



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

September 23, 2010

MEMORANDUM

To: Local and Intermediate School District Superintendents and Business Managers;
Public School Academy Directors

From: Carol Wolenberg, Deputy Superintendent *Cawl*
Michigan Department of Education

Frederick Headen, Director, Bureau of Local Government Services
Michigan Department of Treasury

Subject: Audit Submission

The Michigan Departments of Education and Treasury are pleased to announce a unified process for submission of school district financial audits. Beginning with audits submitted for the fiscal year ended June 30, 2010, districts need submit only one audit, which will meet the needs of both Departments and satisfy the audit filing requirements of Public Act 34 of 2001.

School districts should submit their audited financial statements, single audits (if required), and management letters to MDE-FinAudit@michigan.gov. The format should be as **one** pdf document in the order of: Financial statements, Single Audit (if required) and management letter. The Data Collection Form (if required) should be submitted as a separate document. The documents should be named with the school code and the two character suffix 'FS' (i.e., 01010FS.pdf). To obtain confirmation of receipt, the e-mail subject line must include the words "Audited Financial Statements."

The documents should be sent without password or security protection. This allows for them to be date-stamped and saved to the system. Once date-stamped and saved, security protection will be added by MDE's system.

If you have questions, please call or e-mail:

Gloria Suggitt
Single Audit Coordinator
MDE Office of Audits
517.373.4591
suggittg@michigan.gov

Harlan Goodrich
Manager
Department of Treasury
517.373.0660
goodrichh@michigan.gov

Thank you for your attention to this.

cc: Michigan Education Alliance

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324