

Bylaw

DUTIES OF THE AUDITOR

The auditor shall conduct the necessary investigation, accounting and checking of those accounts, bills, revenues, etc., essential to the public statement of the financial status of the board for the school year as demanded by State Department rules of audit, which audit shall be completed not later than November 1st after the end of the school fiscal year.

Each annual audit shall include an audit of the books, accounts and monies, and a verification of all cash and bank balances, of the board and of any officer or employee thereof and of monies derived from athletic events or the activities of any organization of public school pupils conducted under the auspices of the board, from the date of the last annual audit to the date of the audit in question.

The report of each annual audit shall be filed by the public school accountant making the same, with his/her recommendations to the board of education of the district, and such auditor shall within five days thereafter file two duplicate copies thereof certified under his/her signature in the office of the executive county superintendent.

The business administrator/board secretary shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the board of education to take action thereon; a copy which synopsis or summary shall be available for distribution to interested parties at the meeting.

Within 30 days following receipt of the report of the annual audit the board of education of the district shall, at a regularly scheduled public meeting, cause the recommendations of the auditor to be read and to be discussed at the discussion duly noted on the official minutes of said meeting.

Adopted: November 18, 2003
NJSBA Review/Update: February 2020
Readopted:

Key Words

Auditor, Audit, Money, Funds, Appointment

Legal References: N.J.S.A. 18A:23-1 et seq. Audits and auditors
N.J.S.A. 18A: 23-2 Scope of audit
N.J.S.A. 18A:23-3 Filing; summary of recommendations; publication
N.J.A.C. 6A:23A-16.2 Principles and directives for accounting and reporting

Possible

Cross References: *3000/3010 Concepts and roles/goals and objectives in business
*3100 Budget planning and preparation
*3571.5 Audit
*9326 Minutes

* Indicates that the policy is in the Critical Policy Reference Manual.