

**AUDIT REPORT EXTENSION REQUEST FORM**

Please accept this letter as our request to extend the submission date of the area agency’s audit report for FFY2024 from December 15th to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

As stipulated in our area agency contract with DARS, our agency has contracted with an accounting firm or independent Certified Public Accountant to perform the annual audit. An engagement letter was secured on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the expected completion date for the audit report is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Comments/Reasons for request:

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Executive Director’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director of Administration Date

[ ]  Approved