



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-109

Date: March 15, 2012

To: District Fiscal Directors
Chief Business Officials

From: Cathy McKim

Re: Selection of Auditors for the Annual District Audit for Fiscal Year 2011-12

In accordance with Education Code Section 41020, the governing board of each school district shall provide for an audit of the books and accounts of the school districts. In the event the governing board of a school district has not provided for an audit by April 1, the County Office of Education, having jurisdiction over the district, shall provide for the audit.

When contracting for an audit, please note the following:

- The audit contract must contain a ten percent withholding clause per Education Code 14505 and, if applicable, a provision to withhold 50% of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the audit guide.
- Please communicate to your selected auditor that the County Office of Education needs only one copy of the audit by December 15, 2012, submitted directly to:

Cathy McKim, Manager
District Business and Advisory Services
Santa Clara County Office of Education
1290 Ridder Park Drive, Mail Code 252
San Jose, CA 95131-2304

- Fiscally accountable or independent school districts must have their selected auditor include a statement in the **NOTES** section of the audit stating that sufficient controls are still in place to allow the district to remain independent. Failure to provide this statement may result in the County Office of Education requiring a special independent audit at the expense of the district.

(continued on next page)

County Board of Education: Leon F. Beauchman, Michael Chang, Joseph Di Salvo, Julia Hover-Smoot, Grace H. Mah, Craig Mann, Anna Song
1290 Ridder Park Drive, San Jose, CA 95131-2304 (408) 453-6500 www.sccoe.org

A Champion for Children, Schools and Community

Chief Business Officials

Page 2

March 15, 2012

Per Education Code Section 41020(f) (2), there is a limit of six consecutive years for any firm where the partner-in-charge of the audit and the reviewing partner have been the same in each of those years. The law does allow the six-year limitation to be waived by the Education Audits Appeals Panel if it finds that no other eligible auditor is available to perform the audit.

Please complete the attached form and return it to Annie Romero, Mail Code 252, Fax # (408) 453-6653, on or before March 26, 2012. If no response is received by that date, we will assume that your district wishes to be part of the contract under the County Office of Education.

Attached is a list of Certified Public accountants in California based on the State Controller's Office Web Site. The list can be sorted and filtered by city at the Controller's web site: <http://www.sco.ca.gov/Cpads/CPAList.aspx>. The County Office of Education does not endorse any particular auditing firm.

If you have any questions, please call me at (408) 453-6588.

Please share this information as deemed appropriate.

SANTA CLARA COUNTY  OFFICE OF EDUCATION

District Business and Advisory Services

**TO: ANNIE ROMERO, ADMINISTRATIVE ASSISTANT FAX (408) 453-6653
DISTRICT BUSINESS AND ADVISORY SERVICES, MAIL CODE 252**

DATE: _____ DISTRICT #: _____

In accordance with Education Code Section 41020, the governing board of
_____ School District
has selected the following firm to audit the books and accounts of the district for the
year ending June 30, 2011:

Firm Name Telephone Number

Address

City Zip Code

Stated Maximum Audit Fee: _____

For a multiple year contract, state the fiscal years covered:

FY _____ FY _____ FY _____ FY _____ FY _____

\$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Signature, Chief Business Official Date