

New ISD Auditor Training

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MPAAA Fall Conference
September 2009

Agenda

- Desk audit preparation
- Desk audit
- Field audit preparation
- Field audit
- Audit wrap up
- Helpful tools
- GAD Audit
- Timeline
- Comments/Questions

Key Materials

- Pupil Accounting Manual
- Pupil Auditing Manual
- Pupil Accounting Rules
- Other resources:
 - MPAAA Conference Materials
 - CEPI SRSD/MSDS Website and ListServ
 - Other ISD Auditors

Desk Audit Preparation

- Desk audit preparation
 - Review procedures in manual
 - Provide examples/processes
 - Ours are samples, not required
 - Must meet minimum requirements
 - Training
 - Provide general information/updates
 - Prepare folders/boxes
 - Desk audit check-in

Desk Audit

- General information
 - Every LEA/PSA, every count
 - Statement of independence
 - If conflict, delegate/supervise
 - ISD program must be independent
 - Required documentation
 - Separate packet for each level
 - More thorough
 - LEA/PSA knows what to expect
 - Something missing—ask about it or get at field audit

Desk Audit (continued)

- Alpha List
 - From LEA/PSA software and SRSD
 - Compare alpha to SRSD
 - SRSD alpha
 - Review age (SRSD will calculate)
 - Compare FTE totals to DS-4061
 - Absent (noted on separate list/alpha)
 - Pop III (notes on separate list/alpha)
 - FTE not greater than 1.00

Desk Audit (continued)

- Alpha list additional items
 - Highlight FTE less than 1.00
 - Highlight Special Education
 - Highlight Residency
 - Highlight Pop III for sample
- UIC
 - Run duplicate check through CEPI
 - Send letter (sample)
 - Attach list
 - Contact other ISD (if necessary)

Desk Audit (continued)

- Special Education
 - Compare Worksheet B to SRSD
 - Total each Worksheet B
 - Plug total in spreadsheet
 - Compare spreadsheets to DS-4061
 - Resolve any discrepancies
- General Education
 - Plug into spreadsheet
 - LEA/PSA overview to avoid going individually

Desk Audit (continued)

- Additional K-12 information
 - Verify alternative education
 - Section 24 (Gen. Ed/Sp. Ed)
 - New grade levels (PSA)
- Residency
 - Verify residency figures on DS-4061
- Schools of Choice
- Evaluate results
 - Large number of errors

Desk Audit (continued)

- Calendar
 - Review days (no minimum but stay tuned)
 - Review daily clock hours (1,098)
 - Review Professional Development (38 hr. max.)

Note: DS4168B—April 15
DS4168—July 15
75% Attendance Report

Field Audit Planning

- Preparation
 - Pupil Auditing Manual, forms & guidelines
 - Audit rotation
 - High Schools every 2 years
 - Middle Schools every 4 years
 - Elementary Schools every 4 years
 - May be more often depending on risk assessment
 - Re-audits

Field Audit Preparation

- Notification of Audit
 - Pupil Accountant + 1
 - Specify date and time
 - List buildings
 - Provide list needed for audit not collected at the desk audit
 - Official attendance record
 - Proof of residency
 - Pop III support documentation

Field Audit Risk Assessment

- Complete risk assessment (Page 32 Pupil Auditing Manual)
- Determine sample size for each population percent of students
- Determine student selection
- Complete field audit sample form
- Round each sample up to the next whole number of students

Field Audit Sample

- Identify populations of students
 - A student can only be included in one population
 - A student can be in more than one Pop III category
- Pull your sample – at least one student from each Pop III category

Field Audit

- Condensed Building Audit Program (Pages 23-27 Pupil Auditing Manual)
 - Review attendance forms/books
 - Verify attendance for all sampled students
 - Verify proof of residency
 - Verify date of enrollment
 - Verify age

Field Audit Results

- Determine error rate for each Population
 - If error rate is over 5 %, must expand to 25%, 40%, 55% and then 75%
 - If expanded sample error rate is over 5% must go to next expansion – 100% expansion maybe required
 - If building error rate is greater than 5% but less than 10%, it is the auditor's judgment whether to audit other like buildings or schedule the building for an audit for the next pupil membership count
 - If error rate is great than 10% must audit like buildings/program

Field Audit Wrap Up

- Conduct an exit interview with appropriate building staff
 - Areas of the audit requiring improvement
 - Specific findings and associated FTE adjustment required
- Appeal process
- Narrative report
 - Electronic through MSDS beginning 2009-10 school year! Ready for Feb 2010 count.
- If error rate is over 10% must notify MDE

