

AT = Audit Team  
 ARMP = Audit Request Material Packet  
 DAR = Draft Audit Report  
 FAR = Final Audit Report  
 NMS = Non-Materials Supplemental  
 APS = Audit Process Survey

### FY 2009

General Time Line			6-8 Months Prior to Upcoming audit	3 Months Prior to On-site Audit							On-site	Month 4 of audit				Month 5 of audit					Month 6 of audit						
Not Later than:			6-8 Months	3 Months	Notes/Status regarding ARMP	1.5 Months		1 Month			1-10 days	Week 1 after On-site	Week 2 & 3 after On-site	Week 4 & 5 After On-site	Week 5 After On-site	Week 5 After On-site	Week 6 After On-site	Week 6 After On-site	Week 7 After On-site	Week 7 After On-site	Week 8 & 9 After On-site	Week 9 After On-site	Week 10 After On-site	Week 11 After On-site	Week 12 After On-site	Week 12 After On-site	
Employer	Days On-site	Audit Period	Schedule on-site audit date and put on all Calendars	Date ARMP was e-mailed to DER	Status	ARMP Due	ARMP Received	Date Notified Employer of On-site Schedule	On-site Audit Schedule due	On-site Audit Schedule Received	Mailed President Letter	Dates On-Site	AT Reviews On-site Info & Identifies Findings	AT Writes DAR	Executive Director Reviews DAR	Date that AT should mail DAR	Date DAR was mailed	AT Conducts Exit Conference (Date held)	Revising DAR if needed after Exit Conf	Executive Director Reviews Revised DAR	Date mailed revised DAR	Awaiting Response from Employer - (Response due)	AT Reviews Employer Response	AT Writes FAR	Executive Director Reviews FAR and (NMS if there is one)	Date Mailed FAR (and APS if no NMS)	Date Mailed NMS (if any) and APS
THE DATES BELOW ARE ACTUAL DATE												THE DATES BELOW ARE ALL PROJECTED DATES TO HELP KEEP US WITHIN THE 6 MONTH TIMEFRAME															
XXXXX	X	12/1/XX-2/29/XX	XXXX	3/4/XXXX		5/2/XXXX	5/9/XXXX	5/27/XXXX	6/25/XXXX	6/5/XXXX	6/10/XXXX	July 9-10, XXXX	7/14/XX-7/18/XX	7/21/XX-8/1/XX	8/4/XX-8/15/XX	8/15/XXXX		8/18/XX-8/22/XX		8/25/XX-9/5/XX			9/8/XX-9/12/XX	9/15/XX-9/19/XX	9/22/XX-9/26/XX	9/29/XX-10/3/XX	9/29/XX-10/3/XX