



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

December 8, 2025

To: K–12 Local Education Agencies (School Districts, County Offices of Education, and Charter Schools), Joint Powers Entities, and Certified Public Accountants Performing Audits of California K–12 Local Education Agencies

SUBJECT: Annual Audits for Fiscal Year 2024-25

This advisory provides information to assist independent auditors in performing the fiscal year (FY) 2024-25 audits of Local Education Agencies (LEAs) and joint powers entities.

This audit advisory and general guidelines for audits of K–12 LEAs are available on the State Controller’s website at www.sco.ca.gov/aud_k12_lea.html.

2024-25 GUIDE FOR ANNUAL AUDITS OF K–12 LOCAL EDUCATION AGENCIES AND STATE COMPLIANCE REPORTING

The audit guide is published by the Education Audit Appeals Panel (EAAP) pursuant to rulemaking procedures and incorporated by reference in Title 5, California Code of Regulations, section 19810; the guide is available at www.eaap.ca.gov. The 2024-25 audit guide should be referenced as the *2024-25 Guide for Annual Audits of K–12 Local Education Agencies and State Compliance Reporting* (2024-25 K–12 Audit Guide). Ensure that the applicable fiscal year is included in the title.

PROCEDURAL

FY 2024-25 audit reports are required to be filed with the State Controller’s Office (SCO), the California Department of Education (CDE), local County Superintendent of Schools, and, if applicable, the chartering entity, by December 15, 2025 in accordance with Education Code 41020(h).

Audit Report Submission Procedures

1. Independent auditors must submit to SCO one copy of the audit report via SCO’s Data Exchange Portal. Report submission instructions are posted on the SCO K–12 LEA website at www.sco.ca.gov/aud_k12_lea.html, under the Submissions category.

Name the electronic report file according to the entity name, document type, and fiscal year-end. For example, the following file names would be used for XYZ Unified School District:

- Report = XYZUnifiedRpt25.pdf
- Revisions = XYZUnifiedRevision25.pdf
- Revised Report = XYZUnifiedRevisedRpt25.pdf
- Management Letter Report = XYZUnifiedMgtLtr25.pdf
- Corrective Action Plan = XYZUnifiedCAP25.pdf

The electronic audit report files should be in **unsecured** PDF file format. Electronic files submitted in this format facilitate efficient processing of the annual audit reports.

2. The County Office of Education (COE) must submit its approved extension requests for submitting audit reports to SCO and CDE before December 15, 2025. The extension request must come from the COE and not the LEA or the certified public accountant (CPA). SCO will consent to the extension request only in extraordinary circumstances, which includes, but is not limited to, the delayed issuance of the 2025 Office of Management and Budget (OMB) Compliance Supplement. Due to this unprecedented circumstance, the COEs may consider the approval of extensions for the entire audit report as in previous years, if the LEA will not be able to submit their audit report by the December 15, 2025 due date.

For the LEAs impacted by the delayed 2025 OMB Compliance Supplement, the COE may submit one extension request to SCO and CDE and attach a schedule of all LEAs for which the extension request is submitted. The extension request must include a reason for submitting the extension request. The schedule of LEAs must include the following information for each LEA included in the schedule:

- 1) The name of the LEA;
- 2) Expected new audit report submission date, and
- 3) The CPA firm that is issuing the audit report.

SCO does not grant extensions for charter school audits. An extension must be obtained through the chartering entity, and the chartering entity should notify SCO and CDE of the extension.

3. Charter school audit reports must contain on the cover the official name and number of the charter school according to the charter school agreement and the name in the CDE school directory. If the charter school has another name, both names should appear on the cover to facilitate SCO's processing of the audit report receipt. The SCO desk review process may be significantly delayed if the charter school audit reports are not properly identified.

