Sedona-Oak Creek Joint Unified School District No. 9 Uniform System of Financial Records Compliance Questionnaire

For Fiscal Year Ended June 30, 2024

Instructions

Arizona Revised Statutes (A.R.S.) §15-271 requires the Arizona Auditor General to inform any school district failing to establish and maintain the requirements prescribed by the *Uniform System of Financial Records for Arizona School Districts* (USFR) that it has 90 days to correct the cited deficiencies. The USFR prescribes the minimum internal control policies and procedures to be used by Arizona school districts for accounting, financial reporting, budgeting, attendance reporting, and various other compliance requirements. To help the Arizona Auditor General determine whether a district has attained an acceptable degree of compliance with USFR requirements, the audit firm must complete this USFR Compliance Questionnaire (Questionnaire).

A.R.S. §§15-213(F) and 15-914(G) require districts to have a systematic review of their purchasing practices and average daily membership (ADM), respectively, performed in conjunction with their annual or biennial financial audit to determine whether the district complied with the applicable State of Arizona procurement and student attendance laws and rules. Auditor completion of the Procurement and Student attendance reporting Questionnaire sections constitutes the required systematic reviews.

Audit firms must gain an understanding of the district's internal controls and obtain and document sufficient, appropriate evidence annually to support each Questionnaire response. These instructions, the Questionnaire questions, and the required review procedures constitute the minimum audit standards for completing the Questionnaire. Required review procedures are included in the Questionnaire and in the "tooltip" next to applicable questions in the web-based auditor submission Questionnaire. The Arizona Auditor General may reject Questionnaires that are not prepared in compliance with the minimum audit standards.

- Audit documentation must describe the procedures performed, items reviewed, and the results of such procedures and reviews to support the auditor's Questionnaire responses and related comments.
- Evidence may be obtained through test work, observation, examination, and client assertion. However, client assertion alone is not adequate evidence to support "Yes" responses on the Questionnaire.
- The audit firm must determine the district reviewed documents and transactions and provided sufficient evidence of approval including manual or electronic signatures or initials and date of review.
- Audit firms must consider population size in determining the number of items to test (i.e., sample, scan, review, examine, or observe), and the items selected should be representative of the population. Therefore, testing 1 transaction, record, or item is not sufficient. The Credit cards and purchasing cards, Procurement, and Student attendance reporting Questionnaire sections prescribe minimum sample sizes for specific questions. Population and samples sizes used for test work should be entered in the fields provided next to the applicable questions throughout the Questionnaire.
- A "Yes" response indicates that the audit firm has determined that the district complied with the USFR for that question based on auditor obtained evidence. Several review procedures allow for auditors to determine whether the district implemented compensating controls when recommended USFR procedures could not be implemented due to limited staff size. When compensating controls are found, auditors should answer the question "Yes" and describe in the comments the compensating controls in place to meet the question's objective. However, the Arizona Auditor General makes the final determination of compliance with the USFR based on the evidence presented in the Questionnaire, audit reports, audit documentation, and any other sources of information available.
- A "No" response indicates the district did not comply with the USFR for that question. Audit firms must explain the district's deficiency noted for all "No" responses in the comment box below the question. Deficiencies must be described in sufficient detail to enable the Arizona Auditor General to determine the nature and significance of the deficiency for: (a) assessing compliance with the USFR, (b) appropriately describing the deficiency in a report, and (c) testing compliance during a status review. The description should include the number of items tested and the number of exceptions noted, dollar amount of the error, and any other relevant information that would provide context for the deficiency. For deficiencies related to processes required at regular intervals such as monthly bank reconciliations, the description should adequately describe whether the district's processes did not meet required intervals or were not completed at all. Each deficiency comment should specifically describe

how the district did not meet the USFR requirement described in the related question. Cash and revenues questions apply to all the district's cash and revenue, including food service, auxiliary operations, extracurricular activities fees tax credit, and student activities receipts and bank accounts. Comments for "No" responses to these questions should indicate the type of receipt or bank account to which the deficiency applies.

