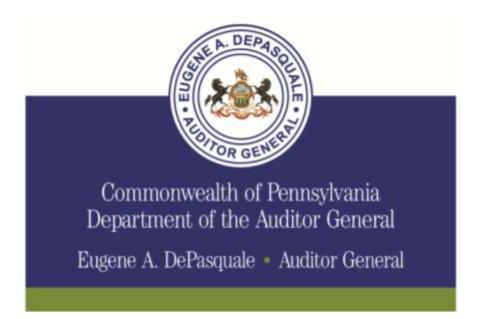
## LIMITED PROCEDURES ENGAGEMENT

## Donegal School District Lancaster County, Pennsylvania

March 2015





Commonwealth of Pennsylvania Department of the Auditor General Harrisburg, PA 17120-0018 Facebook: Pennsylvania Auditor General Twitter: @PAAuditorGen www.PaAuditor.gov

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,

Eugent: O-Purger

Eugene A. DePasquale Auditor General

March 17, 2015

cc: DONEGAL SCHOOL DISTRICT Board of School Directors

## **Status of Prior Findings and Observations**

<b>Finding</b>	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.* Acting State Treasurer Room 129 - Finance Building Harrisburg, PA 17120

Ms. Lori Graham Acting Director Bureau of Budget and Fiscal Management Pennsylvania Department of Education 4th Floor, 333 Market Street Harrisburg, PA 17126

Dr. David Wazeter Research Manager Pennsylvania State Education Association 400 North Third Street - Box 1724 Harrisburg, PA 17105

Mr. Lin Carpenter Assistant Executive Director for Member Services School Board and Management Services Pennsylvania School Boards Association P.O. Box 2042 Mechanicsburg, PA 17055

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.