

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)

Finding: The District's Failure to Implement an Adequate Internal Control System Resulted in a \$44,025 Transportation Reimbursement Overpayment

District's Corrective Action: The District developed and implemented an internal control system over its regular transportation data reporting operations. The internal control system included the following: District implemented training for all staff on the PDE requirements beginning in the 2018-19 school year. It's important to note that three of the four staff members that were in place in the 2017-18 school year have left service and the new staff was provided with additional training opportunities. In addition, staff job descriptions have been updated to include internal control requirements like the segregation of duties, including the submission of the State Report.

An example of this segregation of duties is the review of transportation data conducted by an employee other than the employee who prepares the data prior to submission to PDE. This is also noted in the job descriptions of each position. These procedures were implemented prior to the filing of the 2018/19 state report, and we appreciated the auditor's confirmation on the noticeable difference of the District's accurate reporting between the 2017/18 and 2018/19 school years.

The Transportation Department has developed clear, concise, written procedures to document the transportation data collection and input, calculation, reporting and review for the State reporting process. See attached procedural document and job descriptions.

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.