

February 25, 2009

TO: School District Administrators  
FROM: Division of Administration and Finance  
SUBJECT: Annual Audit

Districts are reminded of the necessity to engage an auditor or arrange with the County Superintendent of Schools to provide for the annual audit of their financial records and accounts. Education Code Section 41020 states that if a district does not provide for the audit by April 1st, the County Superintendent shall provide for the audit.

The California State Controller's Office has created a website to allow schools to view a list of CPA's who are currently designated as active by the SCO and who can perform Local Education Audits. The SCO office web address is [www.sco.ca.gov/cpads/main/default.aspx](http://www.sco.ca.gov/cpads/main/default.aspx).

As soon as the auditor has been selected, a contractual agreement should be entered into. The school district audit contract has been posted to the KCSOS website and can be located at: <http://wwwstatic.kern.org/gems/externalAccounting/AuditContract.pdf>. The contract has been set up as a template so that districts can easily complete the contract on-line and print copies. Districts are to make three copies, one copy for the district, one copy for the auditing firm, and **one copy to be returned to the Kern County Superintendent of Schools, Attention: Jeannette Lenko, by April 10th.**

It should be noted that in accordance with Education Code section 14505, District's must withhold 10 percent of the audit fee until certification by the State Controller's Office. Please see the additional provisions page item number 4. Payment, subparagraph B of the contract.

**Attached is an information form that should be completed and returned to Jeannette Lenko by April 1st.**

**If you have any questions, please contact Maxx Garris, District Fiscal Services Assistant, at 661-636-4689.**

MG:lsj  
Attachment

Office of Larry E. Reider  
Kern County Superintendent of Schools  
1300 17th Street – City Centre  
Bakersfield, CA 93301-4533

**Attention: Jeannette Lenko**

\_\_\_\_\_ School District has contracted with the firm listed below to provide the annual school audit:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

\_\_\_\_\_ School District authorizes the Kern County Superintendent of Schools to provide for the annual audit of its school funds.

\_\_\_\_\_  
School District

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

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