

## **Management Minute: How to Hire an Auditor for an Annual Single Audit**

[Music]

Yasmine: When it is time to hire an auditor for your annual single audit, follow the steps outlined in this course. Here are some important points to remember as you go through this process.

As you are planning, be very clear about your expectations, including scope, time period to be audited, and timeline for audit completion. Your request for proposals should state that the resulting audit must meet Head Start requirements. Carefully evaluate the submitted proposals, looking at technical requirements separately from cost. The best choice is not necessarily the least expensive. It is the responsibility of the governing body or Tribal Council to select the auditor.

Keep in mind that it is best practice to change your lead auditor from time to time in order to get a fresh perspective. Create a written agreement that outlines all requirements. Communicate frequently with the audit team and monitor their progress.

Good audit outcomes protect federal funds and ensure continuing services for children and families.