

August 11, 2008

To the Agency Addressed:

OMB Circular A-133 states that the preparation of the annual Schedule of Expenditures of Federal Awards (SEFA) is the responsibility of the auditee (the State of Kansas). Allen, Gibbs & Houlik, L.C. and Berberich, Trahan & Co. (AGH, BTC) have been hired to perform the single audit for the State of Kansas. For the fiscal year ended June 30, 2008, the Division of Accounts and Reports will be summarizing the information submitted to us into the SEFA format. Since there is such a large amount of data to be obtained and summarized, all data will be transmitted electronically.

New in FY08, a free form column titled Agency Use has been added so you may include funding or other agency specific program information. This is an optional field added for your convenience.

**If your agency did not expend any federal funds, we would still like the chief fiscal officer to complete the certification tab and indicate, by placing an "X" in the box, that the entity did not expend any federal funds during FY 2008.**

**The following are specific instructions for all State Agencies to follow for the submission of their information to the Division of Accounts and Reports:**

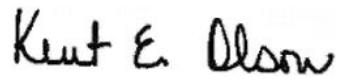
Obtaining and remitting the input form:

1. The form and instructions will be available to download from the Division of Accounts and Reports website at <http://www.da.ks.gov/ar/>.
2. Save the input form to your computer system before entering any data. Save the file using your agency number, fiscal year, and SEFA as the file name (e.g., Department of Social and Rehabilitation Services will use the file name 629 08 SEFA.xls).
3. Input the data (see separate document for specific form instructions) and save the file again on your computer system.
4. Send an email to: [Gail.Barnhart@da.ks.gov](mailto:Gail.Barnhart@da.ks.gov), attaching your completed input form.
5. **Due date September 24, 2008.**

**The submission deadline must be strictly followed in order for all audit work to be completed and the report prepared and submitted to the Division of Legislative Post Audit by December 31, 2008.**

Please direct questions to Gail Barnhart at 785-296-3404 or e-mail: [Gail.Barnhart@da.ks.gov](mailto:Gail.Barnhart@da.ks.gov).

Very truly yours,

A handwritten signature in black ink that reads "Kent E. Olson". The signature is written in a cursive, slightly slanted style.

Kent E. Olson, Director  
Division of Accounts and Reports

KO:gb