4. The auditor rotation requirements specified in Education Code (EC) section 41020(f)(2) apply to auditors who conduct LEA audits. EC section 41020(f)(2) makes it unlawful for a public accounting firm to provide audit services to the LEA if the lead audit partner, or coordinating audit partner responsible for the audit or for reviewing the audit, has performed audit services for the LEA in each of the six previous fiscal years. Consequently, a different audit firm and/or audit partners must be used in the seventh year, unless a waiver is obtained from the EAAP.
5. CPAs or public accountants planning to conduct LEA audits must be included in the SCO-published Certified Public Accountants Directory Service (CPADS). To be included in CPADS, the CPA or public accountant must submit a written request to SCO prior to conducting the audits. Instructions for submitting the request can be found on SCO's website at <http://cpads.sco.ca.gov/>.

In addition, if the auditor is performing an audit under Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), the LEA must request a copy of the audit organization's peer review report, which the auditor is required to provide under generally accepted government auditing standards (Uniform Guidance Subpart F—Audit Requirements part 200.509).

6. If the audit report contains a finding or findings that may be considered apportionment-significant, SCO will send the LEA a certification letter with information on its appeal rights. The LEA has 30 days from the date on which the U.S. Postal Service delivers the letter to request a summary review of any apportionment-significant audit finding or findings on the grounds of substantial compliance. In addition, the LEA has 60 days from delivery of the letter or 30 days following the conclusion of a summary review, with regard to the findings included in that review, to file a formal appeal of any apportionment-significant finding or findings on any of the grounds set forth in EC section 41344(d). For more information on audit finding appeals, visit the EAAP website at <http://eaap.ca.gov/appeals/>.
7. CDE is accepting only electronic versions of the FY 2024-25 audit reports. For instructions on how to submit the annual audit reports to CDE, see <http://www.cde.ca.gov/fg/au/ag/index.asp>.
8. CDE has posted penalty calculators at <https://www.cde.ca.gov/fg/au/ag/penaltycalc.asp> to assist LEAs and auditors.

The LCFF [Local Control Funding Formula] Calculator for Fiscal Year 2023–24 and 2024-25 is designed to assist LEAs and auditors in estimating the costs associated with audit findings for LCFF unduplicated pupil counts, LCFF K–3 grade-span adjustment, instructional time requirements, transitional kindergarten adult to pupil ratio, and the average transitional kindergarten class size.

The Early Enrollment Transitional Kindergarten Calculator is designed to assist LEAs and auditors in estimating the penalties for noncompliance with requirements for average classroom size and adult to pupil ratio of transitional kindergarten classrooms with “early enrollment” children for 2023-24 and 2024-25 school years.

The Expanded Learning Opportunities Program Calculator is designed to assist LEAs and auditors in estimating the penalties for noncompliance with the offering, access, and day requirements.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD UPDATES FOR FISCAL YEAR 2024-25

The following Governmental Accounting Standards Board (GASB) statements are effective for the FY 2024-25 financial statement audits:

- GASB Statement No. 102, *Certain Risk Disclosures*. This Statement is effective for fiscal years beginning after June 15, 2024.

The primary objective of this Statement is to provide users of governmental financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints.

- GASB Statement No. 101, *Compensated Absences*. The requirements of this Statement are effective for reporting fiscal years beginning after December 15, 2023.

STATE COMPLIANCE UPDATES FOR FISCAL YEAR 2024-25

The following modifications/amendments in procedures were made to existing compliance requirements in the 2024-25 K–12 Audit Guide:

- **Report Components, 4.b, “Schedule of Instructional Time”:** Added paragraph (6) describing the LEA’s instructional days and instructional minutes reporting requirements in instances when the LEA is awaiting CDE’s approval of Form J-13A – Request for Allowance of Attendance Due to Emergency Conditions.
- **C. (reserved):** The kindergarten continuance procedures at this location has been moved to procedure FZ.
- **D. Independent Study:** Amended various procedures to incorporate changes made to requirements of EC sections 46300(e)(1), 51747(g)(9)(A)(ii), and 51747.5(b)(2)(A)(ii).
- **G. Instructional Materials:** Amended Procedure 5 to add the audit requirements to verify that the school district governing board or the county office of education submitted a copy of the resolution to the county superintendent of schools no later than three business days after the governing board hearing on the sufficiency of textbooks or instructional materials.
- **L. School Accountability Report Card:** Amended Procedure 1(a) to change the Education Code reference from EC section 35186(d) to EC section 35186(e)

