

B. How to get the word out now.

1. DOA might be able to include major fund determination in the letter to CPAs that gives information about renewal on the approved auditor roster. This usually goes out in late April.
2. Joan offered to write something to include in the MSCPA newsletter, Line Items, noting that it is DOA's intent to include the requirement about major fund determination in the Standard Contract for Audit Services. She will have DOA review it.
3. Joan will also provide information in the school district clerk's newsletter.

III. Draft Standard Request for Proposal (RFP) for Audit Services

DOA will be responsible for the cover letter, which will mention that the standard RFP is the product of DOA, OPI and the MSCPA Governmental Audit Committee. The standard RFP document itself will be reviewed and finalized by the MSCPA committee.

IV. Depreciation Schedule

OPI is working on replacing the GFAAG and GLTDAG information that is currently provided by districts on the Trustees Financial Summary with a schedule of changes. The fixed assets, net of accumulated depreciation information doesn't need to be separated between elementary and high school, so this information will probably be incorporated into MAEFAIRS as a separate step (not as part of the balance sheet). This change would probably take place by FY04.

OPI will highly recommend to schools that the school district management is responsible for the depreciation calculations, not the auditor. Revisions to the School Accounting Manual (SAM) will cover how to depreciate general fixed assets.

V. Next conference call

A. Scheduled for **Thursday, March 27 at 9:00 a.m. to 11:00 a.m.**

B. Topics

1. Recap of everything discussed so far. Denise will prepare and e-mail to group for review.
2. Other – contact Denise Ulberg to add to the agenda.