



November 14, 2024

**TO:** Business and Accounting Administrators  
Los Angeles County School Districts,  
Regional Occupational Centers/Programs (ROC/Ps),  
Joint Powers Authorities (JPAs), and  
Community College Districts

**FROM:** Octavio Castelo, Director  
Business Advisory Services  
  
Christina Hill, Assistant Director  
School Accounting and Disbursements  
School Financial Services

**SUBJECT:** 2023-24 Annual Financial Audits

Under Education Code (EC) Sections 41020 through 41020(h), all school districts must file their annual audit reports for the 2023-24 fiscal year by December 15, 2024, with the Los Angeles County Superintendent of Schools (County Superintendent), the California Department of Education (CDE), and the State Controller's Office (SCO). Because December 15<sup>th</sup> falls on a Sunday this year, the report will be due by December 16<sup>th</sup>. This bulletin outlines various aspects of the 2023-24 annual financial audit process and timeline, and the responsibilities of school district auditors, school districts, and the Los Angeles County Office of Education (County Office).

This bulletin also outlines report filing deadlines (Attachment No. 1), the process to resolve audit exceptions, and how to record audit adjustments. Detailed explanations are provided in the following sections of this bulletin.

### **Audit Contracts**

Please review the County Office Informational Bulletin No. [6812](#), issued February 27, 2024, for the annual audit contract requirements and required submission to School Financial Services. If you have questions relating to the annual audit contracts, please contact the SFS Audit team at [SFSAudit@lacoe.edu](mailto:SFSAudit@lacoe.edu).

Please refer to the “Los Angeles County K-12 School Districts, Regional Occupational Centers/Program Joint Powers Authorities List of Auditors 2023-24 Fiscal Year” and “Community College Districts List of Auditors 2023-24 Fiscal Year” (Attachment No. 2).

## **Audit Report Filing**

Audit reports for fiscal year 2023-24 must be filed with the required agencies by December 16, 2024. Please see Attachment No. 3 for additional details.

## **Audit Exceptions**

EC Sections 41020 and 41020.3 specify the responsibilities of County Superintendents of schools, school districts, and districts' independent auditors, as they relate to resolving audit exceptions.

### County Superintendent Responsibilities

The County Superintendent must:

- review all audit exceptions in the district's audit report
- request that the Governing Board of each school district provide the County Superintendent with a description of all corrections or plans of correction by March 17, 2025
- review the information provided for sufficiency, request any additional information, and certify to the Superintendent of Public Instruction and the SCO by May 15, 2025, that the staff has:
  - reviewed all school district audits under her/his/their jurisdiction for the 2023-24 fiscal year
  - verified all exceptions have been corrected or that the district has submitted an acceptable plan of correction; and
  - required all districts with attendance related audit exceptions to prepare and submit appropriate amended attendance reports for transmission to CDE

The County Superintendent cannot certify reports of average daily attendance (ADA) if any of the ADA is from programs with "apportionment significant noncompliance."

The County Superintendent may waive any audit exceptions the districts receive because of noncompliance with the reporting requirements for:

- sufficiency of Instructional Materials per EC Section 60119 (e.g., public hearing and board resolution)
- teacher misassignment per EC Section 44258.9
- accuracy of information reported on the School Accountability Report Card per EC Section 33126 (EC Section 41344.4)

### School District Responsibilities

By January 31, 2025, the Governing Board of each school district must:

- review the annual audit report for the prior fiscal year at a public meeting. According to EC Section 41020.3, the review will include:

“ . . . the annual audit of the local education agency for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or management letter issue.”

When describing corrections or plans of correction, include specific actions taken or planned. General comments such as “will implement”, “accepted the recommendation” or “will discuss at a later date” do not meet EC requirements. If inadequate descriptions are used, additional information will be requested from districts.

The written description of corrections or plans of correction must address not only the items in the sections titled “Findings and Recommendations”, “Findings and Questioned Costs” or similar headings, but also those comments in the management letter. The “Standards and Procedures for Audits of California K-12 Local Educational Agencies” (Standards and Procedures) specifies that the management letter is an integral part of the “Findings and Recommendations” section of the audit report. Education Code Section 41020.3 indicates that management letter comments have the same requirements for correction as items that appear in the findings section.

The audit reports for fiscal year 2023-24 submitted to the County Office by December 16, 2024 require the Corrective Action Plans (CAPs) for each of the audit findings and the recommendation(s) discussed in the audit report and the management letter.

