

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:	122097203	School:	Morrisville Borough School District	CAN:	112468
Audit Period:	July 1, 2013 to June 30, 2017	Findings:	Two	Recommendations:	Six

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

See next page.

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.

AUN:	122097203	School:	Morrisville Borough School District	CAN:	112468
Audit Period:	July 1, 2013 to June 30, 2017	Findings:	Two	Recommendations:	Six

Finding # 1: The District's General Fund Balance Decreased Significantly During the 2017-18 Fiscal Year and was Below the Recommended Level (pp. 19-21)

<i>OAG Recommendations:</i>		<i>District Actions</i>	<i>Staff Responsible</i>
1.1	Prepare a multi-year budget that includes a strategy to increase revenue and/or reduce expenditures or the growth of expenditures in order to achieve operating surpluses and increase its General Fund balance to meet the criteria suggested by the GFOA.	The District will implement the recommended strategy.	Superintendent; Business Manager
1.2	Display the multi-year budget prominently on its website for the public so that taxpayers and District officials can publicly discuss the details of the budget at open meetings. ^{1} _{2}	The District will implement the recommended strategy.	Business Manager; Director of Technology
1.3	Ensure that the District considers actual special education expenditures from the previous fiscal year when budgeting for this expenditure. ^{1} _{2}	The District will implement the recommended strategy.	Business Manager; Supervisor of Special Education

Finding # 2: The District Failed to Retain Required Documentation to Support More than \$160,000 Received in Transportation Reimbursements (pp. 24-26)

<i>OAG Recommendations:</i>		<i>District Actions</i>	<i>Staff Responsible</i>
2.1	Immediately take the appropriate administrative measures to ensure that it retains all documentation supporting the transportation data reported to PDE, including odometer readings and student bus rosters, in accordance with the PSC's record retention requirements	2.1.1. Selection/creation of mileage logs to comply with PSC/PDE requirement. 2.1.2. Implement mileage logs for district vehicles, to include roster of eligible students who are transported.	Business Manager, Transportation Coordinator, Drivers Transportation Coordinator, Drivers
2.2	Establish a safe and adequate location to store all source documents and calculations supporting the transportation data submitted to PDE. ^{1} _{2}	The District will implement the recommended strategy.	Business Manager, Transportation Coordinator, Director of Facilities
2.3	Ensure that record retention procedures are documented and staff are trained on the procedures. ^{1} _{2}	The District will implement the recommended strategy.	Business Manager, Transportation Coordinator