

Appendix A



COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA DEPARTMENT OF THE AUDITOR GENERAL

Act 44 Auditee Reporting Form (School District Audits)

The Department of the Auditor General provides this form for every school district to report its adoption of the Department's recommendations in its most recent audit pursuant to Act 44 of 2017 amendments to The Fiscal Code regarding Auditee reporting requirements and the Department's STATEMENT OF POLICY and FORM in 4 Pa. Code Part XIV published in the Pennsylvania Bulletin on February 10, 2018.

Within **120 business days** of the publication of the audit listed below, the school district must submit a response to the Department detailing the adoption of the Department's recommendations, or the reason why recommendations have not been adopted.

AUN:	108070502	School:	Altoona Area School District	CAN:	125049
Audit Period:	July 1, 2016 to June 30, 2020	Findings:	One	Recommendations:	Three

District Response: (Textbox below will expand or attachments can be added as necessary)

Please see attached response

Note: Pursuant to Section 1.5 of Act 44, if the Auditee fails to respond to the Department's recommendations within **120 business days**, the Department will notify the Governor and the Chairpersons and Minority Chairpersons of the Appropriations Committees of the Senate and the House of Representatives, which may consider an Auditee's failure to respond to the Department's audit when determining the Auditee's future appropriations.

ALTOONA AREA SCHOOL DISTRICT

(814) 946-8350
FAX NO.: (814) 946-8226



OFFICE of the SUPERINTENDENT
1201 8th AVENUE
ALTOONA, PA 16602

June 30, 2022

Pennsylvania Department of Education
Bureau of Budget and Fiscal Management
Division of Budget
333 Market Street, 4th Floor
Harrisburg, PA 17126-0333

RE: Altoona Area School District
Fiscal Year Audit July 1, 2016 – June 30, 2020

To whom it may concern:

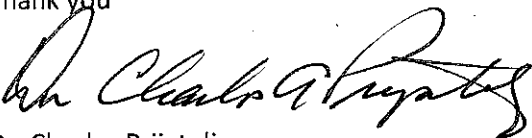
At the regularly scheduled meeting of the Altoona Area School District Board of Directors, held on June 20, 2022, the enclosed response and Corrective Action Plan were approved.

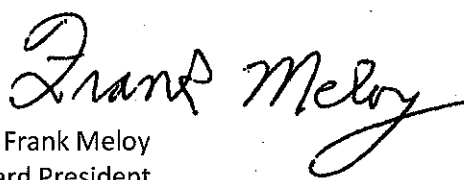
The Fiscal Year Audit for the period July 1, 2016 – June 30, 2020 contained the following finding: *The District's failure to implement adequate internal controls resulted in \$44,818 in transportation reimbursement overpayments.* The Altoona Area School District acknowledges and concurs with the finding.

The corrective action plan contains implementation dates of corrective action steps, description of monitoring procedures and is signed by the Superintendent and Business Manager.

The audit process has been very beneficial to personnel at the Altoona Area School District. We appreciate the time, efforts and patience of the on-site audit team and supporting departments.

Thank you


Dr. Charles Prijatelj
Superintendent


Dr. Frank Meloy
Board President

Altoona Area School District

Corrective Action Plan

LEA: Altoona Area School District

Audit Period: 7/1/2016 through 6/30/2020

Title: The District's Failure to Implement Adequate Internal Controls Resulted in \$44,818 in Transportation Reimbursement Overpayments

- Management agrees with the Finding
- Management disagrees with the Finding
- Management waives the opportunity to reply at this time

MANAGEMENT COMMENTS: (Please explain the cause of the problem and note what corrective action is planned. Please ensure that you respond to each recommendation point included in the draft comment. If necessary, attach additional paper.)

1. Internal control system deficiencies are related to employee turnover at the District and within local management of the transportation contractor. The following steps will be taken to correct the deficiencies:

- a) A written procedure will be developed indicating daily, monthly and annual record keeping requirements.
- b) All personnel working with transportation information will be adequately trained using resources from PDE, PASBO and communication with other Commonwealth Districts.
- c) A data review check list will be created for use by both the primary processor and the secondary reviewer to ensure all information is accurately prepared. The check list will include, but not be limited to an itemized listing of vehicles operated monthly; mileage logs; fuel reports; non-public student listing, and driver records.

