

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

Administrative Services

Chapter 6

**AUDITS**

**AP 6400**

On a periodic basis, but not less than every 5 years (one 3 year agreement with two one year renewals), the College will issue a Request for Proposal (RFP) for a certified public accounting firm to perform annual financial audits. College staff will perform due diligence on firms submitting proposals, and a recommendation for firm selection shall be brought to the Board of Trustees for action. Once during any four-year period, the District will require the auditing firm to change the senior staff member assigned to the College's annual audit.

**Annual Audit Results**

On or before October 31, or within four months after the close of the College's fiscal year, the auditors shall submit the final audited financial statements to the college and by the December meeting, the Board of Trustees must take action to accept or reject the annual audit.

Copies of audit reports shall be filed as required with the state Chancellor's Office no later than December 31 of each year.