

## **Directions for Mailing/Hand Delivering the 2011-2012 Audited Financial Statements to the Department**

In accordance with N.J.A.C. 6A:23A-18.9(a), regardless of the fiscal year of the school, each approved private school for students with disabilities shall submit to the Commissioner audited financial statements based on the July 1 to June 30 school year which must be postmarked on or before **November 1, 2012**. *Please be advised, an audit postmarked after **November 1, 2012** precludes the private school from requesting a higher tentative tuition rate in accordance with N.J.A.C. 6A:23A-18.9(h). Also, in accordance with N.J.A.C. 6A:23A-18.9(i) failure to comply with this section may result in the Commissioner placing the approved private school for students with disabilities on conditional approval status that precludes the school from accepting new students.*

The private school for students with disabilities must file three certified signed duplicate copies of the reports and recommendations for each private school location. One with the **Division of Administration and Finance**, one with the Office of Fiscal Accountability and Compliance in the Trenton offices and one with the County Superintendent of Schools in the county in which the school is located. **In addition, the private school must file copies of the audited financial statements both the PDF and EXCEL formats with the Division of Finance & Regulatory Compliance and with the Office of Fiscal Accountability and Compliance.** *To avoid a great many calls to the department in October and November 2012, the private schools for students with disabilities should provide the list below to their internal staff so they are aware of the correct address to mail the audit and the correct address for hand delivery. Listed below are the addresses which are also found on the department's website at <http://www.nj.gov/education/finance/fp/psd/audit/1112/>.*

### **Division of Finance Mailing Address:**

Elise Sadler-Williams, Planning Associate  
New Jersey State Department of Education  
Division of Administration and Finance  
Office of School Finance -Fiscal Policy & Planning  
P.O. Box 500  
Trenton, New Jersey 08625-0500

### **Business Address: (For hand delivery only, that includes Fed X, Next Day Mail etc.)**

Elise Sadler-Williams, Planning Associate  
New Jersey State Department of Education  
Division of Administration and Finance  
Office of School Finance -Fiscal Policy & Planning  
100 River View Executive Plaza, Route 29  
Trenton, New Jersey 08625-0500

### **Office of Fiscal Accountability and Compliance Mailing Address:**

Lisa McCormick, Manager  
New Jersey State Department of Education  
Office of Compliance Investigation  
Single/Grants Audit Unit  
P.O. Box 500  
Trenton, NJ 08625-0500

### **Business Address: (For hand delivery only, that includes Fed X, Next Day Mail etc.)**

Lisa McCormick, Manager  
New Jersey State Department of Education  
Office of Fiscal Accountability and Compliance  
Com  
200 River View Executive Plaza, Route 29  
Trenton, New Jersey 08625-0500

### **County Superintendent of Schools**

Please refer to **APPENDIX G** for the names and addresses of the County Superintendents of Schools.