

LIMITED PROCEDURES ENGAGEMENT

Venango Technology Center Venango County, Pennsylvania

April 2015



Commonwealth of Pennsylvania
Department of the Auditor General
Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
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EUGENE A. DePASQUALE
AUDITOR GENERAL

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania
Harrisburg, Pennsylvania 17120

Mr. Dwight Proper
Joint Operating Committee Chairperson
Venango Technology Center
One Vo-Tech Drive
Oil City, Pennsylvania 16301

Dear Governor Wolf and Mr. Proper:

We conducted a Limited Procedures Engagement (LPE) of the Venango Technology Center (Center) to determine its compliance with certain relevant state laws, regulations, policies, and administrative procedures (relevant requirements). The LPE covers the period March 25, 2013 through February 27, 2015, except for any areas of compliance that may have required an alternative to this period. The engagement was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania and the Fiscal Code 72 P.S. § 403, but was not conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

As we conducted our LPE procedures, we sought to determine answers to the following questions, which serve as our LPE objectives:

- Does the Center have documented board policies and administrative procedures related to the following?
 - Internal controls
 - Budgeting practices
 - Compliance with the Right-To-Know Law
 - Compliance with the Sunshine Law
- Are the policies and procedures adequate and appropriate, and have they been appropriately implemented?
- Did the Center take appropriate corrective action to address the findings, observations, and verbal comments made in our prior audit/LPE, and were the actions taken effective?

Our engagement found that the Center complied, in all significant respects, with relevant requirements.

The Honorable Tom W. Wolf
Mr. Dwight Proper
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We appreciate the Center's cooperation during the conduct of the engagement.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Eugene A. DePasquale
Auditor General

April 23, 2015

cc: **VENANGO TECHNOLOGY CENTER** Joint Operating Committee Members

Status of Prior Findings and Observations

Finding

School Bus Drivers' Qualifications Deficiencies

Finding Condition

The Venango Technology Center (Center) failed to have the required documentation on file for several bus drivers.

Recommendations

We recommended the Center should:

1. Ensure all bus drivers' qualification documents are on file prior to hiring them to transport students.
2. Ensure that all bus drivers' personnel files are kept up-to-date.
3. Ensure that all future federal criminal record checks are done in accordance with the method prescribed by the Pennsylvania Department of Education.

Current Status

The Center has taken corrective action. Our current review of drivers revealed that all of the drivers had the required qualifications on file.

Distribution List

This letter was initially distributed to the Center's Superintendent of Record, the Joint Operating Committee, and the following stakeholders:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania
Harrisburg, PA 17120

The Honorable Pedro A. Rivera
Acting Secretary of Education
1010 Harristown Building #2
333 Market Street
Harrisburg, PA 17126

Christopher B. Craig, *Esq.*
Acting State Treasurer
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Mr. Lin Carpenter
Assistant Executive Director for Member Services
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This letter is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the letter can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.