

**SECTION III – REPORTING**  
**CHAPTER 8 –QUALITY ASSESSMENT REVIEW CHECKLIST**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

**(Chapter 8 is applicable to school districts, charter schools, and renaissance school projects with certain exceptions noted)**

A Quality Assessment (Control) Review will be performed at the state level on each audit. The auditor should familiarize himself/herself with the following Quality Assessment (Control) Review form. The auditor’s review of this form should ensure that the audit contains sufficient information to answer the questions contained in the review, as well as eliminate time consuming correspondence with the Special Audits Unit personnel in assuring compliance with Federal and State audit requirements.

**QUALITY ASSESSMENT REVIEW**

Local Educational Agency/Charter School/  
Renaissance School Project: \_\_\_\_\_

County \_\_\_\_\_

Audit Period \_\_\_\_\_ Date of Report \_\_\_\_\_

Received By Deadline \_\_\_\_\_

Auditor Name \_\_\_\_\_ Audit Firm \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

**Summary of Quality Assessment Review**

In my opinion, the CAFR is:

- Acceptable, and requires no or only minor corrections.
- Substandard, and requires one or more major changes.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I. Qualifications and Independence of Auditor**

1. Is the audit performed by a certified public accountant? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the audit report free of indications that the auditor is not independent? If not, follow up to determine if independence was impaired in appearance or in fact. Yes \_\_\_\_\_ No \_\_\_\_\_

- 3. Does the auditor have an external quality control review on file with the department? Yes \_\_\_\_\_ No \_\_\_\_\_

**II. Financial Statements**

The format of the CAFR should conform to the publication, Financial Accounting for New Jersey School Districts/Charter Schools/Renaissance School Projects - The Audit Program, and should strictly adhere to the prescribed sectioning of the report and numbering of exhibits as shown on pages **xvi to xxi** of The Audit Program. If a section or exhibit is not applicable to the school district/charter school/renaissance school project, the notation "N/A" should be indicated against that item in the Table of Contents. Exhibit numbers for any additional statements required under the circumstances should be assigned using the next available exhibit number within that series of statements/schedules.

- 1. Is a complete table of contents as reflected on pages xvi through xviii of the 2015-16 Audit Program included? Yes\_\_\_\_ No\_\_\_\_

If "No", describe deficiencies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Are sections properly designated? (If "No", make corrections in the CAFR and describe below.) Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Are exhibits properly numbered? (If "No", make corrections in the CAFR and describe below.) Yes\_\_\_\_ No\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4. Are all statements and schedules reflected in The Audit Program Outline to the CAFR (p xvi through xviii), either included in the CAFR or designated "N/A" in the table of contents?

- 4a. Did districts required to use school-based budgeting, include the Combining Schedule of Revenues, Expenditures, and Fund Balance – Budget and Actual (Exhibit C-1a), and the School Based Budget Schedules (Exhibit D-x series), and the Preschool Aid schedules indicated in the CAFR Outline, pp. xvi to xviii? Yes\_\_\_\_ No\_\_\_\_

If answer is "No", list all omitted financial statements not designated as "N/A" in the table of contents. If additional space is needed, attach additional sheets.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5. Do the fund types used in the financial statements conform to those described in GASB §1300.103? Yes\_\_\_\_ No\_\_\_\_

