Dear Colleagues,

Please submit the below materials to Financial Accounting and Controls department at [gao@berkeley.edu](mailto:gao@berkeley.edu). If applicable, complete the attached External Audit Confirmation Template and related documentation (i.e., notification of the commencement of the audit, audit report, etc.).

You must return this External Audit Confirmation Form even if you do not have any external audit activities so we can ensure the completeness of campus responses.

If you have any questions, please contact [gao@berkeley.edu](mailto:gao@berkeley.edu).

Thank you,

Michael Riley

Controller

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Office of the Vice Chancellor of Finance

For the current quarter ending enter date here External Audits Activity Reporting for your Division/Unit name here

I have included all the external audit activities for my Division/Unit in the attached template.

I do not have any external audit activities for my Division/Unit to report.