**Official State Cabinet Agency Response to the Performance Audit on [Title of the Performance Audit] – [Month xx, 20xx response will be delivered]**

The [agency name] and the Office of Financial Management provide this management response to the State Auditor’s Office performance audit report received on [Month xx, 20xx. Final draft received]

**SAO Performance Audit Objectives:**

This performance audit was designed to address:

* [List performance audit objectives here]

**Recommendations to the [agency or legislature]:**

**SAO Recommendations 1:** State the recommendation

**STATE RESPONSE:**

Provide the response to the recommendation and any context that may be needed. Include information on any actions already taken and when to resolve the issue the SAO identified.

**Action Steps and Time Frame:**

* Specific action that will be taken. *By Month xx, 20xx*.
* Specific action that will be taken. *By Month xx, 20xx*.
* Specific action that will be taken. *By Month xx, 20xx*.
* Specific action that will be taken. *By Month xx, 20xx*.

**SAO Recommendation 2:** State the recommendation

**STATE RESPONSE:**

Provide the response to the recommendation and any context that may be needed. Include information on any actions already taken and when to resolve the issue the SAO identified.

**Action Steps and Time Frame:**

* Specific action that will be taken. *By Month xx, 20xx*.
* Specific action that will be taken. *By Month xx, 20xx*.
* Specific action that will be taken. *By Month xx, 20xx*.
* Specific action that will be taken. *By Month xx, 20xx*.