



State of Wisconsin
Department of Public Instruction

Elizabeth Burmaster, State Superintendent

Date: June 12, 2008

To: CESA/CCDEB Auditors

From: Kathy Guralski, School Finance Auditor

Re: Information required for 2007-2008 CESA/CCDEB Audits

New Passwords Alert

New auditor passwords have been assigned to all auditors on record. The CESA/CCDEB "ID" will remain the same. The passwords will allow district auditors to access the teacher licensure data for CESA/CCDEB for which you audit. Please make note of this change as the new passwords will become effective Monday, June 16 at 8:00 a.m. Please notify us via email of any CESA/CCDEB you have been engaged to audit this year which you did not audit last year. If any of the information displayed after logging in is incorrect, please notify Kathy Guralski via email with the correct information as soon as possible.

State Audit Program

The Fund 73 and Special Education audit programs has been updated for the 2007-2008 fiscal year.

Special Education No Valid Licensure Listing

Same as last year, all individuals identified on the 'No Valid' license listing, all salaries, benefits and the district account code charged (including Fund, Function and Project Code) must be provided to the Department via email as an excel file attachment. Also, any additional questioned cost is to be included on the same excel file as the "No Valid License" listing. Even when your CESA or CCDEB does not have a "No Valid License" listing, the excel spreadsheet will be available for additional questioned cost. This file should be emailed to dpisfsreports@dpi.wi.gov. Written representation from appropriate CESA/CCDEB personnel

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relating to special education questioned costs are to be e-mailed or faxed to Lori Ames at lori.ames@dpi.wi.gov or faxed to 608-266-2840. The special education audit program reflects these procedures. For a complete discussion of requirements relating to this reporting process click on the Audit/Auditor link from our Finance Team homepage at: <http://.dpi.wi.gov/sfs/index.html>

Important Dates/Timeline:

Status	Due Date	Data Collected	Form
Opens 7/1/08	September 22, 2008	Aid Certification--(pdf copy sent to auditreports@dpi.state.wi.us)	PI 1506
Opens week of July 7th	October 31, 2008	“No Valid License” Listing and additional questioned cost (excel worksheet)	N/A
N/A	December 1, 2008	Audited Financial Statements (pdf copy sent to auditreports@dpi.state.wi.us)	N/A

This letter is sent ONLY to the contact person listed as CESA/CCDEB auditor per DPI records. Please forward this information to all auditors within your firm currently performing these audits.

Should you have any questions during the course of your audit please contact us via phone or email at:

Kathy Guralski (608) 266-3862 kathryn.guralski@dpi.wi.gov

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