**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:  |  |

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| --- |
|  |
| 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 |