



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

Audit Extension Request

**Federal Single Audits are not considered
in this extension request.**

Name of School Administrative Unit: _____

Fiscal Year(s): _____

Please indicate the late document below:

(check one box)

☐ Financial Statement Audit

☐ Single Audit

☐ Corrective Action Plan

Please indicated the entity or entities the request(s) is intended

(may check more than one box if applicable)

☐ School Department Audit

☐ Municipal Audit

☐ Combined Audit (school & municipal audit as one document)

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

Date

Print Name – Superintendent of Schools

email to:

DOE.Audit@Maine.gov

Contact:

Michelle Alexander
School Finance & Compliance
Department of Education
23 State House Station
Augusta ME 04333-0023