

**Directions for Mailing/Hand Delivering the
2012-2013 Audited Financial Statements to the Department**

In accordance with N.J.A.C. 6A:23A-18.9(a), regardless of the fiscal year of the school, each approved private school for students with disabilities shall submit to the Commissioner audited financial statements based on the July 1 to June 30 school year which must be postmarked on or before **November 1, 2013**. *Please be advised, an audit postmarked after November 1, 2013 precludes the private school from requesting a higher tentative tuition rate in accordance with N.J.A.C. 6A:23A-18.9(h). Also, in accordance with N.J.A.C. 6A:23A-18.9(i) failure to comply with this section may result in the Commissioner placing the approved private school for students with disabilities on conditional approval status that precludes the school from accepting new students.*

The private school for students with disabilities must file three certified signed duplicate copies of the reports and recommendations for each private school location. One with the Division of Administration & Finance, one with the Office of Fiscal Accountability and Compliance in the Trenton offices and one with the County Superintendent of Schools in the county in which the school is located. Please include a copy of the firm's peer review report with the audit report. **In addition, the private school must file copies of the audited financial statements in both the PDF and EXCEL formats with the Division of Administration and Finance/Office of School Finance.** To avoid multiple calls to the department in October and November 2013, the private schools for students with disabilities administrative staff should provide the list below to the appropriate internal staff so they are aware of the correct address to mail the audit and the correct address for hand delivery. Listed below are the addresses which are also found on the department's website at <http://www.state.nj.us/education/finance/fp/psd/audit/1213/>.

Division of Administration & Finance Mailing Address:
Elise Sadler-Williams, Planning Associate
New Jersey State Department of Education
Division of Administration and Finance
Office of School Finance – Fiscal Policy & Planning
P.O. Box 500
Trenton, New Jersey 08625-0500

Business Address: (For hand delivery only, that includes Fed X, Next Day Mail etc.)
Elise Sadler-Williams, Planning Associate
New Jersey State Department of Education
Division of Administration and Finance
Office of School Finance – Fiscal Policy & Planning
100 River View Executive Plaza
Route 29
Trenton, New Jersey 08625-0500

Office of Fiscal Accountability and Compliance Mailing Address:
Lisa McCormick, Manager
New Jersey State Department of Education
Office of Compliance Investigation
Single/Grants Audit Unit
P.O. Box 500
Trenton, NJ 08625-0500

Business Address: (For hand delivery only, that includes Fed X, Next Day Mail etc.)
Lisa McCormick, Manager
New Jersey State Department of Education
Office of Fiscal Accountability and Compliance
200 River View Executive Plaza, Route 29
Trenton, New Jersey 08625-0500

County Superintendent of Schools

Please refer to **APPENDIX G** for the names and addresses of the County Superintendents of Schools.