- |     |  |        |       |        |
|-----|--|--------|-------|--------|
| 6   | Does the information presented in the combining statements in Other Supplementary Information agree to the applicable funds statements or budget to GAAP reconciliation?   | Yes___ | No___ | N/A___ |
| 6a. | Does the <i>Statement of Net Position</i> include a balance for Net investment in capital assets conforming to the requirements of GASBS 63?   | Yes___ | No___ | N/A___ |
| 6b. | Does the <i>Statement of Net Position</i> include two lines for Noncurrent liabilities – Due within one year and Due in more than one year?  | Yes___ | No___ | N/A___ |
| 6c. | Does the <i>Statement of Net Position</i> include a balance for deferred outflows related to Pension contributions conforming to the requirements of GASBS 68?   | Yes___ | No___ | N/A___ |
| 7.  | Have the basic financial statements, required supplementary information and other supplementary information been prepared in the format of the CAFR Outline?   | Yes___ | No___ | N/A___ |
| 8.  | Has GASB Statement No. 54 been implemented? Did the district's/charter school/renaissance school project's CAFR reflect fund balance as non-spendable, restricted, committed, assigned, and unassigned?  | Yes___ | No___ | N/A___ |
| (a) | Have unspent appropriations/balances from an additional spending proposal been classified as restricted fund balance – additional spending proposal?   | Yes___ | No___ | N/A___ |
| (b) | Have capital reserve funds been classified as restricted fund balance – capital reserve?   | Yes___ | No___ | N/A___ |
| (c) | Has unreserved fund balance included in the upcoming year's budget as budgeted fund balance been classified as assigned to – designated for subsequent year's expenditures?  | Yes___ | No___ | N/A___ |
| (d) | Have amounts calculated (generated in the current year) in accordance with N.J.S.A. 18A:7F-7 been classified and reported as restricted for – excess surplus)?   | Yes___ | No___ | N/A___ |
| (e) | Has excess surplus generated in the prior year been classified and reported as restricted for – excess surplus – prior year – designated for subsequent year's expenditures in the current year?   | Yes___ | No___ | N/A___ |
| (f) | Are the amounts utilized for the excess surplus calculation accurate? (Trace amounts to financial statements and recalculate. Fund balance should be taken from the Budgetary Comparison Schedule, C-1. Determine that the correct percentage was used.) If not, a note to the auditor must be included in the QAR letter. | Yes___ | No___ | N/A___ |

- (g) Is the amount for Impact Aid Adjustment no more than the amount received for the current year as reported in the schedule of expenditure of federal awards, less any amount that was transferred to the Impact Aid general fund reserve or Impact Aid capital fund reserve accounts?  
(If no, a note to the auditor must be included in the QAR letter.) Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- (h) If this is a regular school district, was the excess surplus calculation performed using the 2% calculation? (County Vocational districts use 6%) Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- (i) Have Adult Ed fund balances been classified as restricted-Adult Ed? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- (j) Are reserves related to insurance policies for other than incurred but not reported claims (IBNR) classified as unrestricted fund balance? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- (k) Are all other reported "restrictions", "commitments" and "assignments" appropriate? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- (l) Have the appropriate disclosures related to the components of fund balance been made in the notes to the financial statements? Yes\_\_\_\_ No\_\_\_\_
9. Are all interfund transfers reflected in the CAFR in accordance with statute and properly reported in accordance with GASB codification §1800.102-105? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
10. Do the Budgetary Comparison Schedules reflect over-expenditures of line accounts in violation of *N.J.A.C. 6A:23A-16.10*? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_  
Is a comment and recommendation regarding over-expenditures included in the Auditor's Management Report? If not, a note to the auditor must be included in the QAR letter. Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_  
Did the district include the Schedule of Required Maintenance Expenditures by School Facility (exhibit J-19)? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
11. If the district/charter school/renaissance school project is self-insured for workmen's compensation, have they properly accounted for the activity in accordance with GASBS 10 and 30? (Self-insured workmen's compensation plans should be accounted for in either the general fund or an internal service fund when there is no transfer of risk). Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
- 11a. If the district /charter school/renaissance school project uses the reimbursement method (payment in lieu of contributions) for unemployment compensation, has the information been presented in the fiduciary fund statements? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
12. Does the *Statement of Net Position* report Net Position in three components - Invested in capital assets, net of related debt; restricted (distinguishing between major categories of restrictions, including permanent endowment principal – nonexpendable); and unrestricted (GASBS 34, ¶477)? If no, answer (a) below. Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

- (a) Does the independent auditor's report contain the associated qualification of opinion? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
13. Does the *Statement of Net Position* report the portion of compensated absences which matures within one year separately from the long-term portion? (GASB §2200.116) Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
14. Do the notes to the financial statements include: (GASB §2300)
- (a) A summary of significant accounting policies that includes:
    - i. An identification of the component units combined to form the reporting entity and the key criteria considered? (GASB §2600.119) Yes\_\_\_\_ No\_\_\_\_
    - ii. The basis of accounting including revenue recognition policies? Yes\_\_\_\_ No\_\_\_\_
  - (b) Interfund receivables and payables? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
  - (c) Excess of expenditures over appropriations in individual funds? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
  - (d) Deficit fund balances or retained earnings of individual funds? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
    - i. Is the amount of the deficit due to the deferral of one or more June state aid payments stated? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
  - (e) Material violations of finance-related legal and contractual provisions? (GASB §1200.112) Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
  - (f) Do the notes to the financial statements for capital assets and noncurrent liabilities agree to the *Statement of Net Position*? (GASB §2300.111) Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

