Timeframe for Completing District Audit / Review

July & August

- OCC notifies districts required to secure an audit for the last fiscal year and supplies the list of auditors authorized to perform government audits.
- Districts solicit bids for audit or review from authorized auditors.
- Staff prepares documents necessary for audit.
- District board reviews bids, select auditor and sign letter of engagement.
- Deliver materials to auditor no later than August 31.

On or Before September 14

Notify OCC by completing the form below as to who the district selected as auditor and the date materials were delivered or the dated audit is scheduled to be completed in the office.

On or Before November 1

- Board approves audit / review
- File audit, OCC 5-J & OCC-5K with County Clerk
- Submit copy of audit / review to State Auditor and Inspector's Office and OCC
- Submit executed Form OCC-5J, Filing of Annual Audit to OCC
- Submit executed Form OCC-5-K, Annual Net Worth Statement to OCC

_____ Conservation District

☐ Audit or ☐ Review (check one)

Selected _____ to conduct the district's audit / review.
Name of Auditor

_____ _____
Chair – Board of Directors Signature Date

Auditor's Phone Number: _____

I received all needed audit materials on _____ . _____
Date Auditor's Signature

Or

I am scheduled to conduct audit / review in district office on _____.
Date

_____
Auditor's Signature

This form must be submitted to OCC on or before September 14 in order for reimbursement claims to continue to be processed.

Send or fax form to: Lisa Knauf, OCC District Services Director FAX: (405) 521-6686