The CAPs should be specific about the district’s actions and should include the following:

- ✓ What has been (or will be) done?
- ✓ Who has done (or will do) what?
- ✓ When was it (or will be) done?
- ✓ How it was (or will be) done?

The audit report will be reviewed in conjunction with the CAPs. The audit report will be approved and submitted for certification *only* if the audit report meets the audit standards and all CAPs are adequate.

### Responsibilities Required of School District Auditors

School district auditors are required to:

- ensure accuracy of account balances, requiring districts to book the appropriate adjustment entries to the district's financial accounting records, as specified in the "Reconciliation of Annual Financial and Budget Report with Audited Financial Statements" section of the audit report
- code all audit exceptions to indicate whether the State or the County Office has the responsibility of follow-up
- quantify the dollar value (questioned costs) of the audit exceptions
- evaluate whether there is any question about the district's ability to continue as a "going concern" for a reasonable period
- review all corrections or plans of correction for the previous year's audit to determine if the exceptions have been resolved
- notify the County Office and the CDE if prior year audit exceptions are not resolved, and restate the exceptions in the current year audit report
- include management improvement recommendations in the audit report
- upon request, provide the County Superintendent or the State Superintendent of Public Instruction with fiscal information on a district if the County Superintendent determines, under EC Section 42127.6, that the district may not meet its fiscal obligations in the current or subsequent fiscal year (EC Section 41020.8).

### **Recording Audit Adjustments Resulting from 2023-24 Audit**

The 2023-24 annual financial audit, prepared by independent auditors, may differ from district prepared unaudited financial information. The differences are usually listed in the audit report as supplementary information in the exhibit titled "Reconciliation of Annual Financial and Budget Report with Audited Financial Statements". This schedule shows the impact of the audit adjustments on the 2023-24 ending fund balances, and on the 2024-25 beginning fund balances.

Differences that impact the beginning balance for each fund require two separate adjustments:

- budget revisions, and
- audit adjustments.

The required audit adjustments will change the district's beginning fund balance for the 2024-25 adopted budget. Therefore, the district must submit corresponding **budget revisions** increasing or decreasing the components of the fund balance. These budget revisions must be adopted by the district's Governing Board, entered directly through in the BEST Advantage System.

Audit adjustments must be entered by closing of Period 7 (February 21, 2025) in the BEST Advantage System-FIN. This will ensure that April month end reports (which are used to prepare and satisfy legal requirements for the Second Interim Report), include audited beginning fund balance adjustments. Whether the audit adjustment has a positive or negative impact on the district, the corresponding budget adjustment should be filed simultaneously.

For detailed information and examples on how to post your audit adjustment journals, we recommend that you refer to Procedure 215, Audit Adjustments, which is in the California School Accounting Manual (CSAM). The manual can be found here:

<https://www.cde.ca.gov/fg/ac/sa/documents/csam2019complete.pdf>

If you have questions regarding posting audit adjustments, please contact the SFS General Ledger Unit at [SFSGLGroup@lacoed.edu](mailto:SFSGLGroup@lacoed.edu).

Charter schools should contact their authorizing agency, not the County Office, with questions regarding apportionments, timelines, forms, and/or budget assumptions.

This bulletin and its attachments are posted on the County Office website at:

<https://classic.lacoed.edu/Bulletins>

Use the "Search" function to locate a specific bulletin by number or keyword.

If you have questions regarding this bulletin, please contact the SFS Audit team at [SFSAudit@lacoed.edu](mailto:SFSAudit@lacoed.edu), or your Business Services Consultant listed in Attachment No. 4.