2. As part of the written procedures noted in 1.a) above the Transportation Accountant will be instructed to generate a list of non-public and charter students routed on AASD vehicles (monthly) and verify written requests are maintained for each student listed.

3. The 2020-21 report will be reviewed and verified to ensure similar errors were not made. Should any errors be identified, a correction request will be made to the Pennsylvania Department of Education, Division of Subsidy Administration (RA-eTran@pa.gov).

Time Table:

1 a) March 2022 – written procedure developed as a working document to be amended as additional items are identified for inclusion.

1 b) March 2022 and ongoing – Director of Business Operations and Transportation Accountant attend annual PASBO conference and focus on transportation classes. Join PASBO transportation committee to communicate with other Districts

1 c) March 2022 – check list developed

2 – Completed March 2022 and included in 1c checklist

3 – April 2022 - Annual report reviewed and verified

Signatures and Date:

Charles A. Bryant
Superintendent, Ex. Director, Director

6/29/22

Camilla Hong
Business Manager

Altoona Area School District
Administrative Regulation/Internal Procedure
Transportation

Responsibilities designated to Transportation Operations

1. Maintain records and make required reports regarding school transportation. Records will include the following:
 - a. The numbers of miles driven, with and without students, on or about the 15th day of each month for the months October through May of the school year. The miles will be recorded to the 10th of the mile (xxx,xxx.x) and will include all routes driven by each vehicle on the collection date. (contractor)
 - b. The number of students assigned to each vehicle on or about the 1st day of each month for the months October through May of the school year. (District - Accountant)
 - c. The number of non-public and charter school students transported on or about the 1st day of each month for the months October through May of the school year. (District - Accountant)
 - d. A Request for Transportation will be required for each Non-Public/Charter school student assigned to AASD transportation. (District - Accountant)
 - e. A monthly report of vehicles operated including VIN number, make, model and year. This report should include the number of days operated and include odometer reading at on the first day of operation each month and the last day of operation each month. (contractor)

2. Segregation of Duties
 - a. Reports containing miles driven, student counts, and vehicles operated will be reviewed and verified against monthly invoices from Transportation Contractor. (District - Dir Business Operations)
 - b. Invoices will not be approved for payment until all documentation has been received from Transportation Contractor. (District - Dir Business Operations)

3. Training on PDE reporting requirements
 - a. Transportation Accountant to attend a minimum of 4 hours of education annually on transportation reporting or other relevant transportation issues
 - b. Director of Business Operations to attend a minimum of 8 hours of education annually on transportation reporting or other relevant transportation issues.

4. Annual Report Filing
 - a. The annual report will be completed prior to the September 25th due date.
 - b. The annual number of students transported will be compiled using the monthly download from the Versatran system.
 - c. The annual number of Non-Public/Charter students will be compiled using the monthly download from Versatran system and compared to the Requests for Transportation required for these students.
 - d. Miles with and without students will be reported based on the average of the reports provided for the months October through May. This number will be reported to the tenth of the mile (xxx,xxx.x)
 - e. Students assigned to each vehicle will be reported based on the average for the months October through May. This number will be report to the tenth decimal place (xx.x)
 - f. Recalculate days traveled for each vehicle based on route, scheduled building stops and actual days of transportation for school year.

5. Transportation Contractors will provide the following documentation for each vehicle operator
 - a. Valid clearances
 - b. Valid PA Driver's License with S endorsement (if applicable)
 - c. Valid Medical Card (if applicable)

6. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district. (student handbook)
7. Provide each school bus/school vehicle driver with:
 - a. The Pennsylvania School Bus Driver's Manual;
 - b. The written rules for student conduct on buses/vehicles;
 - c. The procedures for evacuation drills; and
 - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
8. Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[7][25]
9. Prepare a district map or schedule indicating each bus stop and bus route.
 - a. District map maintained on maps within the Versatran transportation software system.
 - b. Students will be assigned to District transportation upon confirmation of eligibility from Altoona Area District Student Registration office.
 - c. Bus stops will be established in safe area within the established walking zones identified by PDE regulations and the District.

