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Duties of Public School Accountant
Jul 25

[See POLICY ALERT Nos. 190 and 235]

0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT

The Board of Education shall cause an audit of the annual financial statements to be made pursuant to N.J.S.A. 18A:23-1 et seq., and shall engage, to conduct the annual audit, only a licensed public school accountant who has an external peer/quality report performed in accordance with Government Auditing Standards (Yellow Book) by the Comptroller General of the United States (U.S. Government Printing Office, Stop SSOP, Washington, DC 20402-0001). The Board shall ensure that the external peer/quality report is completed within the time established the Government Auditing Standards issued by the Comptroller General of the United States unless the accountant or firm can show good cause as to why there is a delay. ~~The Board will engage only a licensed public school accountant to conduct the annual audit in accordance with N.J.S.A. 18A:23-1 et seq. The accountant must have an external peer/quality report performed in accordance with N.J.A.C. 6A:23A-16.2(i)1, unless the accountant or firm can show good cause as to why there was a delay completing such report within the required timelines established by Government Auditing Standards issued by the Comptroller General of the United States.~~

The Board ~~shall will~~ require the submission of the most recent external peer/quality report **and letter of comment to the Board** for review and evaluation prior to **each** the appointment of **a the** licensed public school accountant **to conduct the annual audit in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.**

The Board ~~shall will~~ acknowledge the receipt, review, and evaluation of the external peer/quality report in the public session and Board minutes in which the **Board authorizes the engagement of the accountant or firm to perform the audit** ~~is engaged in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.i.~~

The Board ~~shall will~~ require the submission of an updated external peer/quality report of the **engaged licensed public school** accountant, within thirty days after



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the issuance date of the external peer/quality report if ~~such~~ the report is issued prior to the date of the audit opinion for the most recent fiscal year **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.ii.**

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In accordance with NJOMB Circular Letter ~~15-08 98-07~~, **Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid, including any amendments or revisions thereto, the Board shall ensure** the public school accountant ~~will~~ provides a copy of the most recent external peer/quality report to the New Jersey Department of Education, within thirty days after the initial engagement **of a licensed public school accountant or firm** ~~by the Board~~ and within thirty days after the issuance of a subsequent peer/quality report **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)2.iii.**

The Board shall engage a public school accountant during the audit engagement period for non-auditing, management, or other consulting services only if ~~the such~~ services comply with the **independence** ~~independent~~ standards as established in Government Auditing Standards (Yellow Book) by the Comptroller General of the United States **in accordance with the provisions of N.J.A.C. 6A:23A-16.2(i)3.**

~~The Board may be prohibited for good cause by the Commissioner of Education~~ **may prohibit, for good cause, the Board** from engaging a particular licensed public school accountant, or may ~~be directed~~ **the use of a process for** ~~by the Commissioner on a process to be used in~~ the appointment of a licensed public school accountant pursuant to N.J.A.C. 6A:23A-16.2(i)4.

The public school accountant **shall** ~~will~~ complete the annual audit as required by the New Jersey Department of Education and N.J.S.A. 18A:23-~~12~~. Each annual audit shall include an audit of the books, accounts and moneys, and a verification of all cash and bank balances, of the Board and of any officer or employee **thereof** and of moneys derived from athletic events or ~~the other~~ activities of any organization of **public school** students conducted under the auspices of the Board, from the date of the last annual audit to the date of the ~~current~~ audit **in question.** ~~Such~~ ~~The~~ audit **shall** ~~will~~ also include a determination of the extent to which the district ~~has~~ used contracts entered into by the State Division of Purchase and Property pursuant to ~~P.L. 1969 c. 104 (C. N.J.S.A. 52:25-16.1 et seq.)~~ in the



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purchase of materials, supplies, or equipment for the district **in accordance with N.J.S.A. 18A:23-2**. The report of each **annual** audit ~~shall will~~ be completed in accordance with the time requirements of N.J.S.A. 18A:23-1 and ~~shall will~~ be filed by the public school accountant in accordance with N.J.S.A. 18A:23-2.3.

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The Board Secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the Board to take action thereon; a copy of which synopsis or summary shall be available for distribution to interested parties at the meeting in accordance with N.J.S.A. 18A:23-4. Within thirty days following the receipt of the report of the annual audit the Board shall, at a regularly scheduled public meeting, ~~will~~ cause the recommendations of the ~~auditor accountant~~ to be read and ~~to be~~ discussed and the discussion ~~will be~~ duly noted ~~on in~~ the Board meeting minutes in accordance with N.J.S.A. 18A:23-5. ~~The Board Secretary will prepare or have prepared a summary of the annual audit for this Board meeting in accordance with N.J.S.A. 18A:23-4.~~

N.J.S.A. 18A:23-1 et seq.
N.J.A.C. 6A:23A-16.2

~~Cross reference: Policy Guide No. 6830~~

Adopted:

