

LIMITED PROCEDURES ENGAGEMENT

Donegal School District
Lancaster County, Pennsylvania

March 2015



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
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EUGENE A. DEPASQUALE
AUDITOR GENERAL

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania
Harrisburg, Pennsylvania 17120

Mr. Oliver Overlander, III, Board President
Donegal School District
1051 Koser Road
Mount Joy, Pennsylvania 17552

Dear Governor Wolf and Mr. Overlander:

We conducted a Limited Procedures Engagement (LPE) of the Donegal School District (District) to determine its compliance with certain relevant state laws, regulations, policies, and administrative procedures (relevant requirements). The LPE covers the period November 1, 2011 through January 2, 2015, except for any areas of compliance that may have required an alternative to this period. The engagement was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania and the Fiscal Code 72 P.S. § 403, but was not conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

Our engagement found that the District complied, in all significant respects, with relevant requirements.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale".

Eugene A. DePasquale
Auditor General

March 17, 2015

cc: **DONEGAL SCHOOL DISTRICT** Board of School Directors

Status of Prior Findings and Observations

Finding

School Bus Drivers Lacked Required Clearances

Finding Condition

Our prior audit of the Donegal School District (District) found that six (6) bus drivers were transporting District students prior to obtaining required clearances.

Recommendation

Our audit finding recommended that the District should:

1. Ensure that files documenting bus drivers' qualifications are up-to-date and complete. Any file found to be lacking required documentation including driver's license, S endorsement, annual physical exam card, Pennsylvania criminal history, Federal Bureau of Investigations clearance, and child abuse clearances should be updated immediately.
2. Create and maintain a master tracking sheet so that all drivers' qualifications are accurately recorded.
3. Create policies and procedures to review all drivers' files before submitting them to the Board of School Directors for approval.

Current Status

Our current testing found no discrepancies.

Distribution List

This letter was initially distributed to the Superintendent of the District, the Board of School Directors, and the following stakeholders:

The Honorable Tom W. Wolf
Governor
Commonwealth of Pennsylvania
Harrisburg, PA 17120

The Honorable Pedro A. Rivera
Acting Secretary of Education
1010 Harristown Building #2
333 Market Street
Harrisburg, PA 17126

Christopher B. Craig, *Esq.*
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Mr. Lin Carpenter
Assistant Executive Director for Member Services
School Board and Management Services
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This letter is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the letter can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 231 Finance Building, Harrisburg, PA 17120; via email to: news@auditorgen.state.pa.us.