



DEPARTMENT OF AUDITS AND ACCOUNTS

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July 8, 2019

Good day,

It is time to begin preparing for submission of your Fiscal Year 2019 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, 2018 through June 30, 2019.

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

1. Submission for salary and travel begins July 8, 2019 and is due by August 15, 2019
2. Submission for payments and obligations begins July 8, 2019 and is due by October 1, 2019
3. Submission for SPLOST Expenditures is due by December 6, 2019

Purchase Card Submission: As a reminder, each local school board is required to report payments made using a purchasing card program (PCard) separately from all other payments and should be submitted showing level two detail. A User Guide has been created to assist your entity with creating the 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,

Greg S. Griffin
State Auditor