



STATE OF NEW JERSEY  
**DEPARTMENT OF EDUCATION**

A Memo from the New Jersey Department of Education

Date: August 2, 2023  
To: Local Educational Agency Leads  
Route to: School Business Administrators, Board Secretaries, Public School Accountants  
From: Allen Dupree, Acting Executive Director  
Division of Finance and Business Services

### **Release of Independent Auditor Information for Fiscal Year Ending June 30, 2023**

The New Jersey Department of Education (NJDOE) has posted the following year-end audit documents to the [Finance section](#) of its website:

- Local Educational Agency (LEA) Audit Program for fiscal year (FY) 2023 (Audit Program);
- LEA State Aid/Grant Compliance Supplement for FY2023 (Compliance Supplement); and
- LEA Administrative Questionnaire (Questionnaire).

#### **Key steps/actions**

The *2022-2023 Audit Program and Compliance Supplement* have been updated and revised to reflect changes to laws, regulations, programs and financial reporting standards effective for FY2023. For ease of use, new guidance added to the *Audit Program* has been summarized in the Introductory Section (Significant Changes and Other Changes and Updates).

The *Compliance Supplement* establishes the audit procedures to test compliance with the requirements for selected State of New Jersey funded programs, and is arranged by sections and chapters. Similar to the *Audit Program*, the *Compliance Supplement* presentation for 2023 is applicable to LEAs. The 2023 presentation includes subtitles for each type of aid that clearly indicate whether the compliance requirements and suggested audit procedures for that aid category are applicable to independent audits of LEAs.

The *Questionnaire* must be completed by every LEA. The school undergoing audit must present the completed *Questionnaire* to the auditor no later than commencement of audit fieldwork. The *Questionnaire* is included in Section III – Chapter 6 of the Audit Program. Auditors must review this questionnaire in conjunction with their test of transactions and include a finding and recommendation if the LEA presents a questionnaire that is substantially incomplete or inaccurate.

LEA business administrators/board secretaries are encouraged to download a copy of the *Questionnaire* from the [NJDOE's Finance webpage](#) for completion prior to the start of the audit. Auditors will obtain the *Questionnaire* for inclusion in their audit work papers.

#### **Other audit information related to the June 30, 2023 year-end audit available on the NJDOE's website includes:**

- [2022-23 Budget Guidelines](#)
- Illustrative schedules and related instructions for preparing school-based budget Annual Comprehensive Financial Report (ACFR) schedules are posted on the NJDOE's [ACFR webpage](#).
- The *Audit Program* requires LEAs to have available for audit a schedule detailing those staff positions requiring a school administrator, principal, or school business administrator certificate as part of the "Checklist for Preparation for an Annual Independent Audit." This checklist is presented in Section III, Chapter 6 of the *Audit Program*.

- The Statistical Section is a required component of the ACFR (reference the *Audit Program* - Section III, Chapter Three) and requires the availability of certain statistical data for presentation. For ease of preparation, when available, the following statistical data for each required schedule will be posted by county, and by school district, charter school, and renaissance school project on the NJDOE's [Finance webpage](#):
  - Annual Average Labor Force Estimates by Municipality
  - Per Capita Personal Income for New Jersey
  - October 2022 District Report of Transported Resident Students (DRTRS) Summary Report
  - Subcounty Population Estimates
  - On-Behalf Teacher's Pension and Annuity Fund (TPAF) Pension and Other Post-Employment Benefits (OPEB) Payments for 2022-2023

**Contact Information**

For more information, please email [doe.acfr@doe.nj.gov](mailto:doe.acfr@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group