### III. Reporting

1. Does the Independent Auditor's Report contain the following items:
- (a) A title that includes the word independent? Yes\_\_\_\_ No\_\_\_\_
  - (b) Under the heading "Report on the Financial Statements," a statement that the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the (entity name) as of and for the year ended June 30, 20X1, and the related notes to the financial statements, which collectively comprise the (entity name)'s basic financial statements as listed in the table of contents were audited? Yes\_\_\_\_ No\_\_\_\_
  - (c) Under the heading, "Managements Responsibility for the Financial Statements", a statement that management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Yes\_\_\_\_ No\_\_\_\_

- (d) Under the heading “Auditor’s Responsibility,” a statement that the auditor's responsibility is to express opinions on these financial statements based on his audit?  
 Under the heading “Auditor’s Responsibility,” a statement that the audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and audit requirements prescribed by the New Jersey Department of Education, Office of School Finance.
- Yes\_\_\_\_ No\_\_\_\_
- (e) Under the heading “Auditor’s Responsibility,” a statement that generally accepted auditing standards require that the auditor plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement?
- Yes\_\_\_\_ No\_\_\_\_
- (f) Under the heading “Auditor’s Responsibility,” a statement that the audit involves:
- i. Performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements?  
 Yes\_\_\_\_ No\_\_\_\_
  - ii. The procedures selected depend on auditor judgment including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error?  
 Yes\_\_\_\_ No\_\_\_\_
  - iii. In making those risk assessments, the auditor considers internal control relevant to the district/charter school/renaissance school project’s preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control and a statement that accordingly they express no opinion.  
 Yes\_\_\_\_ No\_\_\_\_
  - iv. Evaluating the appropriateness of accounting policies used and reasonableness of significant accounting estimates made by management?  
 Yes\_\_\_\_ No\_\_\_\_
  - v. Evaluating the overall financial statement presentations?  
 Yes\_\_\_\_ No\_\_\_\_
- (g) Under the heading “Auditor’s Responsibility,” a statement that the auditor believes that the audit evidence obtained is sufficient and appropriate to provide a basis for his opinion(s)?
- Yes\_\_\_\_ No\_\_\_\_

- (h) Under the heading “Opinions,” a statement expressing an opinion as to whether the financial statements present fairly, in all material respects the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of the balance sheet date and the respective changes in financial position and, where applicable, cash flows thereof, for the period then ended in conformity with accounting principles generally accepted in the United States of America?

Yes\_\_\_\_ No\_\_\_\_

Briefly describe any modifications including whether or not there are modifications due to a departure from GAAP:

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- (i) Under the heading “ Other Matters,” “Required Supplementary Information”, a statement that accounting principles generally accepted in the United States of America require that the (identification of the accompanying required supplementary information, such as management’s discussion and analysis and budgetary comparison schedules) be presented to supplement the basic financial statements.

- a. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Yes\_\_\_\_ No\_\_\_\_

- b. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

Yes\_\_\_\_ No\_\_\_\_

- c. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Yes\_\_\_\_ No\_\_\_\_

(j) Under the heading “Other Matters,” – “Other Information”, a statement that our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the district’s/charter school’s/renaissance school project’s basic financial statements. The [identify accompanying supplementary information such as combining and individual nonmajor fund financial statements and schedule of expenditures of federal awards Office of Management and Budget *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Audits of States, Local Governments, and Non-Profit Organizations and schedule of State Financial Assistance as required by the State of New Jersey Circular 15-08 OMB, Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid] and the other information such as the [introductory and statistical section] are presented for purposes of additional analysis and are not a required part of the basic financial statements.

a. The [identify accompanying supplementary information e.g. combining statements and related major fund supporting statements and schedules and Schedules of Expenditures of Federal Awards and State Financial Assistance] is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

b. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

c. In our opinion, the [identify accompanying supplementary information e.g. accompanying combining statements and related major fund supporting statements and schedules and Schedules of Expenditures of Federal Awards and State Financial Assistance] is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

