



MONTANA DEPARTMENT OF ADMINISTRATION

State Financial Services Division

Cheryl Grey, Administrator

Statewide Accounting & Financial Systems • 406.444.3092
Local Government Services • 406.444.9101
sfsd.mt.gov

TO: School District and Special Education Cooperatives Clerks and Business Officials

RE: Requirements Regarding:
Audit Report Publishing Requirements
Responses to Audit Report Findings and Recommendations

Audit Report Publishing Requirements

The Montana Single Audit Act (Title 2, Chapter 7, Part 5, MCA) requires each audited school district and special education cooperative (Entity) to send a copy of each audit report to a local newspaper of general circulation along with a Summary of Significant Findings regarding the audit report. The independent auditor must prepare the summary in 800 words or less, and state that it is only a summary and not intended to be used as an audit report. Entity officials should request an additional copy of the audit report from their independent auditor.

The newspaper is required to publish the summary, along with a statement to the effect that the audit report is on file with the Entity and open to public inspection.

Publication is required 30 days after the Entity receives its audit report. The cost of publication is the Entity's responsibility.

Enclosed is a sample letter to the newspaper, and a sample publication.

Responses to Audit Report Findings and Recommendations

Entities are required to notify the Department of Administration (DOA) in writing as to the planned actions regarding any deficiencies or recommendations contained in their audit report. This response, or corrective action plan, is required to be submitted to the DOA within 30 days of receipt of the audit report.

Entities must also send a copy of the response to the Office of Public Instruction (OPIAuditReports@mt.gov) to the attention of the School Finance Auditor.

If you have any questions on the response requirements, please contact the Local Government Services Bureau help desk at 406-444-9101, or via email at LGSBHelp@mt.gov.

Enclosures: Sample Letter to Newspaper Regarding Audit Publication
Sample Publication
Section 2-7-521, MCA
Section 2-7-515, MCA



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SAMPLE

AUDIT PUBLICATION STATEMENT

An audit of the of [name of Entity] has been conducted by [Name of Auditor]. The audit covered the fiscal year(s) ended June 30, 20__ [and 20__].

Section 2-7-521, MCA, requires the publication of the audit report to include a summary of significant findings and a statement that the audit report is on file in its entirety and open to public inspection at [location where a report is on file] and that the [name of Entity] will send a copy of the audit report to any interested person upon request.

Sincerely,

[NAME AND TITLE OF ENTITY OFFICIAL OR REPRESENTATIVE]



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SAMPLE

DATE

Name of Newspaper

Address

City, MT 59---

RE: Audit Report Publication

Montana Code Annotated (MCA) Section 2-7-521, MCA, provides that thirty days after an audit report is forwarded to the [School District/Special Education Cooperative] officials, the Entity shall send to the official newspaper of the Entity for publication. We consider your newspaper to be a newspaper of general circulation for the [name of Entity].

Please publish the enclosed Audit Publication for the fiscal year(s) ended [month, day, and year(s)] and send the bill to the address, below.

Enclosed for your information, as required by statute, is a complete copy of the audit report. The audit report is not required by law to be published. Only the Audit Publication Statement should be published.

Thank you for your cooperation.

Sincerely,

[Name and title of School District/Special Education Cooperative

Official/Representative]

Pages enclosed to be published - ____ page(s)

Billing Address: [name of Entity and mailing address]



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- 2-7-521. Publication.** (1) (a) After the expiration of the 30-day period provided for in 2-7-515(1), the local government entity shall send a copy of each audit report to a newspaper of general circulation in the area of the local government entity. However, each county audit report must be sent to the official newspaper of the county.
- (b) For an audit report of a county or an incorporated city or town, the county, city, or town shall send to the appropriate newspaper a copy of a summary of significant findings regarding the audit report. The summary, which may not exceed 800 words, must be prepared by the independent auditor and contain a statement indicating that it is only a summary and is not intended to be used as an audit report.
- (2) For an audit report of a county or incorporated city or town, a newspaper is required to publish only:
- (a) the summary of significant findings provided for in subsection (1)(b); and
- (b) a statement to the effect that the audit report is on file in its entirety and open to public inspection.
- (3) For an audit report of a local government entity other than a county or incorporated city or town, the newspaper is required to publish only the statement provided for in subsection (2)(b) and a statement providing that the audited local government entity will send a copy of the audit report to any interested person upon request.
- (4) Publication costs must be borne by the audited local government entity.

History: En. 82-4523 by Sec. 9, Ch. 380, L. 1975; R.C.M. 1947, 82-4523; amd. Sec. 1, Ch. 386, L. 1983; amd. Sec. 3, Ch. 140, L. 1989; amd. Sec. 1, Ch. 607, L. 1989; amd. Sec. 17, Ch. 489, L. 1991.

- 2-7-515. Actions by governing bodies.** (1) Upon receipt of the audit report, the governing bodies of each audited local government entity shall review the contents and within 30 days shall notify the department in writing as to what action they plan to take on any deficiencies or recommendations contained in the audit report. If no deficiencies or recommendations appear in the audit report, notification is not required.
- (2) Notification to the department shall include a statement by the governing bodies that noted deficiencies or recommendations for improvement have been acted upon by adoption as recommended, adoption with modification, or rejection.
- (3) The local government entity shall adopt measures to correct the report findings and submit a copy of the corrective action plan to the department and, if the local government entity is a school district, shall also send a copy to the superintendent of public instruction. The department shall notify the entity of the acceptance of the corrective measures. If the department and the local government entity fail to agree, a conference between the parties must be held. Failure to resolve findings or implement corrective measures shall result in the withholding of financial assistance in accordance with rules adopted by the department pending resolution or compliance.
- (4) In cases where a violation of law or nonperformance of duty is found on the part of an officer, employee, or board, the officer, employee, or board must be proceeded against by the attorney general or county, city, or town attorney as provided by law. If a written request to do so is received from the department, the county, city, or town attorney shall report the proceedings instituted or to be instituted, relating to the violations of law and nonperformance of duty, to the department within 30 days after receiving the request. If the county, city, or town attorney fails or refuses to prosecute the case, the department may refer the case to the attorney general to prosecute the case at the expense of the local government entity.

History: En. 82-4521, 82-4522 by Secs. 7, 8, Ch. 380, L. 1975; R.C.M. 1947, 82-4521(2), 82-4522; amd. Sec. 1, Ch. 128, L. 1991; amd. Sec. 13, Ch. 489, L. 1991.