



Audit Extension Request

Extension requests will not be considered after June 30
(or for municipal audits 6 months after due date)

Name of School Administrative Unit: _____

Please indicate the late document below:
(check one box)

- Financial Statement Audit
- Single Audit
- Corrective Action Plan

Please indicated the entity or entities the request(s) is intended
(may check more than one box if applicable)

- School Department Audit
- Municipal Audit
- Combined Audit (school & municipal audit as one document)

Request for opportunity for a hearing OR to submit written testimony in lieu of a hearing (choose one):

- In lieu of a hearing pursuant to [20-A MRSA §6801-A\(1\)](#), I have answered the questions below*.
- I request a hearing pursuant to [20-A MRSA §6801-A\(1\)](#).

***The following questions must be answered in lieu of a hearing (please attach additional pages if needed)**

1. Please Explain the reason why the required document(s) are late?
2. Please indicate audit firm performing the audit _____
3. What actions will be taken to ensure reporting deadlines will be met in the future?
4. When will the Department receive the required document(s)? _____
Date

Signature – Superintendent of Schools

Date

Print Name – Superintendent of Schools

email to:
DOE.Audit@maine.gov

Postal mail:
Stephanie Clark
School Finance & Operations
Department of Education
23 State House Station
Augusta ME 04333-0023