

August 5, 2011

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). RubinBrown has been hired to perform the single audit for the State of Kansas. For the fiscal year ended June 30, 2011, the Office of Management Analysis and Standards (MAS) 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.

**All American Recovery and Reinvestment Act (ARRA) expenditures must be shown separately. See the instructions for more information.**

If your agency did not expend any federal funds, we need 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 2011. 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 11 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 23, 2011**.

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, 2011. 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,



Kent E. Olson, Director  
Office of Inspector General  
Department of Administration

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