

# SCOE BIZ

## Business Services

### Bulletin No. 24-08



5340 Skylane Boulevard  
Santa Rosa, CA 95403-8246  
(707) 524-2600 ■ [www.scoe.org](http://www.scoe.org)

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November 16, 2023

To: District and Charter Business Officials  
From: Sarah Lampenfeld, Director, External Fiscal Services  
Subject: 2022-23 Audit Report and Audit Findings

Audit findings and resolution of such findings are the responsibility of the school districts and charters. The County Office of Education is responsible for reviewing school district audit findings related to the following areas:

- 10000** Attendance
- 20000** Inventory of Equipment
- 30000** Internal Control
- 60000** Miscellaneous
- 61000** Classroom Teacher Salaries
- 62000** Local Control and Accountability Plan
- 70000** Instructional Materials
- 71000** Teacher Misassignments
- 72000** School Accountability Report Card (SARC)

The County Office must determine whether the exceptions have been corrected or have an acceptable plan of correction. If the district's response to an audit finding listed in the audit report was sufficient, no further action is necessary. However, SCOE District Fiscal Management Advisors may request additional information for certain findings.

Please note that monetary findings listed in the audit report AND findings that are continually repeated year after year are of concern to us. Corrective action plans should be in place to ensure that an event is not repeated.

**PLEASE:**

**1. Complete the following forms:**

- a. **Audit Certification ~ attached**
- b. **Certification of Corrective Action (if audit findings) ~ attached**
- c. **Supporting documentation for Certification of Correction Action (if requested by SCOE District Fiscal Management Advisor)**

**2. Return above to your SCOE District Fiscal Management Advisor by the indicated due dates.**

Deadlines for responding to the audit are as follows:

December 1 **A written request for an *audit report filing extension* is due to SCOE before November 30, 2023.**

**Districts:** Please include the reason for the extension request and the expected date of audit submission on District letterhead and send via email or AV mail. Subsequently, SCOE will submit the extension request to the State Controller's Office (SCO) by December 15, 2023. The SCO and CDE will review the request *and accompanying justification* and provide notification as to whether the extension will be granted. SCOE will notify you when approved. The guidelines state that extensions will be granted only under extraordinary circumstances.

**Independent Charters:** There is no provision in the law for an extension of a charter school audit (E.C. 47605(m)). For extraordinary circumstances, please notify your Sponsoring District and SCOE of a potential delay. Please include the reason for the extension request and the expected date of audit submission on Charter School letterhead and send to Sponsoring District and SCOE via email or AV mail.

**December 15** 2022-23 audit reports must be filed with the SCO, CDE, and SCOE. A copy of the management letter, if issued, must be submitted along with the LEA's annual report.

**January 31** Review the annual audit, audit exceptions, going concerns, findings, board recommendations and corrective action plans contained in the independent audit report at a public meeting, as a regular board agenda item [E.C. 41020.3(a)].

**February 15** Submit to the County Office an **Audit Certification** verifying the Board has approved the Audit.

**March 15** Submit to the County Office a **Certification of Corrective Action** adopted by the Board [E.C. 41020(j)(2)].

**April 1** Submit to the County Office verification that the governing board has approved a contract for audit services for the current fiscal year.

**April 30** County may schedule and meet with the respective audit firms for an entrance interview for districts with financial concerns. Discussion will be focused on the manner in which findings are written; review of the changes that have occurred in the State Controller's audit guide; specific concerns about individual districts with qualified or negative interim reports or with other going concern issues. Also, prior-year Certification of Corrective Actions will be reviewed with the auditors.

**May 15** **County shall certify to the Superintendent of Public Instruction that all LEA audits have been reviewed, that all exceptions required to be reviewed have been reviewed, and note any exceptions which have not been corrected or where a correction plan is not in place [E.C. 41020(k)].**

**In summary, each district should follow these steps:**

**Step 1:**

- a) Request that your Board accept the 2022-23 Audit by **January 31<sup>st</sup>**.
- b) After the Board approves the Audit, complete the attached Audit Certification form and submit to SCOE Advisor by **February 15<sup>th</sup>**.

**Step 2:**

- a) Discuss with your Board any audit findings and corrective actions necessary (at a meeting on or before **January 31**).
- b) Complete the Certification of Corrective Action and the Audit Finding Corrective Action sheets, after resolution of all findings, and send to your SCOE Advisor by **March 15<sup>th</sup>**.
- c) If you prefer to complete steps 1 and 2 at the same time, submit both the Certification of Corrective Action and the Audit Finding Corrective Action sheets to SCOE on or before **March 15<sup>th</sup>**.
- d) Complete any and all Audit Adjustments by Second Interim Report, **at the latest, or immediately following board approval.**

Review the California State Accounting Manual (CSAM), Procedure 215, for more information on Audit Adjustments.

If you have questions, please call your SCOE Advisor or call the Director, External Fiscal Services at 524-2635. We appreciate your attention to this matter.

To assist with your understanding of the annual audit process, last year's Audit Review Process Manual has been attached.



**AUDIT CERTIFICATION**

**2022-23 FINANCIAL REPORT/AUDIT**

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District/Charter Name \_\_\_\_\_ Sonoma County, California

**In accordance with Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before January 31<sup>st</sup> (or for charter schools pursuant to Education Code section 47605) and**

THEREBY, as written verification of said review, the Governing Board reviewed and accepted

on \_\_\_\_\_ the **Annual Financial Report as of June 30, 2023.**

\_\_\_\_\_  
(Signature) District Superintendent/Charter School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

Submit the original signature copy of the Audit Certification by **February 15, 2024** to your **SCOE Advisor** at:  
Business Services  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_



## CERTIFICATION OF CORRECTIVE ACTION

### 2022-23 AUDIT FINDINGS AND RECOMMENDATIONS

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LEA Name \_\_\_\_\_  
Sonoma County, California

- 2022-23 Certification of Corrective Action is hereby filed by the Governing Board of the school district.

\_\_\_\_\_  
Clerk/Secretary of the Governing Board

\_\_\_\_\_  
Date of Meeting

- 2022-23 Certification of Corrective Action

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
For additional information

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Submit original of the Certification of Corrective Action together with each Audit Finding Corrective Action form and corresponding documentation by **March 15, 2024** to your **SCOE Advisor** at:  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_

**2022-23 AUDIT FINDING CORRECTIVE ACTION**  
*due to SCOE by March 15, 2024 or immediately following board approval*

**LEA:** \_\_\_\_\_

**Finding Category:** \_\_\_\_\_ (see list at bottom of page)

**Finding Number:** \_\_\_\_\_ **Page Number:** \_\_\_\_\_

<p>A. Describe below specific corrective action(s) used in resolving the audit finding.</p> <p>B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide <u>all</u> documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.</p>	
<p>C. Did this finding require a corrective report? <span style="float: right;">→</span></p>	<p>Yes</p> <p>No</p>
<p>If yes, attach a copy of an acceptable plan of correction.</p>	

<b>AB 3627 Finding Category Types</b>	
10000	Attendance
20000	Fixed Assets
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_