

As required by law, the School District shall obtain an annual audit of its records by a an certified public accounting firm or an independent certified public accountant. The report of such annual audit shall be presented to the Board of Education by such accountant in sufficient time for the Board of Education to accept it by resolution prior to the statutory deadline. Each Board of Education member shall receive a copy, as well as the Superintendent of Schools and Assistant Superintendent for Business.

The annual audit shall be of all funds, the School District's financial records and the student activity fund, and be in a form as prescribed by the Commissioner of Education, GASB and in accordance with generally acceptable accounting principles. The School District shall, within ninety (90) days of the receipt of such report or letter, prepare a corrective action plan in response to any findings contained in the annual external audit report or management letter, or any final audit report issued by the State Comptroller. This corrective action plan shall be presented to the Board of Education for review. To the extent practicable, implementation of such corrective action plan shall begin no later than the end of the next fiscal year.

The School District shall use a competitive request for proposals (RFP) process when contracting for such annual audit. In addition, pursuant to law, no audit engagement shall be for a term longer than five (5) consecutive years; provided, however, that the School District, in its discretion, may permit a certified public accounting firm or an independent certified public accountant engaged under an existing contract for such services to submit a proposal in response to an RFP or to be awarded a contract to provide such services under a RFP process. The selection of the audit firm shall be based primarily on, but not be limited to, the following criteria:

1. The professional reputation and competence of the audit firm;
2. The availability of partners and other senior staff members for advice and consultation on School District operational matters;
3. Knowledge of the education field; and
4. The reasonableness of the fee charged, although cost factors shall not be the dominant factor in the selection of audit firms.

The Board of Education shall formally appoint the certified public accounting firm or independent certified public accountant to perform the independent/external audit at its annual reorganization meeting.

Cross-ref: 3100 *et seq.* as appropriate

Ref: Education Law §2116-a(3) and (b)
8 NYCRR §§ 170.2;170.12

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