



State of New Jersey

DEPARTMENT OF EDUCATION

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CHRIS CHRISTIE  
Governor

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Acting Commissioner

November 7, 2011

**TO:** District Superintendents and Charter School Leaders  
School Business Administrator/Board Secretaries

**FROM:** Robert J. Cicchino, Director  
Lisa D. McCormick, Manager  
Office of Fiscal Accountability & Compliance

Jack Moticha, Manager  
Office of Department Administration & Technology

**SUBJECT:** CAFR REPOSITORY

The New Jersey Department of Education, Office of Department Administration & Technology and Office of Fiscal Accountability & Compliance are pleased to announce that a repository has been developed for the collection of electronic copies (ecopies) of CAFRs and related submission items on an annual basis. The CAFR Repository will facilitate timely publication of the CAFRs for use by NJDOE personnel and external users and will enhance operational efficiency. The CAFR Repository is an add-on to an existing application, DOE Folders which may be accessed at <http://homeroom.state.nj.us/>. Districts without an account for this application must contact the district's Web User Administrator (WUA) to establish an account.

A number of CPA firms currently furnish LEAs with ecopies of the CAFRs and AMRs. **Beginning on November 13, 2011**, LEAs are encouraged to utilize the CAFR Repository to upload CAFRs and available submission documents for the fiscal year ended June 30, 2011 by the statutory due date of December 6, 2011. This request for fiscal year 2011 documents does not apply to those LEAs whose independent auditors have already submitted or will submit the requisite reporting package to the department on their behalf on or before November 13, 2011.

Your participation in this initiative will assist us in determining whether modifications are necessary for the following year. *Effective with the fiscal year ended June 30, 2012 and thereafter, LEAs will be required to obtain ecopies of the entire CAFR submission package from their independent auditor and upload the documents/reports before corresponding statutory deadlines* (emphasis added).

The CAFR Repository will be open for submission of electronic documents prepared for the fiscal year ended June 30, 2011 from November 1, 2011 through March 31, 2012. It will reopen for documents generated for fiscal years ended June 30, 2012 and thereafter, from August 1, 20XX to March 31, 20XX. *Original files uploaded after established due dates will be considered late* (emphasis added). The closing date of March 31<sup>st</sup> simply coincides with the federal deadline set for the filing of Single Audit Reports contained in the CAFRs.

Attachment A summarizes the electronic documents required for submission, acceptable file names/types and the requisite number of paper copies/CD-ROMs for districts that utilize/do not utilize school based budgets (SBBs). For your convenience, this data also appears in the application.

Please note that the CAFR Repository will not accept files that are pass-word protected, named incorrectly and those not saved in the appropriate document format. Be sure to check the filenames and rename files, if necessary. The program will automatically append the district code and a date stamp to each file name during the upload. Electronic documents which are subsequently modified must be saved and resubmitted with the original file name. The date stamp distinguishes revised files from previous versions. Files modified after the closing date (March 31, 2011 for FY11 documents) must be burned to a CD-ROM and mailed to the department.

Thank you in advance for your consideration in this matter.

RJC/LDM/tc: CAFR Repository Broadcast Memo

Enclosures

c: David Corso  
Bari Erlichson  
Barbara Gantwerk  
Executive County Superintendents  
State Board Office  
NJLEE Group  
Garden State Coalition

Reports/Documents Required for Submission	Acceptable File Names	Required File Types	Number of Paper Copies*	
			SBBs - Yes	SBBs - No
1. Comprehensive Annual Financial Report	CAFR.PDF	.PDF	4	2
2. Auditor's Management Report	AMR.PDF	.PDF	3	2
3. Single Audit Summary	SAS.XLS, SAS.XLSX	.XLS, .XLSX	1	1
4. Data Collection Form	DCF.PDF	.PDF	1	1
5. Peer Review	PR.PDF	.PDF	1	1
6. Audit Questionnaire	AQ.PDF	.PDF	1	N/A
7. Prior Year Corrective Action Plan	PYCAP.PDF	.PDF	1	1
8. CD-ROMs containing Items 1 through 7	See above list		3	2

\* Paper copies with the exception of #8.