**Annual Audit Requirements**

**Initial Report to the Commissioner Due November 1st:**

As is required by [**Title 20-A MRSA 6051 §4**](http://legislature.maine.gov/statutes/20-A/title20-Asec6051.html), statements of assurance and Maine Education Financial System reconciliations are due to the Department by November 1, 2021. Please submit via email to [**DOE.audit@maine.gov**](mailto:DOE.audit@maine.gov).

* Any adjustments identified by these reconciliations should be uploaded to the Maine Education Financial System in [**NEO**](https://neo.maine.gov/DOE/NEO/Accounts/Account/Login?ReturnUrl=%2fDOE%2fneo%2fDashboard%2fHome%2fHome) by November 30, 2021.

**Annual Audit Reports Due December 30th**

Annual audit reports are due within six months after the end of the audit period (e.g., reports for the fiscal year ending June 30th are due on or before December 30th).

* Per statute, the auditor is required to review the audit with the school board.
* Per statute, it is the school board’s responsibility to submit the annual audit document unless it is stated in the engagement letter that the audit firm will submit the audit to the Department on behalf of the school board.
* Municipal school units are required to submit either a combined annual audit or a school department audit and a municipal audit to the Department. The municipal annual report (a.k.a. town report) cannot be accepted in lieu of the complete municipal annual audit.
* Per statute, Maine DOE must receive a Schedule of Expenditure of Federal Awards(SEFA), which includes federal award expenditures for **all**reporting entities, even if a Single Audit (formerly A-133 audit) is not required to be conducted. The SEFA provides information needed by Maine DOE to conduct sub-recipient monitoring as required by the US Department of Education and is due at the time of the annual audit*.*

*In municipal school units where a combined audit is not conducted, Maine DOE should receive two audits: an audit with a SEFA for the school department, and an audit for the city/town including a SEFA.*

* If a management letter is prepared by the auditor, a copy must be submitted to Maine DOE with the annual audit, as this letter provides us with information needed to conduct sub-recipient monitoring, as required by US DOE.

**Extensions and Subsidy Payments**

If an extension or exception is needed for the deadline to submit either the municipal or school department audit, the superintendent must contact us to request the extension.

[**The forms are available**](https://www.maine.gov/doe/funding/fiscalreview/forms) on the [**Fiscal Review and Compliance webpage**](https://www.maine.gov/doe/funding/fiscalreview), under forms on the menu bar.

* Initial extension requests will be for a period of 2 months, and 30 days thereafter.
* Extension requests will be considered until June 30th (six months after due date); extensions will not be valid after June 30th and all municipalities and school administrative units with overdue audits which have not submitted an extension request before May 31thmay have a delay in subsidy release. Those who have not submitted an extension request will have subsidy withheld until addressed.

Please submit all annual audit documents, reports, information requests, questions and other audit correspondence via email to [**DOE.Audit@Maine.gov**](mailto:DOE.Audit@Maine.gov).