Briefly describe any qualifications:

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- d. The [identify accompanying other information e.g. introductory and statistical section] has not been subjected to the auditing procedures applied in the audit of basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.
- (k) Under the heading “Other Legal and Regulatory Requirements (or otherwise as appropriate to the contents of the section),” a statement that in accordance with *Government Auditing Standards*, the auditor has also issued a report dated (include report date) on the consideration of the district’s/charter school’s/renaissance school project’s internal control over financial reporting and on tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. A statement that that the purpose of that report is to describe the scope of the testing of internal control over financial reporting and compliance, and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards*.
- (l) Under the heading “Other Reporting required by *Government Auditing Standards*” a statement that the auditor also issued a report (dated) on his consideration of the (entity name)’s internal control over financial reporting and on the auditor’ tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters.
- |   |          |         |
|---|----------|---------|
|   | Yes ____ | No ____ |
| a. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. | Yes ____ | No ____ |
| b. That the report is an integral part of an audit performed in accordance with <i>Government Auditing Standards</i> in considering (entity name)’s internal control over financial reporting and compliance.   | Yes ____ | No ____ |
| c. Signature of the public accountant who performed the audit?<br>(The audit must be signed by the individual making the audit or in charge of the audit and not by the firm or corporation, which employs the auditor)   | Yes ____ | No ____ |

- d. Auditor's City and State? Yes \_\_\_\_\_ No \_\_\_\_\_
- e. The Date of the Auditor's Report? Yes \_\_\_\_\_ No \_\_\_\_\_

The illustrative reports included here represent a sampling of the report examples included in chapter 23 of the AICPA's Audit Guide, *Government Auditing Standards and Single Audits (GAS-SA Guide)*. The appendix contains examples of the reports on compliance with requirements that could have a direct and material effect on each major federal program and on internal control over compliance issued under the audit requirements of 2 C.F.R. 200. Auditors may adapt the samples to other situations not specifically addressed in this guide.

2. Are the following reports included?

Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal/State Awards Required by Uniform Guidance?

Yes \_\_\_\_\_ No \_\_\_\_\_

Schedule of Findings and Questioned Costs?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Does the Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance; and Report on Schedule of Expenditures of Federal/State Awards Required by Uniform Guidance contain the following elements:

(a) A statement that the auditor has audited the compliance with the prescribed requirements described in the OMB Compliance Supplement that could have a direct and material effect on each major federal program for the year ended June 30, 20X1? The school district's/charter school's/renaissance school project's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Yes \_\_\_\_\_ No \_\_\_\_\_

(b) Under the heading, "Management's Responsibility", a statement that Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs?

Yes \_\_\_\_\_ No \_\_\_\_\_

(c) (i) Under the heading "Auditor's Responsibility", A statement that the auditor's responsibility is to express an opinion on compliance for each of school district's/charter school's/renaissance school project's major federal programs based on our audit of the types of compliance requirements referred to above?

Yes \_\_\_\_\_ No \_\_\_\_\_

(ii) A statement that the audit of compliance was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in , *Government Auditing Standards* issued by the Comptroller General of the United States, Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the audit requirements prescribed by the Office of School Finance, Department of Education, State of New Jersey?

(iii) A statement that those standards and the Uniform Guidance require that the audit was planned and performed to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above could have a direct and material effect on a major federal program occurred.

Yes\_\_\_\_ No\_\_\_\_

A statement that an audit includes examining, on a test basis, evidence about the school district/charter school/renaissance school project’s compliance with those requirements and performing such other procedures as considered necessary in the circumstances.

Yes\_\_\_\_ No\_\_\_\_

(iv) A statement that the auditor believes that the audit provides a reasonable basis for their opinion on compliance for each major federal program. However, the audit does not provide a legal determination of school district/charter school/renaissance school project’s compliance.

Yes\_\_\_\_ No\_\_\_\_

(d) Under the heading “Opinion on Each Major Federal Program”, is there a statement that, in the auditor’s opinion, the school district/charter school/renaissance school project complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 20X1?

Yes\_\_\_\_ No\_\_\_\_

(e) (i) Under the heading “Other Matters”, a statement that the results of the auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items [list the reference numbers of the related findings, for example, 20X1-001 and 20X1-002]. The opinion on each major federal program is not modified with respect to these matters?

