

**CHAPTER 6: BUSINESS & FISCAL AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 6400**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Financial Audits

Adoption Date: September 7, 2010

Revision Date: April 28, 2015

Responsible Office: Administrative Services

Reference: Board Policy No. 6400; Education Code Sections 84040(b) and 81644;
ACCJC Accreditation Standard III.D.7

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.

An auditing firm's contract shall be for no longer than 5 (five) years. The audit shall include all funds under the control or jurisdiction of the District. The audit shall identify all expenditures by source of funds and shall contain:

- A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
- A summary of audit exceptions and management recommendations.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the State Chancellor's Office by December 31.