



March 1, 2023

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

FROM: Philip 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:

bit.ly/3XUIH4c

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 3, 2023**. Charters unable to access the online form link above can contact the BCSU Unit at SFS_BCSU@laoe.edu for assistance.

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

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

PT:lt

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