

# ADMINISTRATIVE REGULATION

6400

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

## AUDITS

On or before May 1 of the fiscal year, the Chancellor shall recommend to the Board the selection of an auditor who shall be an independent certified public accountant licensed by the California State Board of Accountancy. On or before May 15 of the fiscal year, notification of auditor selection shall be sent to the California Community College Chancellor's Office.

At least every five (5) years, the District shall prepare a request for proposals for independent audit services. The proposals shall be reviewed in accordance with District processes with a recommendation for award made to the Vice Chancellor of Business Services and ultimately to the Board. Although there is no prohibition of staying with the same audit firm, the District will ensure that the lead audit partner or coordinating audit partner having primary responsibility for the audit has not held that role for six (6) consecutive fiscal 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.

Administrators and employees involved in the auditing process shall refrain from activity that could conflict or compromise the execution of the audit or the independence of the auditor.

Audit reports for the preceding fiscal year must be presented to the Board and submitted to the California Community Colleges Chancellor's Office by December 31, unless the deadline has been extended by the California Community Colleges Chancellor's Office.

### *Reference:*

*Education Code Section 84040(b), 84040.5 and 81644*  
*Government Code Section 12410.6.b*  
*California Code of Regulations Title 5 Section 59102*  
*ACCJC Accreditation Standard 3*

Adopted: 06-14-18  
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