TO: Chief School Administrators  
Charter School Leaders  
School Business Administrators/Board Secretaries  
Public School Accountants  

FROM: Michael Mindlin, Director  
Fiscal Policy and Planning  

SUBJECT: Audited Data Collection (Audsum) Release  

The Audited Data Collection (Audsum) software used for collection of the audited June 30, 2014 school district and charter school financial information will be released on or about September 15, 2014. The software is in a web application accessible to authorized school district and charter school staff from the Department of Education Homeroom at http://homeroom.state.nj.us/ . Audit firms access Audsum through the department’s website at http://www.state.nj.us/education/finance/audsum/ .

As in the past, the auditor is responsible for the entry of data into Audsum and the board secretary/business administrator is responsible for carefully reviewing the accuracy of the reports generated by Audsum. New for this year, after the audit firm has certified the audited data, the board secretary/business administrator must select the unaudited indirect cost tab prior to certifying the audited data. The indirect cost tab is used to collect data required to calculate the district or charter school’s indirect cost rate for the 2015-2016 fiscal year. Once the indirect cost data has been entered and certified by the board secretary/business administrator, the school district or charter school can then certify the audited information through the electronic signature certification process available on the web application using the “Data Finalize” and “Certify” screens. The board secretary/business administrator is required to indicate approval of both the indirect costs entered by them and the Audsum data entered by the school district or charter school auditor through the separate electronic signature certification processes. The school district or charter school’s board secretary/business administrator is singularly responsible for the submission of the Audsum data via the web application to the Department of Education no later than the Comprehensive Annual Financial Report (CAFR) due date of December 5, 2014.

The audit firms need to submit a list of their client school districts to the department’s Audsum
email box, at: audsum@doe.state.nj.us, so that a unique PIN for each school district or charter school client can be issued directly to the audit firm. We are currently in the process of issuing those PINs for the auditor’s use in accessing the software for each of their clients.

The department encourages school district and charter school personnel who are authorized to use Audsum and audit firms to review the content of the Audsum On-line User Manual. The manual provides comprehensive guidance and is available on the school district or charter school Department of Education Homeroom page and on the department’s Audsum website at the web addresses provided above.

If you have any questions, please email them to audsum@doe.state.nj.us.