



DEPARTMENT OF AUDITS AND ACCOUNTS

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Greg S. Griffin
STATE AUDITOR
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June 6, 2018

Good day,

It is time to begin preparing for submission of your Fiscal Year 2018 salary and travel and payments and obligations reports as required by the Transparency in Government Act (TIGA) §50-6-32. TIGA requires all Executive, Legislative and Judicial branches of state government and local boards of education to submit these reports on an annual basis so that the information can be published on the State of Georgia's Open Georgia website (www.open.ga.gov).

Action Required: In order to comply with the Act your entity must submit the following reports:

1. Salary and travel
2. Payments and obligations (Audit History)
3. SPLOST expenditure schedule

Reporting Period: Each report must cover the period from July 1, 2017 through June 30, 2018.

Submission Period: There are separate submission periods for each report:

1. Salary and travel begins July 9, 2018, and is due by August 15, 2018
2. Payments and obligations, begins July 9, 2018, and is due by September 24, 2018
3. SPLOST expenditure schedule is due by December 7, 2018

Reporting Change: New for this year, all local boards of education are required to report payments made using a purchasing card (PCard) separately from all other payments. All PCard transactions should be submitted showing level two detail. A User Guide has been created to assist your entity with creating the new PCard report and is available on our website listed below.

Questions: If you have questions or need more information regarding the reporting process you can visit our website at www.audits.ga.gov/Resources/Tiga.html or call our helpline at 404-732-9100.

Respectfully,

A handwritten signature in black ink that reads "Greg S. Griffin".

Greg S. Griffin
State Auditor