

# POLICY

No. 3040

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## ANNUAL AUDIT

The Board shall employ an external auditor to conduct an Annual Audit of the financial records of the BOCES for the preceding school year.

The selection of the audit firm shall be based primarily on, but not limited to, the following criteria:

- a. Professional reputation and competence of the audit firm.
- b. Availability of Partners and other senior staff members for advice and consultation on the BOCES operational matters.
- c. Knowledge of the educational field in general, and the BOCES operation in particular.
- d. Ability to provide, as needed, management services and other appropriate non-auditing services.

Upon completion of the annual audit, the audit firm shall issue a written report, which shall be forwarded to BOCES no later than September 15 so that the Board can adopt the required appropriate acceptance resolution prior to the October 1 statutory deadline.

In order that the auditor shall have opportunity to plan and schedule the audit, appointment may be made as early as the regular May meeting. In the event of such early appointment, the Organization Meeting Agenda shall indicate ratification of the previous appointment.

**Adopted:** March 26, 1975  
**Ratified:** April 21, 1975  
**Amended:** May 16, 1983