**Electronically Submit Your FY 2019–20 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
* 21st Century Community Learning Centers

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=157>

Each fiscal year requires the entry of a unique project code and password. For fiscal year 2019–20, use the following:

Project Code: AUDIT20

Password: UPaudit20

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.

**File Naming Convention:** When naming your file, it is important to correctly label your document to ensure that it is appropriately routed and timely processed. The name 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 name should include this information. For example, if CDE’s vendor number was V000, a description may be:

V000\_California\_19–20\_2ndRevisionContractorAudit

**Description:** In the description field, include a name and phone number for a person CDE can contact with questions.

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.