



### Audit Extension Request

**Extension requests will not be considered after June 30 (or 6 months after audit due date)**

**Name of School Administrative Unit:** \_\_\_\_\_

**Please indicate the late document below:**  
(check one box)

- Financial Statement Audit
- Single Audit (A-133)
- Corrective Action Plan

**Please indicated the entity or entities the request(s) is intended**  
(may check more than one box if applicable)

- School Department
- Municipal
- Combined (school and municipality)

**Request for opportunity for a hearing OR to submit written testimony in lieu of a hearing (choose one):**

- In lieu of a hearing pursuant to [20-A MRSA §6801-A\(1\)](#), I have answered the questions below\*.
- I request a hearing pursuant to [20-A MRSA §6801-A\(1\)](#).

**\*The following questions must be answered in lieu of a hearing (please attach additional pages if needed)**

1. Please Explain the reason why the required document(s) are late?
2. Please indicate audit firm performing the audit \_\_\_\_\_
3. What actions will be taken to ensure reporting deadlines will be met in the future?
4. When will the Department receive the required document(s)? \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Superintendent of Schools or Municipality Treasurer Date

\_\_\_\_\_  
Print Name – Superintendent of Schools or Municipality Treasurer

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