



October 22, 2024

Anika Patterson  
Director, Strategic District and School Support  
Accountability Partnerships  
Alameda County Office of Education

RE: Request to extend audit deadline

Dear Ms. Patterson,

I hope this letter finds you well. On behalf of Navigator Schools, Hayward Collegiate, I am writing with respect to the submission of our audited financial report for the fiscal year ending June 30, 2024.

We fully understand the importance of adhering to the December 15 deadline for audit submissions to the California Department of Education (CDE), the State Controller's Office (SCO), the local County Superintendent of Schools, and, if applicable, the chartering entity. However, we are facing delays in our audit process due to the complexity of reconciling our financial records.

Specifically, our team has encountered technical challenges in accurately aligning certain accounts and transactions, which require additional time and specialized expertise to resolve. To ensure the completeness and accuracy of our financial reporting, we have engaged trusted charter accounting professionals to assist us in addressing these reconciliation matters and providing the clean, reconciled reports necessary for our audit fieldwork.

Given these circumstances, reconciliation work will take at least 30 days to fully complete, which delays our audit fieldwork. We respectfully request an extension to submit Navigator Schools' audited financial report by March 31, 2025. We remain committed to delivering a clean audit report, and we believe this additional time will allow us to finalize and meet the highest standards of financial reporting.

We appreciate your understanding and consideration of this request. Please feel free to contact us if you require further information or clarification.

Thank you for your attention to this matter.

Respectfully Submitted,

Noël Russell Unterburger  
Chief Financial & Operating Officer