



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: December 23, 2020
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: School Business Administrators/Board Secretaries
From: Dr. Jamar E. Purnsley, Director
Office of Fiscal Accountability and Compliance
Deadline: February 5, 2021

Fiscal 2020 Comprehensive Annual Financial Report Submission Process and Repository

The New Jersey Department of Education (NJDOE), Office of Fiscal Accountability and Compliance, requires Local Educational Agencies (LEAs) (school districts, charter schools and renaissance school projects) to upload the Comprehensive Annual Financial Report (CAFR), the Auditor's Management Report (AMR), and Associated Documents to the CAFR Repository, which can be accessed through NJDOE's [Homerom](#) portal. The CAFR Repository opened **Monday, December 14, 2020**.

The CAFR and AMR for the fiscal year ending June 30, 2020 must be uploaded by the revised statutory deadline of **Friday, February 5, 2021**. The NJDOE is aware of the challenges presented to schools by the COVID-19 pandemic and will work with LEAs to facilitate the completion of the CAFR and AMR.

The NJDOE has posted the online [Guidance to LEAs for uploading the CAFR, AMR and Associated Documents](#). The guidance shows the documents and their required file names and file types. In addition, the guidance provides Helpful Hints to assist with the upload process.

Guidance is also provided through the NJDOE [Audit Information](#) webpage. Refer to the [Audit Program](#) (Section III, Chapters 1, 6 and 7).

Please forward questions regarding the CAFR submission process to Vince Mastrocola, Director, Office of Fiscal Accountability and Compliance Special Audits Unit, via vincent.mastrocola@doe.nj.gov, or call (609) 410-4425 (cell), or (609) 376-3607 (work).

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group