



May 12, 2016

Subject: **STATUTORY REQUIREMENT TO OBTAIN AN INDEPENDENT AUDIT OR REVIEW OF FINANCIAL STATEMENTS**

Dear Service Provider,

This letter is to inform you of the requirement for all vendors who receive payments from San Andreas Regional Center (SARC), who meet the requirements below, to submit a financial audit or review to SARC.

SANTA CLARA COUNTY

300 Orchard City Drive
Suite 170
Campbell, CA 95008
P.O. Box 50002
San Jose, CA
95150-0002
Tel: 1(408) 374-9960
Fax: 1(408) 376-0586

- When the amount received from the regional center(s) during the entity's fiscal year is **more than or equal to two hundred fifty thousand dollars (\$250,000) but less than five hundred thousand dollars (\$500,000)**, the entity must obtain an **independent audit or independent review** report of its statements for the period.

SOUTH SANTA CLARA AND SAN BENITO COUNTY

7855 Wren Avenue
Suite A
Gilroy, CA 95020
Tel: 1(408) 846-8805
Fax: 1(408) 846-5140

- When the amount received from the regional center(s) during the entity's fiscal year is **equal to or more than five hundred thousand dollars (\$500,000)**, the entity must obtain an **independent audit** of its financial statements for the period.

This requirement is pursuant to Section 4652.5 of the Welfare & Institutions Code of the State of California, requiring any entity subject to the above to contract with an independent accounting firm for an audit or review of its financial statements.

MONTEREY COUNTY

344 Salinas Street
Suite 207
Salinas, CA 93901
Tel: 1(831) 759-7500
Fax: 1(831) 424-3007

If your fiscal year ends on June 30, 2015, please send us your independent audit or review within 30 days of this letter if you meet the requirements listed above.

If your fiscal year ended on December 31, 2015, you will need to provide us with your independent audit or review by the end of September 2016 if you meet the requirements listed above.

SANTA CRUZ COUNTY

1110 Main Street
Suite 8
Watsonville, CA 95076
Tel: 1(831) 728-1781
Toll Free
within Santa Cruz County
1(831) 688-7633
Fax: 1(831) 728-5514

The recent changes to the regulations related the independent audit/review requirement only affect fiscal years that end after the regulations come into effect (June 9th 2016). Therefore the requirement for having an audit/review done at the above levels remains in effect for all fiscal years that end before June 2016.


Please forward a copy of your independent audit/review report to SARC **within 30 days of receipt** of the final report from your auditor. You may send the report by mail or by email in pdf format. Please send report to:

San Andreas Regional Center
300 Orchard City Drive, Suite 170
Campbell, CA 95008
Attention: Maria S. Moreto – Fiscal Supervisor
Email: samaria@sarc.org

www.sarc.org

Member of the Association
of Regional Center Agencies

Please also complete and return the attached form to San Andreas Regional Center at the above address.

Thank you,

Greg Hoffman
Chief Financial Officer
San Andreas Regional Center

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Tax ID #: _____

Vendor Number(s): _____

Vendor Name: _____

Contact Person: _____

Email Address: _____

Telephone Number _____

Mailing Address: _____

Amount Received from SARC during the Fiscal Year: _____

Independent Audit or Review:

Independent Review

Independent Audit

Please indicate your financial year dates:

January 1 - December 31

July 1 – June 30

Other (please specify) _____

Signature/Title: _____ date: _____