

contract should be provided to the district which has contracted for the audit or attestation engagement. Auditors should continue to refer to Sections 3.50- 3.57 of the 2007 *Yellow Book* for guidance on Quality Control and Assurance Standards.

### **Audit Submission**

The audit must be completed not later than 4 months after the end of the fiscal year (November 1). *N.J.S.A.* 18A:23-3 requires "...such accountant shall within 5 days thereafter file two duplicate copies thereof certified under his signature in the office of the commissioner" (November 5th, 2008). No provision is made for the issuance of extensions beyond the statutory due date. If a school district fails to have an annual audit completed by November 1 the Commissioner of Education can appoint a qualified auditor to conduct the audit of the school district. The cost of conducting such an audit would be paid out of the funds of the school district.

The following section provides information on the required documents to be submitted. A checklist (see page III-1.4) to organize the various documents should be completed and included as part of the submission to the Department. This has been developed to assist audit firms in packaging the correct number of documents, and to minimize correspondence from the Department. The filing addresses and other pertinent information are outlined below. Failure to follow the filing instructions will result in notification to the districts by the Department.

#### Audit Reporting Package

- The Reporting Package for most districts consists of two separate required audit reports; the CAFR and the Auditor's Management Report (AMR). Both reports must be signed by the appointed public school accountant performing the audit, not by the firm or corporation that employs the auditor, and submitted to the district board of education. **Three electronic copies on CD-Rom of the CAFR must also be sent to the Department of Education.**

#### Audit Summary diskette (Audsum)

- The Audit Summary Worksheet is generated by the software and must be signed by both the auditor and the district business administrator.
- The Audsum data is transmitted to the Department by the school business administrator.

#### Auditor Questionnaire (see Section III-6 of this Audit Program)

- The Auditor Questionnaire is not a required submission for districts not required to use school-based budgeting. It must still be signed by the auditor, maintained in the auditor's workpaper files, and available to the Department upon request.
- For districts required to use school-based budgeting, **the Auditor Questionnaire must be included with the Audit Reporting Package** sent to the Department of Education.
- The Audit Questionnaire should not be sent to the Department of Agriculture.

#### Additional reports/worksheets submitted to the Department

- Peer Review report
- Data Collection Form (if applicable; see Single Audit section III-1.6)
- Type A Programs worksheets (see Single Audit Section II-SA and Section III- )