

LIMITED PROCEDURES ENGAGEMENT

York Suburban School District
York County, Pennsylvania

May 2016



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

Dr. Michele Merkle, Superintendent
York Suburban School District
1800 Hollywood Drive
York, Pennsylvania 17403

Ms. Lynne Leopold-Sharp, Board President
York Suburban School District
1800 Hollywood Drive
York, Pennsylvania 17403

Dear Dr. Merkle and Ms. Leopold-Sharp:

We conducted a Limited Procedures Engagement (LPE) of the York Suburban School District (District) to determine its compliance with certain relevant state laws, regulations, policies, and administrative procedures (relevant requirements). The LPE covers the period July 1, 2012 through June 30, 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.

As we conducted our LPE procedures, we sought to determine answers to the following questions, which serve as our LPE objectives:

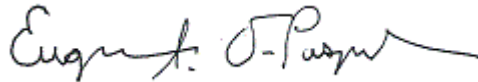
- Did the District have documented board policies and administrative procedures related to the following?
 - Internal controls
 - Budgeting practices
 - The Right-to-Know Law
 - The Sunshine Act
- Were the policies and procedures adequate and appropriate, and have they been properly implemented?
- Did the District comply with the relevant requirements in the Right-to-Know Law and the Sunshine Act?
- Did the District take appropriate corrective action to address the findings and verbal comments made in our prior audit, and were the actions taken into effect?

Dr. Michele Merkle
Ms. Lynne Leopold-Sharp
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Our engagement found that the District properly implemented policies and procedures for the areas mentioned above and complied, in all significant respects, with relevant requirements.

We appreciate the District's cooperation during the conduct of the engagement.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Eugene A. DePasquale
Auditor General

May 11, 2016

cc: **YORK SUBURBAN SCHOOL DISTRICT** Board of School Directors

Status of Prior Findings and Observations

Prior Finding

Internal Control Weaknesses Regarding the Reporting of Membership Data

Prior Finding Condition

Our prior audit of child accounting data for the 2008-09 and 2009-10 school years, found that District personnel were not able to provide documentation supporting the accuracy of membership data reported to the Pennsylvania Department of Education (PDE) for the 2009-10 school year.

Prior Recommendations

We recommended that the District should:

1. Develop and implement written procedures to address the collection, reporting, and reconciling of district-generated student detail reports to the final PDE reports for all resident and non-resident students.
2. Ensure that there is sufficient communication and input between the District's child accounting department and its information technology department for the processing of child accounting data through the Pennsylvania Information Management System (PIMS).
3. Review PIMS instructions and ensure that students' "resident" and "funding" districts are properly reported.
4. Review the capabilities of the District's child accounting software to determine if there is a more efficient way to identify student residence on the District's printouts. Also, review the software to determine if it is capable of producing membership day totals by grade. If there are any weaknesses in the functions of the software, the District should implement manual compensating controls to ensure data is being processed as efficiently as possible.
5. Maintain child accounting membership data which identifies grade, residency, membership, and grade totals for all District buildings in which the District provides education and is responsible for reporting the student membership.
6. Ensure adequate documentation is obtained annually to verify all non-residents (e.g., placing agency letters for children placed by court).

7. Review reports subsequent to our audit period and, if errors are found, submit revisions to PDE.

Current Status

During our current audit, we determined that the District implemented our recommendations. The District was able to produce support for membership data reported to PDE.

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
Secretary of Education
1010 Harristown Building #2
333 Market Street
Harrisburg, PA 17126

The Honorable Timothy Reese
State Treasurer
Room 129 - Finance Building
Harrisburg, PA 17120

Mrs. Danielle Mariano
Director
Bureau of Budget and Fiscal Management
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4th Floor, 333 Market Street
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Dr. David Wazeter
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Mr. Lin Carpenter
Assistant Executive Director for Member Services
School Board and Management Services
Pennsylvania School Boards Association
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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, 229 Finance Building, Harrisburg, PA 17120; via email to: news@PaAuditor.gov.