



# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

January 27, 2025

Bulletin No. 25-021

TO: Chief Business Officials & Directors of Fiscal Services  
**\*Charter School Authorizing School Districts**

SUBJECT: **CHARTER SCHOOLS 2023-24 ANNUAL AUDIT REVIEW**  
**Authorizing District Review Due to County Superintendent of Schools by April 15th**

As part of its charter oversight responsibilities, districts must review their charter's annual independent audit report and follow up to ensure audit findings are corrected and necessary adjustments are made. The *FY 23/24 District Review Template – Charter Audit* worksheet can be found at <http://www.sbcss.k12.ca.us/index.php/business-services/business-advisory-services/charter-schools-financial>. The template includes worksheets to assist with follow-up on required actions. Please be sure to complete each worksheet. Upon completion of the district review, please forward an electronic copy of the review and any related correspondence with the Charter to [bas@sbcss.net](mailto:bas@sbcss.net).

Annual audits for fiscal year 2023-24 are due to the Superintendent of Public Instruction (SPI), State Controller (SCO), the county superintendent of schools, and to authorizing school districts by December 15, 2024. Submission of your review to this office is requested by April 15, 2025. The county superintendent of schools is required to certify that all audit findings under their jurisdiction were reviewed and corrected or identify any audit findings that were not corrected by May 15, 2025.

Questions related to audit reviews may be directed to Heather Kinney at (909) 388-5732 or to your designated Business Services Advisor.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed by*  
*Thomas G. Cassida, Jr., Director*  
Director, Business Advisory Services

TGC:HK:ms

*j:\bulletin\2024-25\25-021 Charter Audit Reviews*

Business Services • Richard De Nava, Chief Business Officer

Business Advisory Services • Thomas Cassida, Director  
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9676 • F: 909.386.9690 • [www.sbcss.net](http://www.sbcss.net)