Yes\_\_\_\_ No\_\_\_\_

(ii) A statement regarding the school district/charter school/renaissance school project response to the noncompliance findings identified in their audit are described in the accompanying [insert name of document containing management’s response to the auditor’s findings; for example, schedule of findings and questioned costs and/or corrective action plan]. The school district/charter school/renaissance school project response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response?

Yes\_\_\_\_ No\_\_\_\_

- (f) (i) Under the heading “Report on Internal Control Over Compliance”, a statement that the management of school district/charter school/renaissance school project is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, the auditor considered the school district/charter school/renaissance school project’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Example Entity’s internal control over compliance? Yes\_\_\_\_\_ No\_\_\_\_\_
- (ii) Under the heading “Report on Internal Control Over Compliance”, A statement that:  
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis? Yes\_\_\_\_\_ No\_\_\_\_\_
- (iii) A *material weakness* in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis? Yes\_\_\_\_\_ No\_\_\_\_\_
- (iv) A *significant deficiency* in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance? Yes\_\_\_\_\_ No\_\_\_\_\_
- (v) Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies? Yes\_\_\_\_\_ No\_\_\_\_\_

(vi) We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose?

Yes\_\_\_\_ No\_\_\_\_

(g) Under the heading “Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance” a statement:

that the auditor has audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of school district/charter school/renaissance school project as of and for the year ended June 30, 20X1, and the related notes to the financial statements, which collectively comprise the school district/charter school/renaissance school project as of and for the year ended June 30, 20X1, and have issued our report thereon dated {December 5, 20X1}, which contained an unmodified opinion on those financial statements.

Yes\_\_\_\_ No\_\_\_\_

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements.

Yes\_\_\_\_ No\_\_\_\_

(h) Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements.

Yes\_\_\_\_ No\_\_\_\_

(i) Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements.

Yes\_\_\_\_ No\_\_\_\_

(j) Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

Yes\_\_\_\_ No\_\_\_\_

(k)	In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.	Yes____	No____
(l)	A statement that the report is intended for the information of the Board, the New Jersey Department of Education, and Federal awarding agencies?	Yes____	No____
(m)	The signature of the public accountant who performed the audit? (The audit report must be signed by the individual making the audit or in charge of the audit and not by the firm or corporation, which employs the auditor.)	Yes____	No____
(n)	Auditor's city and state?	Yes____	No____
(o)	The date of the auditor's report?	Yes____	No____

4. Do the Notes to the Schedules of Awards and Financial Assistance include the following:

(a)	Basis of accounting of the data?	Yes____	No____
(b)	Disclosure of the nature of differences between amounts presented in the schedules and amounts reported in related reports?	Yes____	No____
(c)	Relationship of the data presented to the financial statements?	Yes____	No____
(d)	Assumptions used to value noncash programs and means of calculations?	Yes____	No____
(e)	Unique matters necessary to understand the amounts presented for any individual program?	Yes____	No____
(f)	Other matters considered necessary to ensure the schedule is not misleading?	Yes____	No____

5. Does the **Schedule of Findings and Questioned Costs** include the following four components:

(a)	A Summary of the Auditor's Results which includes:		
i.	The type of report issued on the financial statements?	Yes____	No____
ii.	Internal control over financial reporting:		
i.	material weakness(es) identified?	Yes____	No____
ii.	Significant deficiency(ies) identified?	Yes____	No____
iii.	A statement as to whether noncompliance material to the financial statements were disclosed by the audit of the financial statements?	Yes____	No____
iv.	Internal Control Over Major Programs: Where applicable, a statement as to whether or not material weaknesses were identified. A statement as to whether significant deficiencies were identified (reported).	Yes____	No____
	For federal awards?	Yes____	No____
	For state financial assistance?	Yes____	No____
v.	The type (unmodified, modified, adverse, or disclaimer) of report the auditor issued on compliance for major programs:		
	For federal awards?	Yes____	No____
	For state financial assistance?	Yes____	No____

