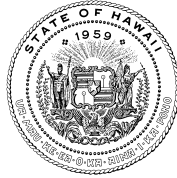


JOSH GREEN, M.D.  
GOVERNOR  
KE KIA'AINA




KEITH A. REGAN  
COMPTROLLER  
KA LUNA HO'OMALU HANA LAULĀ  
  
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DEPUTY COMPTROLLER  
KA HOPE LUNA HO'OMALU HANA LAULĀ

**STATE OF HAWAII | KA MOKU'ĀINA O HAWAII**  
**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES | KA 'OIHANA LOIHELU A LAWELAWE LAULĀ**  
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

July 16, 2024

**SPECIAL DISTRIBUTION MEMORANDUM NO. 2024-10**

TO: Selected Heads of Departments and Agencies  
Administrative and Fiscal Officers

FROM: Keith A. Regan, Comptroller 

SUBJECT: Financial Information for the State's 2024 Single Audit Report – Due **August 30, 2024**

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, 2024.

The following financial information are requested:

1. FY 2024 Department SEFA Data Sheet Package – See 2024 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 made available to ACFR/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 30, 2024**. The 2024 SEFA Preparation Instructions, 2024 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 Ladea M. Nash, Accounting System Administrator, at 586-0600 or e-mail at [ladea.m.nash@hawaii.gov](mailto:ladea.m.nash@hawaii.gov).

Attachments