



**Los Angeles County  
Office of Education**

**INFORMATIONAL  
BULLETIN # 5503**

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9300 Imperial Highway, Downey, California 90242-2890 • (562) 922-6111

Debra Duardo, M.S.W., Ed.D., *Superintendent*

March 4, 2022

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:

<https://bit.ly/3hvWc7S>

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, 2022**. 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](mailto:sfs_bcsu@laoe.edu).

Questions regarding this bulletin may be directed to BCSU at (562) 401-5574 or [SFS\\_BCSU@laoe.edu](mailto:SFS_BCSU@laoe.edu).

Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

PT:lt  
Attachment

SFS-A39-2021-2022

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### 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, 2022**  
via email to **sfs\_bcsu@laoe.edu**

Completed by: \_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

Telephone No.: \_\_\_\_\_