

## Timeframe for Completing District Audit / Compilation

### July & August

- ◆ OCC notifies districts required to secure an audit or compilation for the past fiscal year and supplies the list of auditors authorized to perform government audits.
- ◆ Districts solicit bids for audit or compilation 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 5

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

### On or Before November 1 (assuming the audit/compilation is back from auditor)

- ◆ Board approves audit / compilation
- ◆ 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  Compilation (check one)

Selected \_\_\_\_\_ to conduct the district's audit / compilation.  
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 / compilation in the district office on \_\_\_\_\_ .  
Date

\_\_\_\_\_ Auditor's Signature

**This form must be submitted to OCC on or before September 5, 2016  
in order for reimbursement claims to continue to be processed.**

Email form to: Lisa Knauf Owen, OCC Assistant Director  
[Lisa.Knauf@conservation.ok.gov](mailto:Lisa.Knauf@conservation.ok.gov)