

Frequently Asked Questions - Affiliate Audits

1. When is the audit report due?

An audit report must be filed annually with Education Minnesota within **six** months of the close of the affiliate fiscal year. For example, the audit report for the period Sept. 1, 2020 - Aug. 31, 2021 is due by Feb. 28, 2022.

2. What type of audit/review is required? See the tables below for the applicable report.

Locals

Number of Members	Minimum Type of Audit/Review Required	May Choose to Have
Fewer than 300 members	Review by an internal audit committee of at least 2 members	Audit or Review by an Independent CPA
At least 300 members but fewer than 1,000 members	Review by an Internal Audit Committee of at least 3-5 members	Audit or Review by an Independent CPA
At least 1,000 members but fewer than 2,500 members	Review by an Independent Certified Public Accountant (CPA)	Audit by an Independent CPA
2,500 members or more	Audit by an Independent CPA	

Intermediate Organizations

Revenue and Assets	Minimum Type of Audit/Review Required	May Chose to Have
Less than \$100,000 in revenue and less than \$100,000 in assets	Review by an Internal Audit Committee of at least 3-5 members.	Audit or Review by an Independent CPA
Revenue or assets of \$100,000 or more	Audit by an Independent CPA	

The audit must include a statement, signed by the affiliate's principal officer/president and at least one other elected general officer, certifying that:

- a. The audit has been presented at a specified meeting of the affiliate's governing body and published and made available to the members.
- b. The affiliate has filed Form 990-N (e-Postcard), 990-EZ or 990 with the Internal Revenue Service.

3. Who can perform the internal audit?

Affiliates annually appoint an internal audit committee of members to review the financial records. Members can be selected from the governing board or general membership except the president, treasurer or any member doing the bookkeeping or signing checks on behalf of the union. The treasurer will work with the committee to provide financial records and answer questions.

4. What does a complete internal audit committee report include?

- i. Statement/letter signed by the affiliate president and at least one other elected general officer.
- ii. Audit committee report signed by all committee members.
- iii. Statement of Financial Position
- iv. Statement of Activities

See sample audit reports on pages 39-46 of the 2019 Treasurer's Handbook

5. Where do I send the completed audit report?

Affiliates have two options to submit audit reports. You can choose to e-mail the report or mail hard copies to Education Minnesota.

E-mail: Scan and save your completed report as a pdf and send to auditreports@edmn.org. Please ensure that all copies are legible.

- or -

Mail to: Education Minnesota
Attn: Accounting Department/Audit Reports
41 Sherburne Avenue
St. Paul, MN 55103-2196