

**BLUFFVIEW MONTESSORI SCHOOL
POLICY 703
ANNUAL AUDIT**

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of Bluffview Montessori School in order to comply with law, to provide a permanent record of the financial position of Bluffview Montessori School, and to provide guidance to Bluffview Montessori School to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of Bluffview Montessori School is to comply with all laws relating to the annual audit of the books and records of Bluffview Montessori School.

III. REQUIREMENTS

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of Bluffview Montessori School. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of Bluffview Montessori School shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The Head of School and members of the administration shall cooperate with the auditors.
- C. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, if applicable, Minnesota Statutes, section 6.65, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- D. Bluffview Montessori School is subject to the same financial audits, audit procedures, and audit requirements as a district, except as required under Minnesota Statutes, section 124E.16.
- E. The audit must comply with the requirements of Minnesota Statutes, sections 123B.75 to 123B.83 governing school district finance, except when the commissioner and authorizer approve a deviation made necessary because of school program finances. The commissioner, state auditor, legislative auditor, or authorizer may conduct financial, program,

or compliance audits.

- F. A charter school in statutory operating debt under Minnesota Statutes, sections 123B.81 to 123B.83 must submit a plan under section 123B.81, subdivision 4.
- G. Bluffview Montessori School shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- H. Bluffview Montessori School shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. Bluffview Montessori School shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to Bluffview Montessori School by its auditor.
- I. Bluffview Montessori School must submit an audit report, **including all supplemental information included in an audit**, to the commissioner and its authorizer annually by December 31. Bluffview Montessori School, with the assistance of the auditor conducting the audit, must include with the report, as supplemental information: (1) a copy of **any** management agreements with a charter management organization or an educational management organization and (2) **a copy of** service agreements or contracts over the lesser of \$100,000 or ten percent of the school's most recent annual audited expenditures. The agreements must detail the terms of the agreement, including the services provided and the annual costs for those services. If the entity that provides the professional services to Bluffview Montessori School is exempt from taxation under section 501 of the Internal Revenue Code of 1986, that entity must file with the Commissioner by February 15 a copy of the annual return required under section 6033 of the Internal Revenue Code of 1986. The Bluffview Montessori School independent audit report shall include audited financial data of an affiliated building corporation under Minnesota Statutes, section 124E.13, subdivision 3, or other component unit.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 124E.16, subdivision 1, as reflected above.]

- J. If the audit report finds that a material weakness exists in the financial reporting systems of Bluffview Montessori School, Bluffview Montessori School must submit a written report to the Commissioner explaining how Bluffview Montessori School will resolve that material weakness. An auditor, as a condition of providing financial services to Bluffview Montessori School, must agree to make available information about Bluffview Montessori School's financial audit to the Commissioner and authorizer upon request.
- K. The school board must approve the audit report by resolution or require a further or amended report.
- L. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- M. The accounts and records of Bluffview Montessori School shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes, chapter 6.

IV. Authorizer Performance Evaluation Report

- A. The charter school must publish on its website the formal written performance evaluation from its authorizer and disseminate the evaluation to enrolled families in languages they understand, consistent with the school's language access plan under Minnesota Statutes, section 124E.03, subdivision 9, paragraph (b).
- B. Evaluations must be published on the charter school's website within 15 business days of receipt of the evaluation by the charter school and for at least 365 days from the date of publication.

[NOTE: The 2025 Minnesota legislature enacted Article IV.]

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 6.65 (Minimum Procedures for Auditors, Prescribed)
Minn. Stat. Ch. 118A (Deposit and Investment of Public Funds)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Minn. Stat. § 124E.07 (Board of Directors)
Minn. Stat. § 124E.14 (Conflicts of Interest)
Minn. Stat. § 124E.16 (Reports)
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)

Cross References: MSBA/MASA Model Policy 702 (Accounting)