Request for Audit Exception

**In order to receive the exception, all of the following conditions must be met:**

The municipality must have a *different fiscal year end than June 30* and will submit the two audits that meet [audit requirements](http://legislature.maine.gov/statutes/20-A/title20-Asec6051.html)

The requesting school administrative unit *does not* operate its own school(s);

**Exception not applicable for the following:**

* If the municipality has a different fiscal year end than June 30 and *does* own/operate a school, a separate school audit is required as well as the municipal audit."
* If the municipality has a fiscal year end of June 30, the municipality and school department may choose to submit a combined audit or two separate audits."

[**Audit extension statute requirements**](http://legislature.maine.gov/statutes/20-A/title20-Asec6051.html)

**Name of Municipal School Administrative Unit:**

**Contact Information for person completing this form:**

Name:       Telephone:

**School fiscal year that exception is being requested (cannot span more than one year):**

July 1,       to June 30,

**\*Please complete the form and print: once printed the superintendent may sign and submit the request by email or postal mail.\***

Signature – Superintendent of Schools Date

**email to: Postal mail:**[DOE.Audit@maine.gov](mailto:doe.audit@maine.gov)Stephanie Clark

School Finance & Operations

Department of Education

23 State House Station

Augusta ME 04333-0023

Print Name – Superintendent of Schools