

State of Maine Audit Finding Response Information

1. Does the authorized official(s) agree with the finding?
 - a. If yes, please provide a statement of position:
 - i. Name of Agency, Bureau or Division agrees with the finding.
 - b. If no, your agency, bureau or division should have already communicated the disagreement with the Office of the State Auditor (OSA).
 - i. If your agency, bureau or division has not already communicated a disagreement with the OSA, please contact OSC immediately. Please do not wait.
 - ii. If you have already communicated your disagreement to the OSA, please provide the OSC with an explanation for the disagreement and supporting documentation that explains your position. Again, please do not wait, this information should be provided as soon as possible.

2. Please provide Corrective Action Taken or To Be Taken.
 - a. Actions that management commits to take or has taken to correct the specific issues and the systemic causes.
 - b. Date completed or a realistic estimated completion date.
 - c. A statement of your position on any questioned costs and a plan to address questioned costs, if necessary.

3. Name of authorized official responsible to implement the corrective action.
 - a. Name
 - b. Title
 - c. Name of department, agency, bureau and/or office
 - d. Phone Number