• An "N/A" response indicates the district did not have activity related to the USFR requirements for that question.

The audit firm must explain all "N/A" responses in the comment box below the question, unless the reason for the N/A is obvious.

The questions in the Questionnaire do not address all requirements of the USFR. If the audit firm is aware of noncompliance with a requirement of the USFR that is not addressed in the Questionnaire, including the Arizona Administrative Code (A.A.C.), Title 7, Ch. 2, Articles 10 and 11, (School District Procurement Rules) and the Arizona Department of Education's (ADE) membership and attendance guidelines, the audit firm should include the compliance findings in its reports issued in accordance with Governmental Auditing Standards and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, as applicable.

The audit firm must make the resulting audit documentation supporting the audit firm's Questionnaire responses and comments available on request for the Arizona Auditor General and the ADE's review. To facilitate this review, the audit firm should include in the audit documentation a copy of the Questionnaire with references to the audit procedures performed for each question.

Once the audit firm has completed, reviewed, and signed the Questionnaire, it must submit it electronically to the Arizona Auditor General by following the instructions at the end of the web-based auditor submission Questionnaire. Audit firms should print the file to PDF to create the Questionnaire document to distribute to the district. As required by A.R.S. §15- 914(D), the district must submit the completed Questionnaire with the audit reporting package to the district's county school superintendent's office and ADE.

Governing board/management procedures

Objective: To determine whether the governing board and District management have established and implemented certain procedures as required by statute.

01.	The District held governing board meetings in accordance with A.R.S. §§38-431 to 38-431.09, and prepared and retained written minutes and/or recordings.	Yes	▼
02.	The District annually provided governing board members and employees guidance on what constitutes a substantial interest and that the conflict-of-interest statutes apply to all District governing board members and employees as a part of their employment. A.R.S. §§38-502, A.R.S. 38-503, and 38-509	Yes	*

03.	The District annually obtained conflict-of-interest (COI) forms that allowed governing board members and employees to make known and fully disclose a conflict of interest in any contract, sale, purchase, service, or decision, and prior to accepting the forms, management reviewed the information to ensure governing board members and employees properly completed the form and sufficiently disclosed the required information. A.R.S. §§38-502 and 38-503	Yes	*
04.	The District maintained, for public inspection, a special file with all documents necessary to memorialize all governing board members and employees COI disclosures. A.R.S. §38-509	Yes	▼)
	Employees or governing board members with reported conflicts, except as provided in A.R.S. §15-323, refrained from voting upon or otherwise participating in any manner in that contract, sale, purchase, service, or decision of the school district. A.R.S. §§38-502 and 38-503(A) and (B) conflicts of interest disclosed.	N/A	*
	Committee of interest disclosed.		
06.	The District's management notified the Arizona Auditor General and appropriately resolved all allegations of theft, fraud, or misuse of District monies and assets in a timely manner.	N/A	▼)
No	allegations of theft, fraud, or misuse during fiscal year 2023-24.		
07.	The governing board established written personnel and payroll policies and approved employee contracts, wage agreements, salary and wage schedules, and any other agreed-upon terms of employment.	Yes	▼)
08.	The governing board appointed a student activities treasurer and, if applicable, assistant student activities treasurers. A.R.S. §15-1122	Yes	•
09.	The governing board received monthly Student Activities Fund Reports of Cash Receipts, Disbursements, Transfers, and Cash Balances that were accurately prepared. A.R.S. §15-1123	Yes	•

