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**STATE OF HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES**

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

June 26, 2020

**SPECIAL DISTRIBUTION MEMORANDUM NO. 2020-08**

TO: Selected Heads of Departments and Agencies

ATTN: Administrative and Fiscal Offices

FROM: Curt T. Otaguro, Comptroller 

SUBJECT: Financial Information for the State's 2020 Single Audit Report –  
Due August 31, 2020

In accordance with Section 40-4, Hawaii Revised Statutes and OMB Uniform Guidance, we are requesting financial information to assist in the preparation of the State's Single Audit Report for the fiscal year ended June 30, 2020.

The following financial information are requested:

1. FY 2020 Department SEFA Data Sheet Package – See 2020 DAGS SEFA Preparation Instructions.
2. Status of Prior Year's Audit Findings' Corrective Action Plan.
3. Written communications with Federal agencies that oversee expenditures or copies be made available to CAFR/Single Audit auditors, Accuity, LLP.

The financial information requested should be submitted electronically to [bobet-uriel.obedoza@hawaii.gov](mailto:bobet-uriel.obedoza@hawaii.gov) by **August 31, 2020**. The 2020 DAGS SEFA Preparation Instructions, 2020 Department SEFA Data Sheet Package Template, and Status of Prior Year's Audit Findings' Corrective Action Plan Template may be found at the Accounting Division's web page at <http://ags.hawaii.gov/accounting>.

If you have any questions, please contact Lenora D. Fisher, Accounting System Administrator, at 586-0600 or email at [lenora.d.fisher@hawaii.gov](mailto:lenora.d.fisher@hawaii.gov).

Attachments