



MONTANA DEPARTMENT OF ADMINISTRATION

State Financial
Services Division
Cheryl Grey, Administrator

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Memorandum

TO: Independent Auditors Authorized to Conduct Audits of Montana Local Governments

FROM: Local Government Services Bureau (LGSB)

DATE: December 30, 2025

RE: Financial Reviews of Montana School Districts and Special Education Cooperatives

Under the authority of Montana Code Annotated (MCA) Section 2-7-503(3)(b), MCA, the Office of Public Instruction (OPI) has directed the school districts and special education cooperatives on the enclosed listing to have a financial review of their financial statements for the fiscal year ending (FY) June 30, 2025.

The Department of Administration (DOA) has established that financial reviews of school districts and special education cooperatives are “agreed-upon procedures” engagements as prescribed in the Standards for Attestation Engagements, AT-C Section 215 “*Agreed-Upon Procedures Engagements*” and AT-C Section 315 “*Compliance Attestation*”.

The DOA’s Standard Financial Review Contract and the prescribed standards for agreed-upon procedures engagements must be used for all financial reviews of school districts and special education cooperatives. These financial reviews must be conducted by an accountant on the DOA’s Roster of Independent Auditors Authorized to Conduct Audits of Montana Local Governments.

The selected schools and special education cooperatives have been notified. The DOA has sent them copies of the Standard Financial Review Contract and the DOA’s Audit Roster.

All documentation and information needed to complete a financial review, including the School District Standard Financial Review Contract can be found on the LGSB website under the “[School Resources](#)” section.

To reduce costs, school districts and cooperatives within proximity of each other may join a group when selecting a firm to do the financial reviews. In this manner, travel costs may be reduced or shared. If your firm is willing to conduct financial reviews for a group of school districts and cooperatives, each entity will still require a separate contract. It’s the audit firm’s responsibility to determine how to allocate the costs to each entity.

Please contact the LGSB help desk if you have questions about the financial review process. Our main help desk telephone number is (406) 444-9101. You may also send an email to LGSBHelp@mt.gov.