

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 students 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 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
Revised: February 2020
NJSBA Review/Update: April 2025
Readopted:

Key Words

Auditor, Audit, Money, Funds, Appointment

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

Possible

<u>Cross References:</u>	*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.