

Annual School Audit Review Documentation Upload Instructions

Beginning with the 2014-2015 school year (2013-2014 audit reports), DESE is implementing the district's annual audit review via the Tiered Monitoring System. This system will automate several manual processes and provide a systematic, interactive approach to resolve audit findings. The system has been designed so that districts and charter schools are required to upload electronic copies of their audit documents directly into the Tiered Monitoring System. The audit documents **required** for the department's review include:

- Complete audit report
- Board minutes signed by the board indicating approval of the audit report
- Management letter, if applicable. A management letter is issued to the district by the auditor if the auditor needs to communicate some additional concerns not included in the audit report. This letter may also be called report to administration, etc.

From the Utilities menu on the right of the home page, select Global Document Repository and upload a file link. In the file upload process the district will:

- Select Audit Documents (required fiscal audit) from the document type dropdown list (if uploading additional documents to resolve audit findings or for other DESE request select Audit Documents (optional supporting docs))
- Browse and select the file to upload
- Include a file description which should describe the document such as FY14 Audit Report, Board Minutes, or Management Letter.

The screenshot shows the 'Global Document Repository' interface. A 'File Upload' dialog box is open, displaying a dropdown menu for 'Document Type'. The dropdown menu is open, showing several options: 'Select a document type', 'Audit Documents (required fiscal audit)', 'Audit Documents (optional supporting docs)', 'Perkins Finance (Postsecondary) Self-Assessment', 'No Child Left Behind (NCLB) Self-Monitoring Checklist', 'Perkins Finance (Secondary) On-site/Phone Monitoring', '1003(g) School Improvement Grant (SIG) On-site/Phone Monitoring', 'Perkins Finance (Secondary) Self-Assessment', and 'General Upload'. A red arrow points to the 'Audit Documents (required fiscal audit)' option. The dialog box also includes fields for 'File:' and 'File Description:', and 'Upload' and 'Close' buttons.

Use of the Tiered Monitoring System is mandatory beginning with the 2013-2014 school year audit documents. The audit submission deadline of December 31 has not be affected by the implementation of the new process.