



August 3, 2017

Mr. Arch Liston, City Manager  
City Council  
City of Johnstown  
401 Main Street  
Johnstown, Pennsylvania 15901

Dear Mr. Liston:

Enclosed are ten (10) copies of the Single Audit Reporting Package for the City of Johnstown, Pennsylvania, for the year ended December 31, 2016.

In accordance with Government Auditing Standards and the Uniform Guidance, Section 200.512, you are responsible for submitting the reporting package to the appropriate governmental officials or organizations within thirty (30) days of receipt.

See the following instructional pages for Federal and State electronic submission detail procedures for the single audit report and data collection form.

In addition, please mail one (1) copy of the Single Audit Report for 2016 to the following:

Joseph M. McLaughlin, MPA  
Program Manager  
Lead Poisoning Prevention & Control Program  
Division of Child and Adult Health Services  
Pennsylvania Department of Health  
7th floor East Wing  
Health & Welfare Building  
PO Box 90  
Harrisburg, PA 17108

PENNVEST  
22 South Third Street  
Harrisburg, PA 17101

The Single Audit Reporting Package is to be made available for public inspection and notice of the availability should be published in the Tribune Democrat.

If you have any questions, please contact our office.

Very truly yours,

WESSEL & COMPANY  
Certified Public Accountants

Stephanie A. Stohon, CPA, CBM, CFE, MAFF  
Shareholder

SAS/MVL/aah

Enc.

**FEDERAL ELECTRONIC FILING INSTRUCTIONS  
SINGLE AUDIT REPORT  
DECEMBER 31, 2016**

**Please use the Internet Data Entry System (IDES): The IDES is an automated data entry system for the Single Audit submissions.**

1. Enter the Form SF-SAC data online **(Wessel Completed)**
2. Check the Form SF-SAC data for errors using the 'Check for Errors' feature **(Wessel Completed)**
3. Upload a PDF copy of the Single Audit reporting package. **(Wessel Completed)**
4. Once the audit report upload is complete, the auditee and auditor will both receive an email notification stating that the certification process is ready for their action. Once you receive notification, log into the IDES site using your current e-mail address and password, click the 'Resume' button, select the appropriate report and select 'Step 3a Auditee Certification'. **(Auditor and Auditee to complete)**
5. Certify Form SF-SAC electronically by entering name in the 'Title of Certifying Official' field and click the 'Agree to Auditee Certification Statement' button. **(Auditee to complete)**
6. Submit the complete certified Form SF-SAC and Single Audit reporting package to the Federal Audit Clearinghouse for processing electronically. **(Pending certifications of Auditor and Auditee – then Auditee can complete)**

**See the following website for additional information.**

<http://harvester.census.gov/fac/collect/ddeindex.html>

**PENNSYLVANIA ELECTRONIC FILING INSTRUCTIONS  
SINGLE AUDIT REPORT  
DECEMBER 31, 2016**

**Procedures for Submitting the Single Audit Report to the Commonwealth of Pennsylvania:**

The Office of the Budget, Bureau of Audits (BOA) will no longer require auditees to submit Single Audit Reports. To track the submission of the Single Audit Report to the FAC, BOA will require the auditee to email only the FAC confirmation of receipt, the certified copy of the data collection form, and the Checklist to [RA-BOASingleAudit@pa.gov](mailto:RA-BOASingleAudit@pa.gov).

**Steps for submission:**

- Submit the Single Audit Report to the Federal Audit Clearinghouse (FAC) and receive an email confirmation of receipt from the FAC.
- Email the FAC confirmation of receipt, a certified copy of the data collection form, and the completed Checklist (PDF) to [RA-BOASingleAudit@pa.gov](mailto:RA-BOASingleAudit@pa.gov). The subject line of the email must identify the exact name on the Single Audit Reporting Package and the period end date pertaining to the reporting package.
- You will receive an email from BOA confirming the receipt of the FAC's confirmation, the certified copy of the data collection form, and the completed Checklist