

NORTHERN TIOGA SCHOOL DISTRICT
TIOGA COUNTY, PENNSYLVANIA
PERFORMANCE AUDIT REPORT

DECEMBER 2010

The Honorable Edward G. Rendell
Governor
Commonwealth of Pennsylvania
Harrisburg, Pennsylvania 17120

Mr. Michael Vayansky, Board President
Northern Tioga School District
117 Coates Avenue
Elkland, Pennsylvania 16920

Dear Governor Rendell and Mr. Vayansky:

We conducted a performance audit of the Northern Tioga School District (NTSD) to determine its compliance with applicable state laws, regulations, contracts, grant requirements, and administrative procedures. Our audit covered the period September 18, 2008 through June 10, 2010, except as otherwise indicated in the report. Additionally, compliance specific to state subsidy and reimbursements was determined for the school years ended June 30, 2008 and June 30, 2007. Our audit was conducted pursuant to 72 P.S. § 403 and in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

Our audit found that the NTSD complied, in all significant respects, with applicable state laws, regulations, contracts, grant requirements, and administrative procedures.

We appreciate the NTSD's cooperation during the conduct of the audit and their willingness to implement our recommendations.

Sincerely,

/s/

JACK WAGNER
Auditor General

December 13, 2010

cc: **NORTHERN TIOGA SCHOOL DISTRICT** Board Members



Table of Contents

	Page
Executive Summary	1
Audit Scope, Objectives, and Methodology	3
Findings and Observations	6
Status of Prior Audit Findings and Observations	7
Distribution List	11



Executive Summary

Audit Work

The Pennsylvania Department of the Auditor General conducted a performance audit of the Northern Tioga School District (NTSD). Our audit sought to answer certain questions regarding the District's compliance with applicable state laws, regulations, contracts, grant requirements, and administrative procedures; and to determine the status of corrective action taken by the NTSD in response to our prior audit recommendations.

Our audit scope covered the period September 18, 2008 through June 10, 2010, except as otherwise indicated in the audit scope, objectives, and methodology section of the report. Compliance specific to state subsidy and reimbursements was determined for school years 2007-08 and 2006-07.

District Background

The NTSD encompasses approximately 336 square miles. According to 2000 federal census data, it serves a resident population of 14,670. According to District officials, in school year 2007-08 the NTSD provided basic educational services to 2,352 pupils through the employment of 217 teachers, 120 full-time and part-time support personnel, and 10 administrators. Lastly, the NTSD received more than \$17.5 million in state funding in school year 2007-08.

Audit Conclusion and Results

Our audit found that the NTSD complied, in all significant respects, with applicable state laws, regulations, contracts, grant requirements, and administrative procedures. We report no findings or observations in this report.

Status of Prior Audit Findings and

Observations. With regard to the status of our prior audit recommendations to the NTSD from an audit we conducted of the 2005-06 and 2004-05 school years, we found the NTSD had taken appropriate corrective action in implementing our recommendations pertaining to unmonitored vendor system access and logical access control weaknesses (see page 7) and their Memorandum of Understanding (see page 8).



Audit Scope, Objectives, and Methodology

Scope

What is a school performance audit?

School performance audits allow the Department of the Auditor General to determine whether state funds, including school subsidies, are being used according to the purposes and guidelines that govern the use of those funds. Additionally, our audits examine the appropriateness of certain administrative and operational practices at each Local Education Agency (LEA). The results of these audits are shared with LEA management, the Governor, the PA Department of Education, and other concerned entities.

Our audit, conducted under authority of 72 P.S. § 403, is not a substitute for the local annual audit required by the Public School Code of 1949, as amended. We conducted our audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

Our audit covered the period September 18, 2008 through June 10, 2010.

Regarding state subsidy and reimbursements, our audit covered school years 2007-08 and 2006-07.

While all districts have the same school years, some have different fiscal years. Therefore, for the purposes of our audit work and to be consistent with Department of Education reporting guidelines, we use the term school year rather than fiscal year throughout this report. A school year covers the period July 1 to June 30.

Objectives

What is the difference between a finding and an observation?

Our performance audits may contain findings and/or observations related to our audit objectives. Findings describe noncompliance with a law, regulation, contract, grant requirement, or administrative procedure. Observations are reported when we believe corrective action should be taken to remedy a potential problem not rising to the level of noncompliance with specific criteria.

Performance audits draw conclusions based on an evaluation of sufficient, appropriate evidence. Evidence is measured against criteria, such as, laws, regulations, and defined business practices. Our audit focused on assessing the NTSD's compliance with applicable state laws, regulations, contracts, grant requirements, and administrative procedures. However, as we conducted our audit procedures, we sought to determine answers to the following questions, which serve as our audit objectives:

- ✓ Were professional employees certified for the positions they held?
- ✓ Did the District use an outside vendor to maintain its membership data and if so, are there internal controls in place related to vendor access?
- ✓ Is the District's pupil transportation department, including any contracted vendors, in compliance with applicable state laws and procedures?

- ✓ Are there any declining fund balances which may impose risk to the fiscal viability of the District?
- ✓ Did the District pursue a contract buyout with an administrator and if so, what was the total cost of the buy-out, reasons for the termination/settlement, and do the current employment contract(s) contain adequate termination provisions?
- ✓ Were there any other areas of concern reported by local auditors, citizens, or other interested parties which warrant further attention during our audit?
- ✓ Is the District taking appropriate steps to ensure school safety?
- ✓ Did the District take appropriate corrective action to address recommendations made in our prior audits?

