

## Timeframe for Completing District Audit / Compilation

### July & August

- ◆ OCC notifies districts required to secure an audit or compilation for the past fiscal year and supplies the list of auditors authorized to perform government audits.
- ◆ Districts solicit bids for audit or compilation from authorized auditors.
- ◆ Staff prepares documents necessary for audit.
- ◆ District board reviews bids, select auditor and sign letter of engagement.
- ◆ Deliver materials to auditor no later than **August 31.**

### On or Before September 4

Notify OCC by completing the form below as to whom the district selected as auditor and the signature and date materials were delivered or the date audit is scheduled to be completed in the office.

### Upon receipt of audit/compilation back from auditor:

- ◆ Board approves audit / compilation
- ◆ File audit report and OCC-5K with County Clerk
- ◆ Submit copy of audit / review to State Auditor and Inspector's Office if auditor did not
- ◆ Email executed & County Clerk stamped copies of the report first page, Form OCC-5K, Annual Net Worth Statement, & a complete copy of the audit/ compilation report to OCC; **do not mail hard copies**

\_\_\_\_\_ Conservation District

Audit or  Compilation (check one)

Selected \_\_\_\_\_ to conduct the district's audit / compilation.  
Name of Auditor

\_\_\_\_\_ Chair – Board of Directors Signature

\_\_\_\_\_ Date

Auditor's Phone Number: \_\_\_\_\_

I received audit materials on \_\_\_\_\_ . \_\_\_\_\_  
Date Auditor's Signature

**Or**

I am scheduled to conduct audit / compilation in the district office on \_\_\_\_\_ .  
Date

\_\_\_\_\_ Auditor's Signature

**This form must be submitted to OCC on or before September 4, 2024 in order for reimbursement claims to continue to be processed.**

Email form to: [brandon.welborn@conservation.ok.gov](mailto:brandon.welborn@conservation.ok.gov)