

AUDITOR GENERAL
DISTRICT SCHOOL BOARD AND CHARTER SCHOOL
AUDIT REPORT SUBMITTAL CHECKLIST
(SECTION 218.39, FLORIDA STATUTES)

DSB/Charter School Entity Name: _____
DSB/Charter School Address: _____

DSB/Charter School E-Mail Address: _____

DSB/Charter School Contact Person:
Name _____
Title _____
Phone Number _____

CPA or Other (if applicable):
Name _____
Address _____
Phone Number _____

Fiscal Year Audited _____

Date Auditor Delivered Audit Report to the DSB or Charter School _____

Does the audit report include the following items required by Auditor General Rules 10.806(2) or 10.856(2), as applicable:

_____ Financial statements, as described in Auditor General Rules 10.805(3) and 10.855(3)-(5) and (7), as applicable, together with related notes to financial statements?

_____ Required supplementary information such as the Management's Discussion and Analysis?

_____ The auditor's report on the financial statements?

_____ The auditor's report on internal control and compliance?

_____ If applicable, the auditor's reports and related financial information required pursuant to the Federal *Single Audit Act Amendments of 1996*, OMB Circular A-133, or other applicable Federal law?

- _____ The management letter defined in Auditor General Rules 10.804(1)(f) and 10.854(1)(e), as applicable?
- _____ The written statement of explanation or rebuttal required by Auditor General Rules 10.807(1) and 10.857(2), as applicable?
- _____ For district school boards that had an impact fee adopted by ordinance on their behalf, an “affidavit” signed and sworn to by the Chief Financial Officer before an officer authorized to administer oaths (e.g., notary public) stating that the ordinance complied with the requirements of Section 163.31801, Florida Statutes.

In addition to the above, have the following requirements been complied with:

- _____ Are two paper copies and one electronic copy of the audit report being submitted as required by Auditor General Rules 10.807(3) and 10.857(4), as applicable?
- _____ Was the audit report submitted within 45 days after receipt of the audit report from the auditor, but no later than 12 months after the end of the fiscal year?
NOTE: There are no provisions in the statutes for any extensions for filing the audit report.

This checklist should accompany the audit report. It is suggested that you retain a copy of the checklist for your files. Do not hesitate to contact this office if assistance or clarification is needed regarding reporting requirements. Our address, telephone, and fax numbers are as follows:

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111 West Madison Street
Tallahassee, Florida 32399-1450

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