

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:	117597003	School:	Southern Tioga School District	CAN:	124125
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)

Date of Board Meeting Adopting the Response and Corrective Action Plan: November 8, 2021.

This reporting form is in response to the Auditor General's Performance Audit Report for the period of July 1, 2016 through June 30, 2020. It is the intent of this response to acknowledge the report and review, evaluate, and respond to the finding listed in the Audit Report.

Description of Finding: The District's failure to implement an adequate internal control system resulted in a \$66,605 overpayment in Supplemental Transportation Reimbursement. The District inaccurately reported the number of nonpublic school students it transported during the 2016-17 through 2019-20 school years.

Statement of Concurrence: Southern Tioga School District management agrees with the finding. The cause of the problem was due to rolling students from year to year that had made a request in the past.

Recommendations:

1. Develop and implement an internal control system governing the process for reporting accurate data to PDE in order to receive the supplemental transportation reimbursement. The internal control system should include, but not be limited to, the following:
 - All personnel involved with categorizing, reviewing, and reporting supplemental transportation data are trained on PDE’s reporting requirements.
 - A review of transportation data is conducted by an employee other than the employee who prepared the data before it is submitted to PDE.
 - Written procedures are developed to document the procedures for supplemental transportation data calculations and reporting the data to PDE.
2. Review the nonpublic school students reported for the 2020-21 school year, and if errors are found, submit revised reports to PDE.

Corrective Action Plan:

Southern Tioga School District will implement the following operational changes to address the recommendations provided by the audit finding:

- Written procedures and forms have been developed for nonpublic student transportation.
- In August, each nonpublic school that requires transportation will be required to provide a list of students, address and emergency contacts. A list will be required every year.
- Students enrolling in nonpublic school after the start of the school year will be required to complete a “Private School Transportation Request” form. The form verifies the student resides in the District and provides emergency contact information for the bus roster.
- Transportation personnel have been trained on the internal controls and reporting requirements.
- Another employee will review the transportation data to ensure the District has the necessary supporting documentation prior to reporting the data to PDE.

The 2020-21 Transportation data reported for nonpublic school student was reviewed prior to submittal. The District has the supporting documentation for each nonpublic student submitted.

Timetable for Implementation

The District immediately implemented the above-mentioned Corrective Action Steps.

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.

