**Sent from Amy Palmer to Level One organizations with FYE of Sept. 30 on Jan. 9, 2017**

Dear Cultural Service Grantee,

This is a reminder that an audit is due from your organization by **Friday, Jan. 20.**

Organizations receiving CSGP awards of $100,000 or more must submit an auditprepared by an independent certified public accountant.

o   The audit must be conducted in accordance with specific auditing standards including Government Auditing Standards.

o   The audit must include a schedule of CSGP revenues and expenses.  Audits are due to the Cultural Council 110 days after the recipient’s fiscal year end.

o   Please email your audit to Cedric Lewis (cedric@culturalcouncil.org) and Amy Palmer (apalmer@culturalcouncil.org) by the deadline, but preferably as soon as it is ready. Please let me know immediately if there is a problem in meeting this deadline.

o   Audits will be sent to the City of Jacksonville’s Council Auditor’s Office for approval.

o   Following approval of your agency’s audit by the city, you will be instructed to upload the correct audit into Foundant.

 Thanks,

Amy