GAD Electronic Audit

- Review requirements in Pupil Auditing Manual – revised in 09-10 to be an annual process in Fall
 - Exit Code Change Requests - 09 cohort
 - Outliers
 - Field Audit of High Schools - all cohorts

End of summer snapshot for summer grads – optional, due October 14, 2009

GAD Electronic Audit (continued)

- Exit Code Change Requests
 - Part of the annual fall GAD audit
 - LEA/PSA requests
 - Review proof and either approve or deny; deny with comments
 - Appeal window for 2009 cohort in January

GAD Electronic Audit (continued)

- End of Summer
 - New for 2009-2010 school year, optional
 - LEA/PSA update end of summer grads by October 14, 2009
 - ISD audit as part of the fall GAD audit

GAD Electronic Audit (continued)

- Outliers
 - Exceed certain threshold
 - MDE/CEPI identify
 - ISD gets list and samples 10% of exempt and 2% of completer codes

GAD Electronic Audit (continued)

- Field Audits – Sept/Feb
 - Part of regular high school rotation (9-12)
 - Audit 2% grad codes
 - Audit 5% exempt codes

Helpful Tools

- Oakland Schools Tools
 - Fact Sheets
 - Frequently Cited Audit Findings
 - GAD
 - Seat Time Waivers
 - Timeline
 - Audit Form Review PowerPoint
- Oakland Schools Website
 - www.oakland.k12.mi.us
 - Click Departments, Government & Community Services, Pupil Accounting

Pupil Accounting Timeline

- September**
1. MPAAA Conference learn about changes
 2. Review pupil accounting and auditing manual and note any changes
 3. Review pupil auditing forms and make changes, if necessary
 4. Review audit schedule, audit elementary and middle every 4 years, high schools every 2
 5. Prepare risk assessment for building being field audited
 6. Hold meeting with local district pupil accountants to review any changes, general mistakes/issues districts had with previous years audits, offer in-service training to new district pupil accountants
 7. Request districts to submit school year calendar
 8. COUNT DAY
- October**
1. Review district calendars
 2. Provide in-service training
 3. Complete risk assessments and audit schedules
- November**
1. Materials from districts due 5 weeks after count day (mid-Nov), both electronic (SRSD/MRSDS) and hard copy (if available, run district file thru error check print DS 4061)
 2. Begin desk audit
 3. Begin deduplication process (student counted in 2 different districts for more than 1.0 FTE)
 4. Based on desk audit, determine if you have to add buildings to the field audit schedule
 5. Determine buildings subject to GAD audit and begin GAD audit process
- December**
1. Complete desk audit
 2. Begin field audits

Pupil Accounting Timeline

January

1. Continue field audits
2. Do GAD audits
3. Hold meeting with local district pupil accountants if necessary (I have a beginners workshop in January - newbies now understand what they need to know)

February

1. Complete field audits
2. Complete audit narratives
3. Complete GAD audits
4. Handle any audit appeals either informally at the ISD and/or formally with MDE Kathy Weller
5. Organize and put everything away (have to keep audit paperwork for 7 years)
6. COUNT DAY
7. Review pupil accounting and auditing manual and note any changes
8. Review pupil auditing forms and make changes, if necessary

March

1. Review audit schedule, may have had to add buildings due to re-audits
 2. Prepare risk assessment for building being field audited
 3. Materials from districts due 5 weeks after count (mid-March), both electronic (SRSD/MSDS) and hard copy
 4. Begin desk audit
 5. Begin deduplication process
- Based on desk audit, determine if you have to add buildings to the field audit schedule

Pupil Accounting Timeline

April

1. Complete desk audit
2. Begin field audits
3. Review the districts' DS-4168B the Schedules Days and Hours (district submitted a copy to ISD and to MDE)

May

1. Continue field audits
2. Attend MPAAA Conference and note any updates, changes to audit manual or practices

June

1. Complete field audits
2. Complete audit narratives
3. Handle any audit appeals either informally and/or formally with MDE Kathy Weller

July

1. Organize and put everything away (have to keep audit paperwork for 7 years)
2. Review DS-4168 Days and Hours and 75% Attendance reports from districts and submit DS-4168 to MDE JoEllen Wonsley
3. Take a vacation, you will need it

August

Process starts all over again.

Comments/Questions
