

## ANNUAL AUDIT EXTENSIONS

If agencies are not able to meet the deadline to submit their Financial Audits/Reviews, then a formal request for an Audit extension is required. Audit extensions can be requested by the Agency only on an annual basis. On-going future requests cannot be approved.

To submit an Audit extension:

1. The Executive Director submits an extension request on their Agency letterhead to their contract manager, addressed to the Assistant Director, including:
  - The new due date when the original hardbound copy will be received by the Contract Manager with the completed Board Certification Form stating that the CPA has presented the Audit to the board.
  - An explanation of why the extension is needed.
2. Contract Manager will inform their Supervisor in writing of the Agency's request for an Audit submission extension.
3. The Supervisor will forward the request to the Assistant Director of the Health Equity and Community Engagement Division. Supervisor will notify the Contract Manager if the extension is approved. If a formal letter from the City of Austin is requested, please refer to the sample letter.
4. The Contract Manager will notify the Agency of the response.

## AGENCY FISCAL YEAR CHANGES

If an Agency changes their fiscal year, they must notify their Contract Manager in writing and provide the Board Meeting Notes in which the change was approved.

The Contract Manager will discuss the change with Supervisor to determine the Audit schedule.