

AUDIT SCHEDULE PLANNER

2011

2010-2011 ANNUAL AUDIT

PERALTA COMMUNITY COLLEGE DISTRICT

In order to meet the timelines of the State Chancellor's Office and the directives of the Peralta Community College Audit Committee and Board of Trustees, the following planning calendar is being developed. This calendar should be provided to all Departments, Colleges and other interested individuals to allow for information to be assembled and ready for the audit procedures.

Any Changes to the dates and schedule will impact the ability of the audit to be concluded by November 11, 2011 and the report to be reviewed by the Audit committee by December 12, 2011 and the State Chancellor's Office by December 20, 2011

PROJECT PHASE	START DATE	END DATE
Pre Planning Assessment –District Offices	3/29/2011	3/31/2011
1 st Interim Audit – District Office and College Offices	5/23/2011	6/3/2011
2 nd Interim Audit – Student Financial Aid College Offices and Admissions & Records; Cont. District Federal Compliance	7/18/2011	7/28/2011
Pre-Audit Assessment Meeting for final audit	9/15/2011	9/15/2011
Final Financial Statement Audit	10/31/2011	11/11/2011
Review of Draft Audit Report	12/1/2011	12/1/2011
MD&A and Responses to Comments Due	12/5/2011	12/5/2011
Final Draft of Audit Report – Audit committee	12/12/2011	12/12/2011
Reports Provided to State Chancellor's Office	12/20/2011	12/20/2011

January						
S	M	T	W	TH	F	S
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30	31					

February						
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March						
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April						
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May						
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June						
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July						
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August						
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September						
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October						
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November						
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December						
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