- **N. Middle or Early College High Schools:**
 - The section title was amended to read “N. Middle or Early College High Schools or Programs.”
 - Technical amendments were made to Procedure 1.
- **TT. Home to School Transportation Reimbursement:**
 - Added Procedures 5 and 6 to verify the LEA’s reporting requirements of Transportation Data through the California Basic Education Data System and to report noncompliance in a finding.
- **W. Unduplicated Local Control Funding Formula Pupil Counts:** Amended Procedure 1(a) by removing the language “(student enrolled after the base year should have supporting documentation from the year enrolled)”
- **X. Local Control and Accountability Plan:** Amended Procedure 5 to include a requirement for the auditor to verify the LEA’s compliance with EC section 52062(a)(6) or 52068(a)(6), as applicable
- **Y. Independent Study Course-Based:** Amended various procedures to incorporate changes made to requirements of EC sections 51749.5 and 51749.6
- **Z. Immunizations:**
 - Amended Procedure 2 by adding the language “and pupils who were three years old on the first day of TK [Transitional Kindergarten] attendance” to the end of the first paragraph’s first sentence.
 - Amended Procedures 2.a and 4.a for technical changes related to medical exemptions for students entering transitional kindergarten, kindergarten, or 7th grade.
- **AZ. Educator Effectiveness:**
 - Removed Procedures 1 and 2, renumbered the remaining procedures, and updated references to the renumbered procedures.
 - Added a requirement to Procedure 2 to identify in the finding the amount of the Educator Effectiveness funding received by the LEA.
- **BZ. Expanded Learning Opportunities Grant (ELO-G):**
 - Added Procedure 3 to verify that the LEA submitted its expenditure report to CDE pursuant to EC section 43523(c).
 - Added a requirement to report a disallowance of funds in the audit finding if the LEA did not comply with requirements to submit its expenditure report to CDE.
 - As a result of the removal of paragraph (a)(3) from EC section 43523, deleted Procedure 3 and removed the requirement to disallow the funds from Procedure 5.

- **DZ. Expanded Learning Opportunities Program:**

- Provided clarification for Procedures 2 and 3, removed Procedures 3(a)(iii) and 5(a)(iii) because they are not included in EC section 46120, and added additional resources for Procedure 11.
- Added Procedure 9.c to verify the LEA’s compliance with EC section 8483.4(a), which requires that all program staff and volunteers be subject to the health screening and fingerprinting clearance requirements in current law and district policy for the school district’s personnel and volunteers.
- Added Procedure 10 to verify LEA’s compliance with EC sections 8483.4(b) through 8483.4(d), which require the LEAs that contract with a third party to require the third party to notify the LEA of any health- or safety-related issues, and to request pupil health information from parents or guardians.
- Amended Procedure 11.c to include reference to Procedure 10 to report a finding of noncompliance.

FZ. Kindergarten Continuance: Moved from the “Local Education Agencies Other Than Charter Schools” section to the “School Districts, County Offices of Education, and Charter Schools” section of the 2024-25 K-12 Audit Guide, due to a change in EC section 46300(g)(1) that makes it applicable to charter schools.

- **BB. Mode of Instruction:** Amended Procedure 1.d to add “...or has a middle or early college high school program...”
- **CC. Nonclassroom-Based Instruction/Independent Study:** Amended Procedures 2, 4(g)(10), 4(k), and 4(l), and renumbered Procedures 4(k) and 4(l).
- **Appendixes B and C:** Added clarification in General Provisions, under “Audit Report Submittal and Due Dates,” that multiple projects cannot be combined in one audit report; a separate report is required for each audited project.
- **Appendix B:**
 - Replaced reference to “agency” with “Local Education Agency (LEA)” in General Provisions, under “Scope/Auditor Judgement.”
 - Replaced references to “district” with “LEA” throughout the document.
 - Replaced references to “the OPSC” with “OPSC” throughout the document.
 - Made technical amendments and updates to the following parts of Appendix B:
 - Section II., Non-Financial Hardship Projects
 - Part A., Closeout Audit, Procedure 8
 - Part B., Reduction to Costs Incurred, Procedure 15
 - Section III., Financial Hardship Projects
 - Part A., Closeout Audit, Procedure 9

