



## District Business & Advisory Services

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

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

**Bulletin: 13-053**

Date: February 6, 2013

To: Chief Business Officials and District Fiscal Directors  
Charter School Administrators

From: Cathy McKim

Re: Selection of Auditors for the Annual District Audit for Fiscal Year 2012-13

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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, 2013, submitted directly to your District's Advisor:

Santa Clara County Office of Education  
District Business and Advisory Services  
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.

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 22, 2013. 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.

A list of Certified Public Accountants in California is located on the State Controller's Office Web Site. The list can be sorted and filtered by city at the Controller's web site at <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 contact me at 408-453-6588 or your District Advisor.

*Please distribute this memo within your District as deemed appropriate.*

**Deadline: March 22, 2013**

**Return to: ANNIE ROMERO, ADMINISTRATIVE ASSISTANT**

**FAX (408) 453-6653**

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

District #: \_\_\_\_\_

Date: \_\_\_\_\_

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 fiscal year ending June 30, 2013:

Firm Name	Telephone Number
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Address		
City	State	Zip Code

Stated Maximum Audit Fee: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Fiscal Year:					
Amount:					

Signature, Chief Business Official	Date
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