

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 5

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 5, 2025
in order for reimbursement claims to be processed without delay.

Email form to: brandon.welborn@conservation.ok.gov