Methodology

What are internal controls?

Internal controls are processes designed by management to provide reasonable assurance of achieving objectives in areas such as:

- Effectiveness and efficiency of operations;
- Relevance and reliability of operational and financial information;
- Compliance with applicable laws, regulations, contracts, grant requirements and administrative procedures.

Government Auditing Standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

NTSD management is responsible for establishing and maintaining effective internal controls to provide reasonable assurance that the District is in compliance with applicable laws, regulations, contracts, grant requirements, and administrative procedures. Within the context of our audit objectives, we obtained an understanding of internal controls and assessed whether those controls were properly designed and implemented.

Any significant deficiencies found during the audit are included in this report.

In order to properly plan our audit and to guide us in possible audit areas, we performed analytical procedures in the areas of state subsidies/reimbursement, pupil membership, pupil transportation, and comparative financial information.

Our audit examined the following:

- Records pertaining to pupil transportation, bus driver qualifications, and professional employee certification.
- Items such as Board meeting minutes.

Additionally, we interviewed selected administrators and support personnel associated with NTSD operations.

Lastly, to determine the status of our audit recommendations made in a prior audit report released on July 23, 2009, we reviewed the NTSD's Board's corrective action plan. We then performed additional audit procedures targeting the previously reported matters.

Findings and Observations

For the audited period, our audit of the Northern Tioga School District resulted in no findings or observations.

Status of Prior Audit Findings and Observations

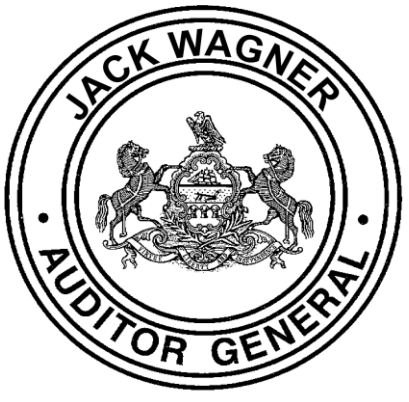
Our prior audit of the Northern Tioga School District (NTSD) for the school years 2005-06 and 2004-05 resulted in two observations reported. The first observation pertained to their student accounting applications and the second observation pertained to their Memorandum of Understanding. As part of our current audit, we determined the status of corrective action taken by the District to implement our prior recommendations. We analyzed the NTSD Board's corrective action plan, performed audit procedures, and questioned District personnel regarding the prior observations. As shown below, we found that the NTSD did implement recommendations related to their student accounting applications and their Memorandum of Understanding.

<i>School Years 2005-06 and 2004-05 Auditor General Performance Audit Report</i>		
<i>Prior Recommendations</i>	<i>Implementation Status</i>	
<p><u><i>I. Observation No. 1:</i></u> <u><i>Unmonitored Vendor System</i></u> <u><i>Access and Logical Access</i></u> <u><i>Control Weaknesses</i></u></p> <ol style="list-style-type: none"> 1. Establish separate information technology policies and procedures for controlling the activities of vendor/consultants and have the Central Susquehanna Intermediate Unit #16 (CSIU) sign this policy, or the District should require the CSIU to sign the District's Acceptable Use Policy. 2. Develop policies and procedures to require written authorization when adding, deleting, or changing a userID. 3. Maintain documentation to evidence that terminated employees are properly removed from the system in a timely manner. 4. Implement a security policy and system parameter settings to require all users, including the vendor, to change their 	<p>Background:</p> <p>Our prior audit found that the NTSD uses software purchased from CSIU for its critical student accounting applications (membership and attendance). The CSIU has remote access into the District's network servers.</p>	<p>Current Status:</p> <p>We followed up on NTSD's pupil membership reports and determined that the NTSD did take proper corrective action to address our prior audit recommendations.</p>

<p>passwords on a regular basis (i.e., every 30 days). Passwords should be a minimum length of eight characters and include alpha, numeric and special characters.</p> <p>5. Require the CSIU to assign unique userIDs and passwords to vendor employees authorized to access the District system. Further, the District should obtain a list of CSIU employees with access to its data and ensure that changes to the data are made only by authorized vendor representatives.</p> <p>6. Generate monitoring reports (including firewall logs) of CSIU and employee access and activity on their system. Monitoring reports should include the date, time, and reason for access, change(s) made and who made the change(s). The District should review these reports to determine that the access was appropriate and that data was not improperly altered. The District should also ensure it is maintaining evidence to support this monitoring and review.</p>		
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<p><i>II. Observation No. 2: Memorandum of Understanding Not Updated Timely</i></p> <p>1. In consultation with the solicitor, continue to review, update and re-execute the current Memorandum of Understanding (MOU) between the District, the Pennsylvania State Police (PSP) and the Elkland</p>	<p>Background:</p> <p>Our prior audit of the District’s records found that the MOU between the District, the PSP and the Elkland Borough Police Department was signed August 8, 2008, during our audit. The prior MOU between the District, the PSP and the Elkland Borough Police Department was last updated July 10, 2004, more than four years ago.</p>	<p>Current Status:</p> <p>We followed up on NTSD’s MOU and determined that the District did take proper corrective action to address our prior audit recommendations by updating their MOU on May 6, 2010.</p>
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<p>Borough Police Department.</p> <p>2. Adopt a policy requiring the administration to review and re-execute the MOU every two years.</p>		
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Distribution List

This report was initially distributed to the superintendent of the school district, the board members, our website address at www.auditorgen.state.pa.us, and the following:

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