



From: Ohio Auditor of State's Audit Administration
To: All IPA Firms
Subject: Audit Recipient Distribution Spreadsheet and Client Contact Information
Date: February 5, 2019

Audit Recipient Distribution Spreadsheet

As you are aware, for each audit report submitted to the Auditor of State's (AOS) Center for Audit Excellence for review, your firm is required to submit an audit recipient distribution spreadsheet. The spreadsheet allows the AOS to fulfill our filing responsibility under ORC §117.26 in distributing certified copies of the audit report.

The electronic audit report recipient spreadsheet is located on the AOS website at:
<http://www.ohioauditor.gov/ipa/reporting.html>

The email account used by the AOS to send audit report release notifications has been receiving "bounce-back" responses. Several were automated responses indicating the email account was no longer active or emails should be directed elsewhere. In addition, responses were received from individuals who hadn't worked at the entity in several years.

Emails sent from this account are strictly based on the email addresses listed on the electronic audit report recipient spreadsheet. The "bounce-back" email responses indicate the contact information on the electronic audit report recipient spreadsheet was not current at the time of the audit release.

This is a reminder that responsibility to ensure the accuracy of contact information on the electronic report recipient spreadsheet is accurate rests with the engagement auditor. Please ensure the contact information listed on the spreadsheet is current and accurate at the time the audit report is submitted to the Center for Audit Excellence for review.

Client Contact Information on IPA Portal

Your firm should also ensure the client contact information listed in the IPA Portal is up-to-date and accurate for each of your contracted clients. The client contact listed receives invoice notification and contract modification notification emails; therefore, it is equally important to ensure this information is kept up-to-date

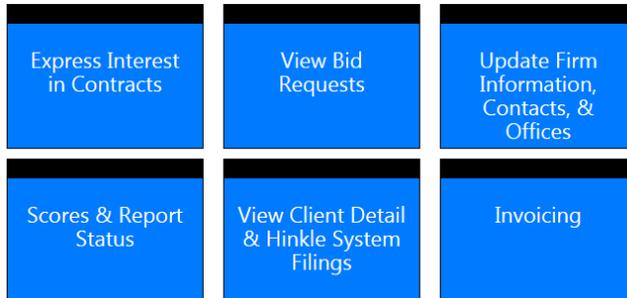
To request client contact changes in the IPA Portal:

Log into the IPA Portal at: <https://ipaportal.ohioauditor.gov/>

To access client contact information, select View Client Detail & Hinkle System Filings.

IPA Portal

Welcome to the Ohio Auditor Of State IPA Portal



The Client Listing will include the Client ID, Client Name and County for each client currently under an open contract with the IPA firm. To access the detail information for a specific client, click on the client name.

View Client Detail **16** (Click on Client Name for Customer Detail and Hinkle System Filings)

Client ID	Client Name	County
18864	Great Trail Joint Fire District	Carroll
35F23	Village of Mogadore	Summit

To change the client contact information, click on “Request ‘BILL TO’ Address Change.”

Customer Detail

Customer Information

Cust Number: **18864**

Cust Name: **Great Trail Joint Fire District**

Cust Type: **Police/Fire/EMS & Ambul Dist.**

Region: **East**

County: **Carroll**

UAN Number: **4532**

UAN Active: **Yes**

[Request 'BILL TO' Address Change](#)

Make the necessary changes under “Updated Address” and click Send Request.

Request Customer Address Change

Customer Name: Great Trail Joint Fire District **Customer Type:** Police/Fire/EMS & Ambul Dist.
Customer Number: 18864 **Region:** East

Address Type: BILL TO - (where the Invoice is mailed) ▾

Current Address		Updated Address	
Contact Name:	Fiscal Officer	Contact Name:	Fiscal Officer
Address Line 1:	PO Box 736	Address Line 1:	PO Box 736
Address Line 2:	120 W. Water St.	Address Line 2:	120 W. Water St.
Address Line 3:		Address Line 3:	
City:	Malvern	City:	Malvern
State:	OH	State:	OH
Zip:	44644	Zip:	44644
County:	Carroll	County:	Carroll
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
		Reason:	<input type="checkbox"/>

If you have any questions about completion of the audit recipient distribution spreadsheet or updating the client contact information via the IPA Portal, please contact our office at IPACorrespondence@ohioauditor.gov.