



2023 Instructions for Download and Submission of Data Input Workbooks

(Note: these instructions are unchanged from 2022)

The 2023 Data Input Workbook incorporates the Unit Data from Audit Worksheet, TD Info Completed by Auditor Worksheet, and Performance Indicators Print Worksheet.

1. Access and save the data input workbook for your unit type
 - Data input workbooks can be accessed at the NC Treasurer's website from the "[Submitting Your Audit](#)" webpage under *Audit Reports*, [Data Input Workbooks](#)
 - Select the data input workbook for your unit category from the *Data Input Workbook* tab
 - Save the data input workbook to your computer as "Unit Name 2022 Data Input"
2. Complete the data input workbook
 - From the *Unit Data from Audit Worksheet* tab, click on the cell "D2" and select the unit name from the drop down list
 - Complete remainder of the worksheet using the final copy of the audit report
 - Email the completed Data Input Workbook to your auditor
 - Auditor completes *TD Info Completed by Auditor* and *Performance Indicators Print worksheets*
3. Following instructions for submission on the "[Submitting Your Audit](#)" webpage, the auditor will submit to the LGC
 - Data Input Workbook
 - Audit report
 - Any auditor communications

NOTES:

- Auditors may complete the *Data Input Workbook* for the client: however, if a fee is charged the contract must be amended if the contract total does not include this fee.
- The Data Input Workbook is an Excel file and should not be printed and sent by mail or fax or saved as a PDF. It must be submitted in Excel format through the [LGC File Transfer Portal](#).

For additional assistance please email SLGFD@nctreasurer.com