

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: AUDITS	Number: AP 8.03
Legal Authority: Education Code 84040 et seq.	Page: 1 of 1

- A. On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy.
- B. An auditing firm's contract shall be for no more than three years. The audit shall include all funds under the control and jurisdiction of the District. The audit shall identify all expenditures by source or funds and shall contain:
 - 1. A statement that the audit was conducted pursuant to standards and procedures developed in accordance with Education Code Section 84040.5, and
 - 2. A summary of audit exceptions and management recommendations.
- C. Audit reports for the preceding fiscal year must be presented to the Board and submitted to the State Chancellor's Office by December 31st.

Approved by Chancellor:  4/30	
Date: New Procedure	Date: 11/13/14