



Directions for Mailing/Hand Delivering 2017-2018 Audited Financial Statements

In accordance with *N.J.A.C. 6A:23A-18.10(a)*, regardless of the fiscal year used by 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, 2018. *Please be advised*, an audit postmarked after November 1, 2018 precludes the private school from requesting a higher tentative tuition rate in accordance with *N.J.A.C. 6A:23A-18.10(h)*. Also, in accordance with *N.J.A.C. 6A:23A-18.10(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 Field Services, 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 Finance. *Important:* To avoid multiple calls to the department in October and November 2018, 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 [Finance webpage](#).

Division of Finance:

Elise Sadler-Williams, Planning Associate
New Jersey State Department of Education
Division of Finance, Office of Fiscal Policy and Planning
P.O. Box 500
Trenton, NJ 08625-0500

Business Address: (For hand delivery only, including FedEx, next-day mail, etc.)

Elise Sadler-Williams, Planning Associate
New Jersey State Department of Education
Division of Finance, Office of Fiscal Policy and Planning
100 River View Executive Plaza, Route 29
Trenton, NJ 08625-050087

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, including FedEx, 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, NJ 08625-0500

County Superintendent of Schools

Please refer to [Appendix G](#) for the names and addresses of the Executive County Superintendents of Schools.