- Part B., Reduction to Costs Incurred, Procedure 16
 - Section IV., Career Technical Education
 - Part A., Closeout Audit, Procedures 8 and 13
 - Part B., Reduction to Costs Incurred, Procedures 6 and 8
 - Section V., Charter School Facilities Program
 - Part A., Closeout Audit, Procedure 9
 - Part B., Reduction to Costs Incurred, Procedure 8
- **Appendix C:**
 - Made technical updates in General Provisions, under “Scope/Auditor Judgement.”
 - Throughout the document:
 - Replaced references to the “district” with references to the “LEA and Community College Program.”
 - Replaced references to the “Full Day Kindergarten Facilities Grant Program (FDKGP)” with references to the “California Preschool, Transitional Kindergarten, and Full-Day Kindergarten Grant Program (the Program).”
 - Replaced references to “the OPSC” with “OPSC.”
 - Added references to the “Community College Program” where applicable.
 - In Section IV., Glossary of Audit Definitions and Acronyms:
 - Added a definition of the “Community College Program”; and
 - Replaced the definition of “FDK” with a broader definition of “The Program.”
 - Made technical amendments in Section II., California Preschool, Transitional Kindergarten, and Full Day Kindergarten Grant Program (The Program):
 - Part A., Closeout Audits – Procedures 9, 22, and 23; and
 - Part B., Reduction to Costs Incurred – Procedure 13.

Important Notes:

I. DZ. Expanded Learning Opportunities Program

LEAs can provide alternative documentation demonstrating access. For Procedures 3.a. and 5.a., such alternative documentation may include:

- Evidence of outreach attempts to secure the signature;
- Documentation of the parent’s refusal to sign the enrollment form (e.g., email, signed acknowledgement, or contemporaneous staff notes); and
- Records of the student’s regular attendance.

II. Impact of Executive Orders N-6-25, N-17-25 and N-21-25 – Los Angeles County Wildfire Emergency Flexibilities

As a result of the January 2025 wildfires in Los Angeles (LA) County, Governor Newsom issued Executive Orders (EOs) N-6-25, N-17-25 and N-21-25, granting temporary flexibility for LEAs in LA County. These EOs suspend certain statutory requirements related to instructional time, residency documentation, class size, class-size ratios, and reporting deadlines, and modify Form J-13A requirements.

Schedule of Instructional Time: This process will not be changed for LEAs impacted by the EOs. The Schedule of Instructional Time is still required and should be completed per the procedures stated in the “Report Components” section of the FY 2024-25 Audit Guide. Procedures 4.b.5), and 6) under Report Components instruct auditors about how to complete the Schedule of Instructional Time for LEAs with an approved or pending Form J-13A.

The EOs may affect the audit procedures in the following 2024-25 K–12 Audit Guide sections:

- **D. Independent Study:** LEAs providing independent study pursuant to EC section 51747(g)(9)(A)(i) have been granted flexibility in EO N-21-25 for FY 2024-25 to obtain all required signatures on the independent study written agreement within 30 calendar days of the commencement of instruction.

Additionally, residency requirements were suspended pursuant to EOs N-6-25 and N-17-25 in FY 2024-25 for students displaced by the LA County wildfires. Auditors will not perform residency verification procedures for LEAs in LA County impacted by the EO. The auditor can indicate “N/A” for any procedures verifying these requirements in the state compliance letter.

- **F. Instructional Time:** Credited days/minutes. Auditors shall obtain documentation of the LEA’s inclusion under EO N-6-25 and evidence of emergency impact through a Form J-13A approval letter.
- **O. K–3 Grade Span Adjustment:** LEAs impacted by EO N-6-25 are exempt from class-size ratio requirements in FY 2024-25. Auditors do not perform these procedures. The auditor can indicate “N/A” for any procedures verifying these requirements in the state compliance letter.
- **Y. Independent Study Course Based:** LEAs providing course-based independent study pursuant to EC section 51749.6(b)(1)(A) have been granted flexibility in EO N-21-25 for FY 2024-25 to obtain all required signatures on the independent study written agreement within 30 calendar days of the commencement of instruction.

