SLAA Reporting Cycle Flowchart

**Entity Responsibilities**

- Entity prepares the SLAA report and CAP
  - **Yes**: Does the report require Agency Secretary approval?
    - **Yes**: Agency Secretary approves the report and returns to the entity
    - **No**: Entity is added to the non-complier list
  - **No**: Entity prepares and submits CAP to Finance every six months through web portal

- Entity submits the SLAA report and CAP through SLAA web portal by Dec. 31, odd numbered year
  - **Yes**: Report is automatically sent to Agency Secretary (if applicable) and/or Finance upon submission
  - **No**: Entity makes edits or provides clarification?
    - **Yes**: Acceptance e-mail is sent to the Entity. Copies of the report are also sent to the following parties:
      - Legislature
      - Government Operations Secretary
      - State Controller
      - California State Auditor
      - State Library
    - **No**: No

- Finance receives the report from web portal and reviews
  - **Yes**: Are all controls on SLAA report fully implemented?
    - **Yes**: SLAA reporting cycle complete
      - Entity performs ongoing monitoring of control systems.
    - **No**: No
  - **No**: Does the report meet all requirements?