

LIMITED PROCEDURES ENGAGEMENT

Juniata Valley School District
Huntingdon County, Pennsylvania

September 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

Mr. Michael V. Zinobile, Superintendent
Juniata Valley School District
7775 Juniata Valley Pike
P.O. Box 318
Alexandria, Pennsylvania 16611

Dr. Dennis Johnson, Board President
Juniata Valley School District
7775 Juniata Valley Pike
P.O. Box 318
Alexandria, Pennsylvania 16611

Dear Mr. Zinobile and Dr. Johnson:

We conducted a Limited Procedures Engagement (LPE) of the Juniata Valley 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. § 402 and § 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 made in our prior audit, and were the actions taken into effect?

Mr. Michael V. Zinobile
Dr. Dennis Johnson
Page 2

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 cursive script, appearing to read "Eugene A. DePasquale".

Eugene A. DePasquale
Auditor General

September 15, 2016

cc: **JUNIATA VALLEY SCHOOL DISTRICT** Board of School Directors

Status of Prior Findings and Observations

Prior Finding No. 1

Errors in Reporting Pupil Membership Data Resulted in Reimbursement Underpayments Totaling \$36,889 for Wards of the State and Children Placed in Private Homes

Prior Finding Condition

Our prior audit found that District personnel miscoded non-resident students as residents and incorrectly reported the district of residence for several students in its reports to the Pennsylvania Department of Education (PDE), resulting in underpayments in state reimbursement.

Prior Recommendations

We recommended that the District should:

1. Train individuals to familiarize them with PDE's child accounting reporting requirements and Pennsylvania Information Management System (PIMS) reporting procedures in the event of a sudden change in personnel.
2. Put internal controls in place to ensure that students are classified correctly in the pupil membership reports prior to their submission to PDE.
3. Review subsequent years' reports for errors and resubmit to PDE, if necessary.

We also recommended that PDE should:

4. Adjust future District allocations to correct the reimbursement underpayments of \$36,889.

Current Status

Our current procedures found that the District modified an existing position, Director of Information Technology, in August 2013, to manage the duties of PIMS and ensure that the District's data was correct. Subsequently, in 2015, the District instituted a new position, PIMS Administrator. The individual in this position has the responsibility of ensuring that information submitted to PIMS and enrollment information is correct. The District has also had this individual participate in the Data Quality Network meeting held monthly at the District's intermediate unit and has sent the individual to the state Attendance/Child Accounting Professionals Association conference held each year. The person employed in this position also attended the District's Student Information System (SIS) vendor's user group meeting and is authorized, along with the District's Director of Information Technology, to contact and

engage the SIS vendor on behalf of the District to resolve errors generated in PIMS.

During our current engagement, we reviewed Student Calendar Fact Templates for the 2012-13 school year, and determined that all of the students that were incorrectly reported in our prior audit have since left the District. We also reviewed the Instructional Time and Membership Reports for the 2012-13 school year, and no errors were noted with resident and non-resident students.

On June 1, 2016, PDE added \$35,282 to the District's basic education funding payment to correct the reimbursement underpayments.

Prior Finding No. 2

Certification Deficiency

Prior Finding Condition

Our prior audit of the District's professional employees' certification and assignments for the period July 1, 2008 through February 15, 2013, found one administrative employee was assigned to a position without possessing the proper certification.

Prior Recommendations

We recommended that the District should:

1. Put procedures in place to ensure all professional employees are properly certified for their assignments.
2. Reassign the individual, if necessary, to ensure the individual's area of certification is proper for the position.

We also recommended that PDE should:

3. Adjust the District's allocations to recover the appropriate subsidy forfeitures.

Current Status

Our current audit found that on August 6, 2013, the District modified the job description of the individual cited to remove the duties for which he was not certified.

On December 26, 2013, PDE deducted \$10,006 from the District's basic education funding payment to recover the subsidy forfeitures.

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

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Harrisburg, PA 17126

The Honorable Timothy Reese

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