- |       |   |        |       |
|-------|---|--------|-------|
| vi.   | A statement as to whether the audit disclosed any audit findings which the auditor is required to report:<br>For federal awards?  | Yes___ | No___ |
|       | For state financial assistance?   | Yes___ | No___ |
| vii.  | An identification of major programs:<br>For federal awards (CFDA)?  | Yes___ | No___ |
|       | For state financial assistance?   | Yes___ | No___ |
| viii. | The dollar threshold used to distinguish between Type A and Type B programs was computed correctly:<br>For federal awards?  |        |       |
|       | CPA FIRM                      DOE Calculation   | Yes___ | No___ |
|       | For state awards?   |        |       |
|       | CPA FIRM                      DOE Calculation   | Yes___ | No___ |
| ix.   | A statement as to whether the auditee qualified as a low-risk auditee:<br>For federal awards?   | Yes___ | No___ |
|       | For state financial assistance?   | Yes___ | No___ |
| x.    | Do programs identified by NJDOE review calculation as Type A or B major programs on the Schedules of Expenditures agree with those identified on the Schedules of Findings and Questioned Costs (Section I – Summary of Auditor’s Results) and the Single Audit Summary Sheet section C items # 22 and #26<br>:For federal awards and the SF-SAC?<br>:For state financial assistance? | Yes___ | No___ |
|       | If No, has the program been audited in either of the two preceding years?   |        |       |
|       | For federal awards?   | Yes___ | No___ |
|       | For state financial assistance?   | Yes___ | No___ |
| (b)   | Financial Statement Findings relating to the financial statements which are required to be reported in accordance with GAGAS?   | Yes___ | No___ |
| (c)   | Findings and questioned costs for Federal awards as per <i>Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</i> e (Sec. 711)?  | Yes___ | No___ |
| (d)   | Findings and questioned costs for State financial assistance?   | Yes___ | No___ |
| 6.    | Does the Summary Schedule of Prior Audit Findings include the following :   |        |       |
| (a)   | The reference numbers the auditor assigns to audit findings, including the fiscal year in which the finding initially occurred?   | Yes___ | No___ |
| (b)   | For repeat audit findings, the cross-reference to the current year audit finding number?  | Yes___ | No___ |

(c) The status of all audit findings included in the prior audit's schedule of findings and questioned costs relative to Federal awards and State Financial Assistance? Yes\_\_\_\_ No\_\_\_\_

(d) Audit findings reported in the prior audit's summary schedule of prior audit findings as follows:  
i. When fully corrected the summary schedule need only list the findings and state that corrective action was taken. Yes\_\_\_\_ No\_\_\_\_

ii. When not corrected or only partially corrected, the summary schedule must describe the planned corrective action as well as any partial corrective action taken. Yes\_\_\_\_ No\_\_\_\_

iii. When corrective action is significantly different from corrective action previously reported in a corrective action plan or in the Federal agencies or pass-through entity's management decision, the summary schedule shall provide an explanation. Yes\_\_\_\_ No\_\_\_\_

iv. When the auditee believes the audit findings are no longer valid or does not warrant further action, the reasons for this position shall be described in the summary schedule. Yes\_\_\_\_ No\_\_\_\_

7. Has an acceptable Corrective Action Plan been submitted to the department with the Audit Synopsis through the county office of education? Yes\_\_\_\_ No\_\_\_\_

8. Has a copy of the Federal Data Collection Form as per USOMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* been received by the department if auditee expended over \$750,000 in federal financial assistance? Yes\_\_\_\_ No\_\_\_\_

**III. Comments and Recommendations**

1. Does the Auditor's Management Report contain comments as outlined in The Audit Program as to the accuracy and completeness of financial reports and claims for advances or reimbursement to federal agencies or their representatives (i.e. Food Service Fund) and Child Nutrition Requirements? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

2. Districts required to use school-based budgeting - Are all irregularities disclosed in the Audit Questionnaire included as comments and recommendations in the Auditor's Management Report? (All negative comments, exceptions, or noncompliance noted in the Audit Report should have a corresponding recommendation) Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_

If answer to question 2 is "No", briefly describe omitted comments and recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



3. Does the Auditor's Management Report contain all the findings reported in the Single Audit Section of the CAFR? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_
4. Does the Auditor's Management Report provide comments both negative and positive on significant findings and recommendations from the previous audit to determine whether appropriate corrective actions had been taken? Yes\_\_\_\_ No\_\_\_\_ N/A\_\_\_\_