

Intradistrict Communication

DATE: March 19, 2018

TO: Applicable School Principals and Administrative Assistants (Financial and Membership)
All Administrators of Schools and Administrative Assistants
Travis Hamblin, Planning and Student Services
Michael Heaps, Support Services Manager

FROM: John Larsen, Business Administrator
Daniel Ellis, Director of Accounting, Budgets and Audits
Jason Mott, Accountant/Internal Auditor

SUBJECT: **External Audit Visits**

The external auditors (Squire & Company, PC) will be visiting the following schools on the dates indicated. They will be reviewing student information (e.g. full vs. part-time status, etc.), student attendance (e.g. 10-day rule, homebound/hospitalization rule, etc.), and financial information. Once finished, the auditors will want a few minutes with the Principal. If the Principal is unavailable, an Assistant Principal may meet with them. For the elementary schools they will only be performing the student information review and the Principal is not required to be there. The auditors are planning on coming to the schools in the order listed. Exact times of arrival will vary depending on length of stay at earlier schools and travel time. All schools were contacted earlier to avoid scheduling conflicts. If you have any questions, please call Jason Mott at (801)567-8388.

April 16, 2018
Copper Hills
West Hills
Sunset Ridge
JATC North

April 17, 2018
Riverton High
Oquirrh Hills
Kauri Sue Hamilton
South Hills

April 18, 2018
Joel P. Jensen
West Jordan High
West Jordan Middle
South Valley

April 19, 2018
Valley High
River's Edge
Bingham
South Jordan Middle
Elk Ridge

April 20, 2018
Herriman High
Copper Mountain
Fort Herriman
JATC South