upload File. A progress bar will identify when the upload is complete.

You do not need to upload more than one copy of the same report. Additionally, if you electronically submit your audit report, there is no need to mail a copy of the audit report.

If you have any questions regarding the above process, please contact the Audits and Investigations Division by phone at 916-322-2288 or by e-mail at AuditSubmissions@cde.ca.gov.