

## 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:**  **School:**  **CAN:**   
**Audit Period:**  **Findings:**  **Recommendations:**

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

**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.

# GREENCASTLE-ANTRIM SCHOOL DISTRICT

## Corrective Action Plan

For the Performance Audit period July 1, 2012 through June 30, 2016

1. A Description of the Finding or Observation:

The District Incorrectly Reported the Number on Non-public Students Transported Resulting in an Overpayment of \$7,315.

2. A statement indicating the concurrence or non-concurrence with the Audit Report's Finding/Observations and Recommendations:

Management concurs that the Number of Non-public Students Transported was reported incorrectly.

3. Specific steps to be taken to correct the situation or specific reasons why corrective action is not necessary:

The District has taken corrective action with the following steps:

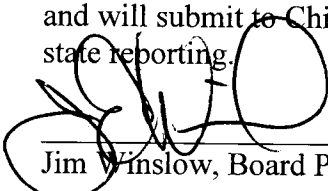
- The District will request a roster from each non-public school prior to the beginning of each school year and updates as necessary throughout the year.
- The District will maintain a roster for each school to facilitate state reporting.
- The District will continue to maintain individual bus rosters/seating charts that identify the non-public students transported by the District but will compile a cumulative annual report reconciled to the bus roster to be used for filing purposes.
- The District will review annual reporting trends to identify unexpected fluctuations and investigate to ensure students are identified properly and consistently.
- The District will store source documents to provide backup and data support for annual reconciliation reports.

4. A timetable for the implementation of each corrective action step:

Immediately

5. A description of monitoring procedures performed to ensure implementation of the corrective action steps:

Transportation Director will establish review procedures to monitor corrective action steps and will submit to Chief Financial Officer on an annual basis prior to submission of annual state reporting.

  
Jim Winslow, Board President

5/3/18  
Board Meeting Date