Additionally, residency requirements were suspended for students displaced by the LA County wildfires pursuant to EOs N-6-25 and N-17-25 in FY 2024-25. Auditors will not perform residency verification procedures for LEAs in LA County impacted by the EO.

The auditor can indicate “N/A” for any procedures verifying these requirements in the state compliance letter.

- **EZ. Transitional Kindergarten:** LEAs impacted by EO N-6-25 are exempt from class-size ratio requirements in FY 2024-25, including the TK class-size average and staffing ratios. Auditors do not perform these procedures. The auditor can indicate N/A for any procedures verifying these requirements in the state compliance letter.
- **AA. Attendance:** Credited days/minutes. Auditors shall obtain documentation of the LEA’s inclusion under EO N-6-25 and evidence of emergency impact through a Form J-13A approval letter.
- **BB. Mode of Instruction:** Auditors shall obtain documentation of the LEA’s inclusion under EO N-6-25 and evidence of emergency impact through a Form J-13A approval letter.
- **CC. Nonclassroom-Based Instruction/Independent Study:** LEAs providing independent study pursuant to EC sections 51747(g)(9)(A)(i) and 51749.6(b)(1)(A) have been granted flexibility in EO N-21-25 for FY 2024-25 to obtain all required signatures on the independent study written agreement within 30 calendar days after the commencement of instruction. Additionally, residency requirements were suspended for students displaced by the LA County wildfires pursuant to EOs N-6-25 and N-17-25 in FY 2024-25. Auditors will not perform residency verification procedures for LEAs in LA County impacted by the EO. The auditor can indicate N/A for any procedures verifying these requirements in the state compliance letter.
- **DD. Non-Classroom-Based Charter Funding Determination:** Classroom-based charter schools included in EO N-21-25 that provided independent study due to facility inaccessibility, damage, destruction, or student displacement are not required to submit a non-classroom-based funding determination (EC section 47634.2) or obtain a material revision to offer non-classroom-based instruction (EC section 47612.5), per EO N-21-25. The deadline for existing non-classroom-based charter schools covered by EO N-6-25, whose funding determination expired at the end of 2024-25, was extended to February 28, 2025.
- **EE. Annual Instructional Minutes – Classroom-Based:** Credited instructional minutes. Auditors shall obtain documentation of the LEA’s inclusion under EO N-6-25 and evidence of emergency impact through a Form J-13A approval letter.

SINGLE AUDITS UNDER UNIFORM GUIDANCE

Due to a delayed issuance of the final 2025 OMB Compliance Supplement, we recommend to LEAs that expended \$750,000 or more in Federal Awards during FY 2024-25 that they submit extension requests to their respective oversight agencies for the completion of the audit and the filing of the audited financial statements.

Please note that effective June 27, 2025, extension requests shall be in increments of no greater than 45 calendar days and shall not exceed a total of 90 calendar days from December 15, the due date established pursuant to EC section 41020.

The following requirements are applicable if the LEA audit is subject to the single audit requirements of Uniform Guidance:

1. Independent Auditor’s Report on the Financial Statements:

If the Schedule of Expenditures of Federal Awards is referenced in the “Other Matters” section of the report, then the auditor should use the following statement: “Schedule of Expenditures of Federal Awards, as required by Title 2, U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).”

2. Schedule of Expenditures of Federal Awards (Uniform Guidance Subpart F—Audit Requirements, part 200.510[b]):

- Uniform Guidance requires the following to be presented on the face of the Schedule of Expenditures of Federal Awards:
 - Total amounts provided to subrecipients from each federal program (part 200.510[b][4]); and
 - Total federal awards expended for loan or loan guarantee programs (part 200.510[b][5]).
- The schedule must include a total for each cluster of programs (part 200.510[b][3]).
- The notes to the schedule must include a statement of whether or not the auditee elected to use the de minimis indirect cost rate of up to 15 percent (part 200.510[b][6]).

