**Deadline: March 31, 2020**

**Subject: SELECTION OF AUDITORS FOR FISCAL YEAR 2019-20**

**Return to: ANNIE ROMERO, ADMINISTRATIVE ASSISTANT**

**Annie\_Romero@sccoe.org**

*Santa Clara County Office of Education*

*District Business and Advisory Services, Mail Code 252*

*1290 Ridder Park Drive*

*San Jose, CA 95131-2304*

*FAX (408) 453-6653*

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
|  | |
| In accordance with Education Code Section 41020, the governing board of |  |
| School District has selected the following firm to audit the books and accounts of the district for the fiscal year ending June 30, 2020: | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | |  |
| Firm Name | | | Telephone Number |
| Partner in Charge | | Reviewing Partner | |
| Address | | | |
|  |  | |  |
| City | State | | Zip Code |

|  |  |
| --- | --- |
| Stated Maximum Audit Fee: |  |
|  |  |

For a multiple year contract, state the fiscal years covered:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fiscal Year: |  |  |  |  | |  |
| Amount: |  |  |  |  | |  |
|  | | | | |  | |
| Signature, Chief Business Official | | | | | Date | |