

FEDERAL SUBMISSIONS

AUDIT DOCUMENTS		Due Date:
Federal Audit Clearinghouse https://harvester.census.gov/facweb/default.aspx/	Federal Package** **see Single Audit Report Submission Requirements on page III-1.6	Within 30 days after the receipt of the auditor's report.
Bureau of the Census	Federal Data Collection Form	One copy of each
(Must use federal IDES to submit SF-SAC and Single Audit reporting package electronically to the Federal Audit Clearinghouse)**	(Only required for districts/charter schools/renaissance school projects expending \$500,000 or more in federal awards)	

**STATE SINGLE AUDIT REQUIREMENTS-
SCHOOL DISTRICTS, CHARTER SCHOOLS AND RENAISSANCE SCHOOL PROJECTS**
Charter Schools and Renaissance School Projects MUST also submit data through Epicenter in addition to the procedure below; see the task request sent to each charter school and renaissance school project.

[See Single Audit Summary for DOE submission requirements:
http://www.state.nj.us/education/business/audit.htm](http://www.state.nj.us/education/business/audit.htm)

AUDIT DOCUMENTS	MAILING ADDRESS	Due date:
Audit Reporting Package: ** <u>Hard copy and electronic file:</u> <ul style="list-style-type: none"> • Comprehensive Annual Financial Report (2 copies)** • Auditor's Management Report (2 copies)** • Audit Questionnaire (2 copies)** • Cover letter (firm letterhead) • Peer Review • Single Audit Summary • Data Collection Form (submit if Federal Single Audit Required) ➤ <u>Electronic submission by SBA only (no hard copy) send via CAFR repository</u> <ul style="list-style-type: none"> • Corrective Action Plan • Certification of Implementation • Board Resolution • Audit Synopsis 	<u>Via regular Mail:</u> Commissioner Department of Education Office of Fiscal Accountability & Compliance Special Audits Unit PO Box 500 Trenton, NJ 08625-0500 <u>Via delivery service:</u> <u>Commissioner</u> Department of Education Office of Fiscal Accountability & Compliance Special Audits Unit 100 Riverview Plaza Trenton, NJ 08625-0500 Also submit required data electronically to the NJDOE Homeroom through the CAFR Repository portal: http://homeroom.state.nj.us/	Monday, December 7, 2015. See instructions on page III-1.3 of this Audit Program for SF-SAC Form submission.

Districts that use **school based budget need to submit three copies of the CAFR and the AMR, and two copies of the Audit Questionnaire.

School District Contact Person: Vince Mastrocola Telephone 609-777-3544	Charter School Contact : Kathy Ambrosio Telephone 609-341-5298	Renaissance School Project Contact: Julie McAloon Telephone 609-341-3067
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NEW JERSEY DEPARTMENT OF AGRICULTURE

****IMPORTANT NOTE: Audit reporting package must be filed with the NJ Department of Agriculture only if the LEA received total combined funding in excess of \$100,000 from State Child Nutrition Programs and/or USDA Foods**

Audit Reporting Package–		Due Date:
Corrective Action Plan (CAP) – emailed to: cindy.pampinella@ag.state.nj.us . (SBA to email)		Monday, December 7, 2015
NJ DOA will have access to the CAFR/AMR from the DOE website.		
Mail addresses are provided for informational purposes only.		
Via regular Mail: NJ Department of Agriculture Bureau of Child Nutrition Programs P.O. Box 334 Trenton, NJ 08625-0334 Attn: Fiscal/Audit	Via delivery service: NJ Department of Agriculture Bureau of Child Nutrition Programs 22 South Clinton Avenue Building 4, 3rd Floor Trenton, NJ 08625-0334 Attn: Fiscal/Audit	
Contact person: Cindy Pampinella: cindy.pampinella@ag.state.nj.us		

EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS

Audit Reporting Package–		Due Date:
One hard copy of <ul style="list-style-type: none"> • CAFR • AMR • Audit Questionnaire 	Executive County Superintendent of Schools (see county directory for address)	Monday, December 7, 2015

NOTIFICATION OF ANY CORRECTIONS OR UPDATES TO THE CAFR OR AMR DISCOVERED AFTER SUBMISSION MUST BE MADE VIA RE-UPLOAD OF FILE TO THE REPOSITORY AND RE-SUBMISSION OF RESPECTIVE PAGES TO THOSE WHO RECEIVED A HARD COPY OF THE REPORT.