



March 2, 2021

TO: Charter School Administrators
Business and Accounting Administrators
Selected Los Angeles County K-12 School Districts

FROM: Philip N. Thi, Enterprise Financial Systems Consultant
Business Charter Schools Unit
Division of School Financial Services

SUBJECT: Charter School Audit Contract Information

The Los Angeles County Office of Education (LACOE) is requesting the annual audit contract information for charter schools. Each charter school is required to respond to LACOE's Business Charter Schools Unit (BCSU) regarding the audit information that is collected annually regardless of when contracts expire. Please use the link provided:

<http://bit.ly/3uor0N4>

Board approval documents are not included as part of the submission form and will need to be submitted to your authorizer in accordance with their requirements.

Chartering authorities are being notified of this request because they have the responsibility to monitor each charter school. Charter schools are required to remit this information by **April 1, 2021**. Charters unable to access the online form link above may complete the [Audit Contract Information Form](#) and return via email to sfs_bcsu@laoe.edu.

Questions regarding this bulletin may be directed to BCSU at (562) 401-5574 or SFS_BCSU@laoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

PT:lt
Attachment

SFS-A38-2020-2021

Audit Contract Information

Charter School Name: _____

Charter Number: _____

Audit Firm Information:

Name: _____

Contact: _____

Address: _____

Telephone No.: _____

Email: _____

Indicate contract period and fee for each year.

Contract Period:	Audit Fee*

* If the audit firm charges an hourly rate or if the amount needs an adjustment for the COLA, provide an estimate of the total cost.

Return the completed form by **April 01, 2021**
via email to sfs_bcsu@laoe.edu

Completed by: _____
Print Name

Date: _____

Telephone No.: _____