

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: | 113380303 | School: | Annville-Cleona School District | CAN: | 126846 |
| Audit Period: | July 1, 2016 to June 30, 2020 | Findings: | One | Recommendations: | Two |

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

The Annville-Cleona School District adopts the recommendations contained in the Audit and will address the finding as outlined below.

To resolve the internal control issues in the Transportation Department, the Director of Business is going to work with the Transportation Coordinator to get trained on PDE's reporting requirements and double check their work before a submission to PDE is completed. Both the Director of Business and the Transportation Coordinator will receive training on PDE's reporting requirements. The Director of Business is also going to look over the work independently and work with the Transportation Coordinator to resolve any questionable data. The Director of Business has already reached out to the transportation software provider to explore the possibility of creating an export that can be uploaded into e-Tran. This would eliminate the data having to be hand keyed into separate areas. Once the work has been completed and double checked, the Director of Business is going to sign off on the work by initialing the supporting documents and also initialing the e-Tran report and keeping the documents on hand for audit purposes. The

Transportation Coordinator currently has a list of procedures for the job, but it does not currently include e-Tran reporting. These procedures will be updated and will include a section on the reporting of transportation data.



Krista M. Antonis, Ed.D.
Superintendent
Annville-Cleona School District

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.