3. Report on Compliance for Each Major Federal Program and on Internal Control Over Compliance:

For guidance and examples of reports on compliance with requirements that could have a direct and material effect on each major federal program and on internal control over compliance issued under the audit requirements of Uniform Guidance, refer to the American Institute of Certified Public Accountants’ governmental illustrative auditor’s reports with conforming changes as of November 18, 2025, available at <https://www.aicpa-cima.com/resources/download/single-audit-report-illustrations>.

4. Schedule of Findings and Questioned Costs:

- Updated terminology and references have been incorporated into the Summary of Auditor’s Results in accordance with Uniform Guidance part 200.515(d)(1).
- Findings relating to the financial statements must be reported in accordance with generally accepted government auditing standards.

- Findings and questioned costs for federal awards must include audit findings as defined in Uniform Guidance part 200.516(a).

5. **Audit Findings Follow-up:**

- The corrective action plan and summary schedule of prior audit findings must include findings relating to the financial statements, which are required to be reported in accordance with generally accepted government auditing standards (Uniform Guidance part 200.511[a]).
- The summary schedule of prior audit findings must report the status of all audit findings included in the prior audit’s schedule of findings and questioned costs (Uniform Guidance part 200.511[b]).
- At the completion of the audit, the LEA must prepare, in a document separate from the auditor’s findings described in Uniform Guidance part 200.516, a corrective action plan to address each audit finding included in the current-year auditor’s report (Uniform Guidance part 200.511[c]).

REPORT CERTIFICATION COMPLIANCE REMINDERS

During the annual audit report certification process, SCO staff members spend a significant amount of time corresponding with independent auditors regarding audit report deficiencies. To avoid delays and expedite certification of audit reports for FY 2024-25, the SCO requests that auditors adhere to the following requirements when completing their audit reports. Failure to comply with these requirements will result in audit reports being rejected.

1. **Schedule of Average Daily Attendance (ADA):** If there are any ADA adjustments due to audit findings, the schedule must display additional columns for the Second Period and Annual Reports reflecting the final ADA after audit finding adjustments, as required by the 2024-25 K–12 Audit Guide (Report Components, 4.a.).

The schedule of ADA for charter schools must display total ADA and ADA that is generated through classroom-based instruction by grade span. For LEAs that include one or more charter schools in their financial statements, total ADA and classroom-based ADA for each charter school must be presented.

2. **Schedule of Instructional Time:** When a charter school is included in the sponsoring entity’s audit report, a separate Schedule of Instructional Time for each classroom-based charter school must be included in the supplementary information section of the audit report as required by the 2024-25 K–12 Audit Guide (Report Components, 4.b.).

The following are also required:

- For charter either classroom or non-classroom-based school reports, include the number of instructional days offered in the schedule of instructional time.
 - For school districts and charter schools that received a Form J-13A approval, list the actual minutes and days in the Instructional Minutes Offered and Instructional Days Offered columns, add columns that list the credited minutes and days per the approved Form J-13A and the total minutes and days offered with the actual offering added to the number of minutes and days credited per approved Form J-13A. A footnote should be included stating that the school district or charter school received an approved Form J-13A identifying the number of days and minutes approved.
 - For school districts and charter schools that are pending Form J-13A approval, list the actual minutes and days in the instructional minutes and days offered columns, and add columns that list the minutes and days per the submitted Form J-13A and the total minutes and days including pending Form J-13A, adding the actual offering to the number of minutes and days that may be credited per the submitted Form J-13A. Include a footnote stating that the school district or charter school is pending a Form J-13A approval and identifying the number of days and minutes that may be approved.
 - Report a finding if the actual instructional minutes or days offered did not meet the instructional time requirements, as the LEA is not in compliance with the instructional time requirements.
3. **LEA Organization Structure Description:** The description must be presented in the Other Information section of the audit report as required in the 2024-25 K–12 Audit Guide (Report Components, 5.a.).
4. **State Compliance Findings:** The financial impact of state compliance findings must be quantified, as applicable. The 2024-25 K–12 Audit Guide describes specific information that must be included in each finding. For example, for attendance findings, the audit report must include a statement of the number of units of ADA that were inappropriately reported for apportionment and an estimate of their dollar value. The estimated cost of inappropriately reported ADA must be reported in the audit finding regardless of the LEA’s funding basis.

