OKLAHOMA STATE DEPARTMENT OF EDUCATION

**Financial Accounting**
**Memorandum**

**To:** Superintendent

**From:** Mathangi Shankar, Director of Financial Services
Financial Accounting

**Date**: April 17, 2012

**Subject**: Audit Contracts

Each of the independent auditors, as shown on the Oklahoma State Department of Education's (OSDE) website at http://www.ok.gov/sde/financial-accounting, was approved by the State Auditor and Inspector January 17, 2012. This list is to be used by you and your Board of Education in selecting an auditor for the 2011-2012 school year in accordance with 70 O.S. § 22-103, which states:

> *"The board of education of each school district in this state shall provide for and cause to be made an annual audit of such school district for each fiscal year."*

Audit reports are to be made in accordance with Oklahoma Statutes and the Rules and Regulations of the State Board of Education; the standards for financial and compliance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and when applicable, the provisions of the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; and the Single Audit Act of 1996 (P.L. 104-156). While the cost of your audit is important, you are encouraged to contract with an auditor familiar with these state and federal statutes and regulations. This will help ensure the proper handling of public funds and also provide your school district with a valuable management tool.

A copy of the required audit contract form can be found on the OSDE's website at http://www.ok.gov/sde/financial-accounting. Audit contracts must contain all of the provisions listed on the form. If an audit contract is executed before the independent auditor is approved by the State Auditor and Inspector's approval date, the contract will not be accepted. A completed copy of the required contract must be submitted to the State Department of Education **on or before Friday, June 29, 2012.**

The Financial Accounting Section will not be responsible for filing the audit report copy with the Federal Audit Clearinghouse. If your school district expended $500,000 or more in federal funds, a copy of the audit report and a Data Collection Form must be filed with the Federal Audit Clearinghouse. Your contracted auditor will need to complete the Data Collection Form and should assist you in filing both the form and the audit report.

If you have any questions or need additional information, please contact the Financial Accounting Section, at (405) 521-2517.

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