Approved:  
Karen Kimmel, Chief Financial Officer  
Business Services

OC/CH:ei  
Attachments

SFS-A26-2024-2025

## LOS ANGELES COUNTY OFFICE OF EDUCATION

### 2023-24 Audit Timeline

Due Date <sup>1</sup>	Responsible Party	Requirement
March 17, 2024	District	Select audit firm from the SCO directory for 2023-24 annual financial audit and submit audit contract, Board minutes and required information to the County Office (EC Section 41020(b)(3))
April 1, 2024	County	Provide for annual audit, if district has not done so (EC Section 41020 (b)(3)).
December 16, 2024	District	Extension request for audit completion due date must be received by the County Office for processing to the SCO (EC Section 41020 (h)(3)). <sup>1</sup>
December 16, 2024	Auditor	Audit report, management letter and the associated corrective action plan (s), if any, submitted to the SCO, CDE, and County Office (EC Section 41020(h)(2)). <sup>1</sup>
January 31, 2025	District	Audit adjustments in the BEST Advantage System – Financial (FIN) must be recorded by closing of Period 7 (February 21, 2025)
January 31, 2025	District	Governing Board review of audit report, exceptions, adjustments made, recommendations, findings, or management letter points, and corrective action plan completed (EC Section 41020.3)
March 17, 2025	District	Corrections made and plan of correction sent to County Office in response to County Office’s request (EC Section 41020(j)(2)(B)).
April 15, 2025	County	Send letters, if necessary, regarding audit exceptions, corrections made, and plan of correction to district for response (EC Section 41020(j)(3)).
May 15, 2025	County	Certification sent to the CDE and the SCO (EC Section 41020(k)(2)).

**Note:** The County Office must **approve** audit contracts for school districts that have had a disapproved budget, a negative interim report certification, or have been identified as “not a going concern” in the current or either of the two preceding fiscal years (EC Section 41020(b)(2)).

<sup>1</sup> In accordance with Government Code (GC) 6700, GC 6707, and GC 6803, if the statutory due date occurs on a Saturday, Sunday or holiday, the reporting due date shall be on the following workday.

**Los Angeles County Office of Education  
Los Angeles County K-12 School Districts,  
Regional Occupation Centers/ Program, Joint Power Authorities  
Audit Firms Contact Information**

<b>Auditing Firm</b>	<b>Auditor Address</b>	<b>Phone No.</b>	<b>Email Address</b>	<b>Website</b>
Christy White, A Professional Accountancy Corp	348 Olive St., San Diego, CA 92103	(877) 220-7229	cwhite@christywhite.com	www.christywhite.com
CliftonLarsonAllen LLP	2210 E. Route 66, Suite 100, Glendora, CA 91740	(888) 529-2648	taylor.ulrich@claconnect.com	www.claconnect.com
CWDL, Certified Public Accountants	5151 Murphy Canyon Road, Suite 135,	(858) 565-2700	jdominguez@cwdl.com	www.cwdl.com
Eide Bailly LLP	10681 Foothill, Suite 300, Rancho Cucamonga, CA 91730	(909) 466-4410	brauch@eidebailly.com	www.eidebailly.com
Gilbert CPAs, Certified Public Accountants	2880 Gateway Oaks Dr., Ste. 100, Sacramento CA 95833	(916) 646-6464	info@gilbertcpa.com	www.gilbertcpa.com
Harshwal & Company LLP	11405 W Bernardo Ct., Ste A, San Diego, CA 92127	(858) 939-0017	sanwar@harshwal.com	www.harshwal.com
Jeanette L. Garcia & Associates	202 E Airport Dr, Ste. 160, San Bernardino, CA 92408	(909) 763-2100	jgarcia@jlgcpa.net	www.jlgcpa.net
Moss, Levy & Hartzheim, LLP	5800 Hannum Avenue, Suite E, Culver City, CA 90230	(310) 670-2745	hhui@mlhcpas.com	www.mlhcpas.com
Nigro & Nigro, PC	25220 Hancock Ave., Suite 400, Murrieta, CA 92562	(951) 698-8783	pglenn@nncpas.com	www.nncpas.com
Silva & Silva CPAs, Certified Public Accountants	3040 Saturn Street Suite 107, Brea, CA 92821	(714) 529-7707	silvacpas@msn.com	www.silvasilvacpas.com
Simpson & Simpson, LLP	633 W. 5th St., Suite 2600, Los Angeles, CA 90071	(213) 736-6664	msimpson@simpsonandsimpson.com	www.simpsonllp.com
Wilkinson Hadley King & Co. LLP	218 West Douglas Avenue, El Cajon, CA 92020	(619) 447-6700	bhadley@whkcpa.com	www.whkcpa.com

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
School Financial Services**

**2023-24 Audit Report Filing**

In accordance with Education Code Section 40120(h), school districts are required to file their annual audit reports, management letter (if any), and the associated Corrective Action Plans (CAPs) for each of the audit findings and recommendation discussed in the audit report and management letter with the agencies listed below by December 16, 2024:

