

1. General Fund (including Fund 15 for district required to use school-based budgeting, and fund 18 – Education Jobs, where applicable)
2. Special Revenue Funds
3. Capital Projects Funds
4. Debt Service Funds
5. Permanent Funds
6. Enterprise Funds and Internal Service Funds
7. Private Purpose Trust and Agency Funds
8. Student Activity Funds

GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*. Auditors should consider the materiality of closely related organizations such as an education foundation or booster club, when determining whether to discretely present the statements of that organization in the district’s CAFR as a component unit. Paragraph 6 of GASB 39 states, “It is a matter of professional judgment to determine whether the nature and the significance of a potential component unit’s relationship with the primary government warrant inclusion in the reporting entity.”

The areas of responsibility concerning completion of the audit and timely submission of the CAFR, the Auditor’s Management Report, the Data Collection Form (if applicable) and the Audit Summary Worksheet are as follows:

Responsibility for the preparation of the CAFR rests with the school district. A sample CAFR is available on the website <http://www.nj.gov/education/finance/fp/cafr/>. Sample schedules that are specific to districts required to use school-based budgeting and instructions for preparing those schedules are also available on this CAFR website.

The Audit Summary (Audsum) for June 30, 2012 is an electronic submission of audited data that will be completed through a new web application available first available September 2012. Auditors access Audsum through the DOE website at <http://www.state.nj.us/education/finance/audsum/>. Schools access Audsum through NJDOE Homeroom at <http://homeroom.state.nj.us/>. Beginning with the year ending June 30, 2012, and annually thereafter, school district auditors must request a unique PIN for each of their school district audit clients by emailing a PIN request to audsum@doe.state.nj.us. Each auditor/CPA user will create a user name and password when registering with the Audsum website as a first time user. For control purposes, the department recommends that each auditor/user within the audit firm obtain a unique user name and password. The user name and password will remain active unless the auditor requests removal by emailing Audsum at audsum@doe.state.nj.us. If you need to be sent a reminder of your user name and/or password, please send a request to the Audsum email at audsum@doe.state.nj.us. The auditor/user must then link the assigned district PIN to their user name and password in order to access Audsum screens for a client district. The auditor is responsible for the entry of data into electronic Audsum and the board secretary/business administrator is responsible for carefully reviewing the reports generated by Audsum. The school district auditor and the board secretary/business administrator are required to indicate their respective approval of the entered Audsum data through the electronic signature process available on the Data Finalize and Certify screen. The school district’s board secretary/business administrator is responsible for the submission of the Audsum data via the web application to the Department of Education no later than the CAFR due date (December 5, 2012).

The auditor’s responsibility is to perform an audit for the purpose of rendering an opinion on the fairness of the basic financial statements. The audit is to be performed in accordance with generally accepted auditing standards; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984 as amended by the Single Audit Act Amendments of 1996; USOMB Circular A-133, NJOMB Circular Letter 04-04, and audit requirements as prescribed by the Division of Finance, Department of Education, State of New Jersey. The auditor is also responsible for reviewing the unaudited sections of the CAFR. Adjustments required as a result of the audit procedures performed should be reflected in the CAFR issued by the district. See Section II-SA for required submission of reports.

Education Jobs Funds (Ed Jobs) were paid to NJ districts on a reimbursement basis after a cash management report (printable) was submitted by the district to the NJ DOE. NJ districts were instructed to record Ed Jobs activity in fund 18 of the general fund (see Question C-6 of the FAQ). A