 The governing board approved student clubs' and organizations' fund-raising events. A.R.S. §15-1121 and AG Opinion I84-018 	Yes	▼
Sample 5		
11. The governing board obtained voter approval to construct buildings and purchase or lease school sites, unless otherwise exempted by A.R.S. §15-342(25).	N/A	▼
No such expenditures.		
Budgeting		
Objective: To determine whether the District's budget preparation processes ensure that the District's budget preparation processes ensure that the District's budgets, and accurately informs the use of those monies.		_
01. The budget included all funds as required by A.R.S. §15-905 and followed the form's Budget —Submission and Publication Instructions.	No	▼
The District did not provide support for the submission of the signed cover page for any budgets to ADE. District did not provide support of the notice of public hearing for any budgets.	. Additional	ly, the
02. Total budgeted expenditures on the originally adopted budget for the Maintenance and Operation (M&O) and Unrestricted Capital Outlay Funds (UCO) were less than or equal to the budgeted amounts on the published proposed budget and within the general budget limit (GBL) and the unrestricted capital budget limit (UCBL). A.R.S. §15-905(E)	Yes	*
03. The District revised its budget on or before December 15, if ADE notified the District that its M&O or UCO Fund budgeted expenditures exceeded the GBL or UCBL. A.R.S.§15-905(E).	Yes	*
04. The District completed its revised expenditure budget before May 15 and filed it electronically with the Superintendent of Public Instruction by May 18. A.R.S.§15-905(I).	Yes	▼

year's Distric	strict reduced the budget by the prior year's overexpenditure (or a portion of the prior overexpenditure, as approved by the Superintendent of Public Instruction) or the t began the process to correct its prior year's data that impacts state-aid and/or t capacity. A.R.S.§§15-905(M) and 15-915	N/A	•
No prior ye	ar over-expenditure.		
Accountir	ng records		
Objective:	financial information. Test work should indicate the procedures performed to docume processes and controls the District has in place to reduce the risk of undiscovered en	ent what rors that	would
Objective: 01. The Dis For 1 of 40 of Additionally, 02. The Dis			_
Accounting records Objective: To determine whether the District accurately maintains accounting records to provide support for financial information. Test work should indicate the procedures performed to document what processes and controls the District has in place to reduce the risk of undiscovered errors that would affect the reliability of information reported to the public and oversight agencies, such as tracing detailed source documents to the District's trial balance that agree to the financial statements. O1. The District coded transactions in accordance with the USFR Chart of Accounts. No For 1 of 40 disbursements reviewed, the disbursement was not coded in accordance with the USFR Chart of Accounts. Additionally, revenues related to leases were not coded in accordance with the USFR Chart of Accounts O2. The District sequentially numbered journal entries and retained supporting documentation and evidence that journal entries were signed, dated, and approved by someone other than the preparer. For one of 25 journal entries reviewed, the journal entry was not approved by a second, authorized person.			
		rt of Accou	ints.
and ev	vidence that journal entries were signed, dated, and approved by someone other than eparer.		
Population	Sample		
79	25		
	strict transferred monies only between funds listed in the USFR §III Chart of Accounts—rized Transfers.	Yes	▼)
Population	Sample		
6	6		
schoo	istrict documented and dated a monthly review of financial transactions the county I superintendent (CSS) initiated (i.e., revenue postings or journal entries) for propriety, operly researched and resolved any differences.	Yes	▼

05.	The District reconciled cash balances by fund monthly with the CSS or county treasurer's records, as applicable, and properly supported, documented, and dated the reconciliations.	Yes	•
06.	The District reconciled total revenues, expenditures, expenses, and cash balances (as applicable) by fund, program, function, and object code at least at fiscal year-end with the CSS and the reconciliation was reviewed and properly supported.	Yes	*
Obj	sh and revenue ective: To determine whether the District maintained controls over cash transactions to safe protect employees involved in handling monies from accusations of misuse, and red or loss. Test work for cash and revenue should document how the processes work, e in those processes, and how the processes were verified. The District maintained only authorized bank accounts as listed in the USFR and did not have any inactive bank accounts.	uce the ris	k of theft
02.	The District used an M&O Fund revolving bank account in accordance with A.R.S. §15-1101.	Yes	
03.	The District used miscellaneous receipts clearing bank account(s) in accordance with A.R.S. §15-341(A)(20).	Yes	•
04.	The District used a Food Service Fund clearing bank account(s) in accordance with USFR page X-F-5 and Arizona Attorney General Opinion I60-35.	Yes	•
05.	The District used a Food Service Fund revolving bank account in accordance with A.R.S. §15-1154.	N/A	▼
No	account.		

