**Timpanogos Academy’s Audit Procedures**

Timpanogos Academy will on an annual basis, per the State of Utah and local education agencies (LEAs) are requirement prepare the following items:

1. Financial Statements (Utah Code 51-2a-201 & 202, 53G-4-404, 53G-5-404, 2 CFR 200.510)
2. Single Audit (2 CFR 200.501)
3. LEAs are also required to prepare and/or have audited the following additional items:
4. State Compliance Audit (51-2a-301, State Compliance Audit Guide)
5. Annual Financial Report (AFR) / Annual Program Report (APR) (53E-3-301(d) & (e), R277-484)
6. Agreed-Upon Procedures Report (51-2a-301, Agreed Upon Procedures Guide – LEAs and CBOs)

This info doc will clarify:

* Who prepares each of these reports,
* Who audits these reports (if applicable),
* What these reports include,
* Who might use these reports, and
* How and to whom the reports must be submitted

The State of Utah reports in accordance with GASB (governmental accounting standards board)

GAAP.

LEAs Management: Business Office, with input from others as needed.

School districts and some charter schools report in accordance with GASB GAAP; however, currently, most nonprofit charter schools report in accordance with FASB (financial accounting standards board) GAAP. With the passage of HB242 from the 2020 Legislative Session all charter schools will have to transition to GASB GAAP.

All Financial statements will be prepared by an CPA or CPA firm is the independent auditor. The independent auditor audits the financial statements and provides their opinion to management for inclusion in the financial statements. Audits are done in accordance with GAAS (generally accepted auditing standards) and GAGAS (generally accepted government auditing standards or Yellowbook).

State of Utah Auditor: Office of the State Auditor; employs CPAs LEA Auditors: Independent CPA/CPA firm to the OSA as part of the Financial Audit Reporting Package by December 31 (i.e., 180 days after fiscal year end per the OSA Reporting Requirements Manual).

* Single Audit: Submitted to the Federal Data Clearinghouse (see:
* https://harvester.census.gov/facweb/) within the earlier of 30 calendar days after receipt of the auditor’s report(s), or nine months after the end of the audit period. (2 CFR 200.512).
* Also submitted to the OSA as part of the Financial Audit Reporting Package by December 31 (i.e., 180 days after fiscal year end per the OSA Reporting Requirements Manual).
* State Compliance Audit: Submitted to the OSA as part of the Financial Audit Reporting
* Package (see below), due on December 31 (i.e., 180 days after fiscal year end per the OSA
* Reporting Requirements Manual).
* Agreed-Upon Procedures: Aggregate Membership Agreed-Upon Procedures Report and Schedule must be submitted to USBE Financial Operations by November 1 at 5:00pm; Fall Enrollment and Transfer Student Schedules must be submitted to USBE Financial Operations by September 15. (R277-484-3).
* AFR and APR: Due to the USBE by October 1 (R277-484-3)

Once the Financial Audit Reporting Package is uploaded to the OSA website and certified by Management, the reports/audits are available at: <https://reporting.auditor.utah.gov/searchreport> (select School District or Charter School, LEA, Year, and Document Type: Financial Report) Point of clarification: The Financial Audit Reporting Package referenced above is uploaded to the OSA website as one document; however, as detailed in the specific sections above, these reports and audits are actually separate requirements. Depending on the LEA, the Package may be reflected as one comprehensive document OR the package may not be reflected as one comprehensive document (i.e., the Table of Contents for the financial statements/CAFR may not include the reports related to the Single Audit and State Compliance Guide Audit even though they are included at the end of the merged document).

GASB Financial statements generally include the following:

* Introductory Information Certificate(s) of Achievement for Excellence in Financial Reporting\*
* Auditor’s Opinion on Financial Statements
* Management’s Discussion and Analysis
* Basic Financial Statements (includes Notes)
* Required Supplementary Information
* Combining Statements and Schedules
* Statistical Section
* Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

State of Utah: See https://finance.utah.gov/reports/financial/ - scroll down and select CAFR on right,

then select Access CAFR Reports. The CAFR is a stand-alone report.

LEAs: See https://reporting.auditor.utah.gov/searchreport, select School District or Charter School,

LEA and year, Type = Financial Report. The Financial Statements are usually the first item in the

Financial Report.

FASB Financial statements generally include the following:

* Auditor’s Opinion on Financial Statements
* Basic Financial Statements (includes Notes)
* Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

\* Certificates of Achievement for Excellence in Financial Reporting may be given by the Government Finance Officers Association (GFOA) or the Association of School Business Officials International (ASBO). Per the GFOA, the certificate is “to encourage and assist state and local governments to go beyond the minimum requirements of [GAAP] to prepare [CAFRs] that evidence the spirit of transparency and full disclosure…The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users…have the information they need to do so themselves.”

For both entities, there is a checklist of items a reviewer considers before determining if the standard of excellence is met, the checklist includes things such as formatting, dates, titles, inclusion of certain information, etc.

GFOA Checklist: https://www.gfoa.org/sites/default/files/GFOASchoolDistrictChecklist.pdf

ASBO Checklist: https://asbointl.org/asbo/media/documents/learning/Awards/COE/COE-Checklist.pdf