Kindergarten, 1st, and 2nd Grade Students' Bus Stop

Kindergarten, 1st, and 2nd Grade students will not be permitted to exit the bus/van at their stop unless a parent/guardian or other authorized individual is present to meet the child. Parents/Guardians may authorize a sibling in Grades 3-12 or other responsible person to pick up the child by completing a Bus stop Supervision Waiver and submitting the Waiver to the building principal for approval.

For their safety, students who are not met by a parent/guardian or authorized person will be returned to the school and the parent(s)/guardian(s) will be contacted to pick up their child. Upon the third occurrence of a student being returned to the school, the building principal will notify Children and Youth Services and the student will be issued a one-day bus suspension. Parents/Guardians will be responsible for the child's transportation and failure of a parent/guardian to transport their child to school will result in an illegal absence. Subsequent violations of this requirement may result in the revocation of busing privileges.

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy

Discipline

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.



AASD TRANSPORTATION **MONTHLY CHECKLIST**

Transportation Accountant

___ **Student Bus List** - (Versatrans > Import/Export > Student Export > Student Bus List > Status: Ride > Create > Save file to S:\Asst Supt Bus - Trans\AN\VERSATRANS\Monthly Routes

- **Make a separate tab in excel sheet for non-public/charter students. Review list of students to ensure there is a transportation request form on file for all students listed.**

___ **Route Summary (All Vehicles)** - (Versatrans > Routing > Routing Scheme (current year) > Refresh and sort by Bus # > Save (XLS file) to S:\Asst Supt Bus - Trans\AN\VERSATRANS\Monthly Routes

___ **Vehicle Mileage Forms** – Receive monthly mileage sheets from STA and record mileage in vehicle formula worksheet (S:\Asst Supt Bus - Trans\VEHICLE TRACKING DATA).

___ **Fuel Reports** – Receive monthly fuel reports from STA and save to S:\Asst Supt Bus - Trans\AN\FUEL REPORTS.

- Send Fuel Summary report to Patty Fasick for inventory adjustment.
- Record fuel usage in Fuel Use by Dept spreadsheet (S:\Asst Supt Bus - Trans\GAS & DIESEL).

___ **Billing** – Review monthly transportation invoices from STA and Amtran. Verify that the number of days being billed for each vehicle match calendars of the schools they are transporting for. Record STA transportation costs in STA Billing Spreadsheet (S:\Asst Supt Bus - Trans\TRANSPORTATION\STA BILLING SPREAD SHEET)

- Scan invoices and save to (S:\Asst Supt Bus - Trans\AN\STA) and (S:\Asst Supt Bus - Trans\AN\AMTRAN)
- After reviewing invoices, provide account number and initial each invoice. Send to Sue Franks for final approval before payment is issued.

___ **Driver Records** – Review driver records for expiration dates. Obtain any new records needed from contractors. If new drivers are added, make sure they are board approved and all clearances are received and filed.

Notes:



AASD TRANSPORTATION MONTHLY CHECKLIST

Director of Business Operations

___ Student Bus List – verify download of student listing includes both public and non-public students. Review list of students to ensure there is a transportation request form on file for all students listed.

___ Vehicle Mileage Forms – verify receipt of monthly mileage sheets from STA are complete including odometer reading and miles with and without students.

___ Compare monthly invoice detail with STA provided "Billing Sheet" and vehicle mileage forms to note new or retired vehicles

___ Fuel Reports – verify monthly fuel reports from STA and record for annual fuel reconciliation

___ Contractor Invoices – Review monthly transportation invoices from STA and Amtran. Verify that the number of days being billed for each vehicle match calendars

___ Driver Records – Review driver records for expiration dates and exceptions.

Completed By: Sue Franks

Signature: _____

Date: _____