<p style="text-align: center;">Audit &amp; Review Unit School Financial Services Los Angeles County Office of Education 9300 Imperial Highway, Room 219 Downey, CA 90242-2890 (562) 922-6416</p>	<p style="text-align: center;">1 PDF copy via email to:  <a href="mailto:SFSAudit@lacoe.edu">SFSAudit@lacoe.edu</a></p>
<p style="text-align: center;">California State Controller's Office Division of Audits – Financial Audit Bureau School District Audits P.O. Box 942850 Sacramento, CA 94250-5874 (916) 322-4846</p>	<p style="text-align: center;">1 PDF copy via email to:  <a href="mailto:leaaudits@sco.ca.gov">leaaudits@sco.ca.gov</a></p>
<p style="text-align: center;">California Department of Education School Fiscal Services Division Audit Resolution Staff 1430 "N" Street, Suite 3800 Sacramento, CA 95814 (916) 323-8068</p>	<p style="text-align: center;">1 PDF copy via email to:  <a href="mailto:leaaudits@cde.ca.gov">leaaudits@cde.ca.gov</a></p>

Please provide your audit firm with this contact information.

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
**Business Advisory Services - Fiscal Monitoring District Assignments**

<p style="text-align: center;"><b>Abrar Alam</b>  <b>alam_abrar@laoe.edu</b>  <b>(562) 922-6133</b></p>	<p style="text-align: center;"><b>Dio Brache</b>  <b>brache_dionisio@laoe.edu</b>  <b>(562) 922-6802</b></p>	<p style="text-align: center;"><b>Steven Choi</b>  <b>choi_steven@laoe.edu</b>  <b>(562) 940-1768</b></p>
<p>Arcadia USD  Antelope Valley Sch. Trans Agcy.  Antelope Valley Joint Union HSD  El Rancho USD  Keppel Union SD  Las Virgenes USD  Little Lake City SD  Montebello USD  Walnut Valley USD  William S. Hart Union HSD</p>	<p>Beverly Hills USD  Centinela Valley UHSD  Inglewood USD  Lynwood USD  Manhattan Beach SD  PINCO  San Gabriel USD  Saugus Union SD  Sulphur Springs Union SD</p>	<p>El Monte Union HSD  Glendale USD  Glendora USD  Lawndale Elementary SD  Pasadena USD  Rosemead SD  Rowland USD  San Antonio ROP  San Marino USD  Temple City USD</p>
<p style="text-align: center;"><b>Kathy Connell</b>  <b>connell_kathy@laoe.edu</b>  <b>(562) 922-6184</b></p>	<p style="text-align: center;"><b>Sean Lewis</b>  <b>lewis_sean@laoe.edu</b>  <b>(562) 922-6779</b></p>	<p style="text-align: center;"><b>Belinda Martinez-Garcia</b>  <b>martinez_belinda@laoe.edu</b>  <b>(562) 922-8739</b></p>
<p>Castaic Union SD  San Gabriel Valley ROP  Eastside Union SD  Hacienda La Puente USD  Hawthorne SD  La Cañada USD  Mountain View SD  South Pasadena USD  Westside Union SD  Wilsona SD</p>	<p>ABC USD  Bellflower USD  East Whittier City SD  Palmdale SD  Redondo Beach USD  Santa Monica-Malibu USD  South Whittier SD  Tri-Cities ROP  Whittier City SD  Whittier Union HSD</p>	<p>Claremont USD  Culver City USD  El Monte City SD  El Segundo USD  Long Beach USD  Los Angeles USD  Los Nietos SD  Monrovia USD  Torrance USD</p>
<p style="text-align: center;"><b>Demetra Moore</b>  <b>moore_demetra@laoe.edu</b>  <b>(562) 401-5497</b></p>	<p style="text-align: center;"><b>Andrew Surendranath</b>  <b>surendranath_andrew@laoe.edu</b>  <b>(562) 922-6743</b></p>	<p style="text-align: center;"><b>Hoyt Yee</b>  <b>yee_hoyt@laoe.edu</b>  <b>(562) 940-1705</b></p>
<p>Alhambra USD  Baldwin Park USD  Bassett USD  Burbank USD  Compton USD  Downey USD  Palos Verdes Peninsula USD  Pupil Transportation Co-op  Santa Clarita Valley Food Services  Wiseburn USD</p>	<p>Azusa USD  Bonita USD  CALAPS JPA  Hermosa SD  Hughes-Elizabeth Lakes SD  Lancaster SD  Newhall SD  Norwalk-La Mirada USD  Paramount USD  Valle Lindo SD</p>	<p>Acton-Agua Dulce USD  Charter Oak USD  Covina-Valley USD  Duarte USD  Garvey SD  Gorman Joint SD  Lennox SD  Pomona USD  SCROC  West Covina USD</p>