If quantification of financial impact is required to be included in a finding and the auditor determines that there is no financial impact based on the procedures performed, then the finding must describe the reasons for the auditor’s conclusion.

The stated criteria should refer to a California state law or regulation that governs the program. It is not appropriate to cite the 2024-25 K–12 Audit Guide as a criterion.

Findings reported for the Unduplicated LCFF Pupil Counts must include all of the following disclosures:

- Method of determining the total impact of the finding: a) extrapolation of the error, b) testing of 100% of the population where the error was discovered, or c) description of further audit procedures;
 - Schedule summarizing the results of the procedures that displays all of the following:
 - LEA’s certified total enrollment count;
 - LEA’s total unduplicated pupil counts as funded under the LCFF;
 - Increases or decreases to the unduplicated pupil counts based on audit adjustments including adjustments to enrollment and unduplicated pupil count based on eligibility for Free and Reduced Price Meals, English Learners, or both Free and Reduced Price Meals and English Learners;
 - LEA’s adjusted total unduplicated pupil counts and enrollment counts; and
 - Calculation of the fiscal penalty according to the CDE’s penalty calculator.
5. **Federal Compliance Findings:** For single audits under Uniform Guidance, Federal award findings must be presented in accordance with Uniform Guidance, Subpart F – Audit Requirements, part 200.516. Each audit finding must include the following:
- **Reference number(s):** A reference number in the format “20XX-XXX”, meeting the requirements of the data collection form submission required by Uniform Guidance part 200.512 – Report Submission; paragraph (b)(1).
 - **Federal program(s) information:** The Assistance Listing title and number, federal award identification number and year, name of the federal agency, and name of the applicable pass-through entity;
 - **Criteria or specific requirement:** Statutory, regulatory, or other citation;
 - **Condition:** Facts that support the deficiency in the audit finding;
 - **Cause:** Statement of cause that identifies the reason or explanation for the condition or the factors responsible for the finding;
 - **Effect:** Clear, logical link to establish the impact or potential impact of the difference between the condition and criteria;
 - **Questioned costs:** Identification of questioned costs and how they were computed. Known questioned costs must be identified by applicable Assistance Listing number(s) and applicable federal award identification number(s). When there are known questioned costs but the dollar amount is undetermined or not reported, an explanation of why the dollar amount was undetermined or otherwise could not be reported;
 - **Context:** Information to provide proper perspective for judging the prevalence and consequences of the audit findings, such as whether the audit finding represents an

isolated instance or a systematic problem. The auditor should report whether the sampling was a statistically valid sample;

- **Identification as a repeat finding:** Identification of whether the audit finding was a repeat of a finding in the immediately prior audit and, if so, any applicable prior-year audit finding number(s);
 - **Recommendation:** Information to prevent future occurrences of the deficiency identified in the audit finding(s); and
 - **Views of responsible officials:** Views of the auditee and planned corrective actions.
6. **Elements of Audit Findings:** Each audit finding should be presented in the level of detail described in the Findings and Recommendations section of the 2024-25 K–12 Audit Guide (Report Components, 7.a.).

OTHER

The SCO's FY 2024-25 LEA Desk Review Checklist will be available on the SCO website at www.sco.ca.gov/aud_k12_lea.html by December 15, 2025.

If you have any questions or need additional information, please contact the Division of Audits' LEA Unit by telephone at 916-324-6442 or email at leaaudits@sco.ca.gov. Thank you.

Sincerely,

Original signed by

Kimberly A. Tarvin, CPA
Chief, Division of Audits

KAT/ac

22417

Copy: The Honorable Tony Thurmond, State Superintendent of Public Instruction
California Department of Education