06.	The District used an Auxili 1126.	iary Operations Fund bank account in accordance with A.R.S. §15-	Yes	V
07.	- · · · · · · · · · · · · · · · · · · ·	Fund bank or treasurer account deposits included all monies raised vities of school bookstores and athletics. A.R.S. §15-1125.	Yes	•
	ulation 317	Sample 5		
08.		ies fees tax credit (tax credit) monies were included in the Auxiliary ately accounted for in an Extracurricular Activities Fees Tax Credit 9 and (20)	Yes	•
	The District used the Auxi A.R.S. §15-1126.	liary Operations Fund revolving bank account(s) in accordance with	N/A	•
		ent Activities Fund bank account(s) in accordance with A.R.S. §15-	N/A	•
No	account.			
	The Student Activities Fundas the Student Activities Fu	d monies were deposited in a bank or treasurer account designated account.	Yes	*
12.	The District used the Studen A.R.S. §15-1124.	ent Activities Fund revolving bank account in accordance with	N/A	•
No	account.			
13.	The District used the feder page VI-H-6.	ral payroll tax withholdings bank account in accordance with USFR	Yes	—

14.	The District used the State income tax withholdings bank account in accordance with A.R.S. §15-1222.	Yes	•
15.	The District used the employee insurance programs withholdings bank account(s) in accordance with A.R.S. §15-1223.	N/A	*
No	account.		
16.	The District used the payroll direct deposits clearing bank account in accordance with A.R.S. §15-1221.	Yes	*
17.	The District used the electronic payments clearing bank account in accordance with A.R.S. §15-1221.	N/A	▼
No	account.		
18.	The District used the grants and gifts to teachers bank account in accordance with A.R.S. §15-1224.	N/A	V
No	account.		
19.	The District used the principals' supplies bank account(s) in accordance with A.R.S. §15-354.	N/A	▼
No	account.		
20.	The use of debit cards was prohibited as a payment method associated with any District bank account.	Yes	▼)
21.	The District paid bank charges from only the M&O Fund revolving bank account, Food Service Fund revolving bank account, Auxiliary Operations Fund bank account, and Auxiliary Operations Fund revolving bank account(s) or, if not, the bank charges were reimbursed from an appropriate District fund or bank account.	Yes	*

22.	The District separated responsibilities for cash-handling and recordkeeping among employees (i.e., receiving, depositing, and recording revenues), to safeguard monies.	Yes	•
23.	The District supported deposits with issued receipts, cash receipt summary reports, mail logs, etc., and reconciled sales to amounts collected with summary reports or ticket logs.	Yes	•
Sam			
24.	The District's deposits were made in a timely manner and supported by deposit slips or other deposit transmittal documentation.	Yes	▼)
Sam			
25.	The District's deposits with the county treasurer were reconciled.	Yes	•
For	The District retained supporting documentation for disbursements from bank accounts. one of five M&O Fund revolving bank account disbursements reviewed, the District was unable to pro-	No ovide adequ	vuate
Sam 5			
27.	The District safeguarded unused checks.	Yes	▼)

28.	The District safeguarded signature stamps, signature plates, and electronic or digital signatures used for approving accounting transactions, checks, and other District documents to ensure that access was limited to only the employee whose signature they represented.	Yes	▼
29.	An employee not involved with cash-handling or issuing checks reconciled all District bank accounts monthly, and an employee independent of the cash-handling process reviewed, signed, and dated the monthly bank reconciliations.	Yes	•
30.	The District tracked and reconciled the number of meals sold to the total cash collected per day.	Yes	•
Obj	he District tracked and reconciled the number of meals sold to the total cash collected per ay. Ities inventory		
Obj	perty control lective: To determine whether the District has effective controls to safeguard property from the since significant resources are invested in acquiring and maintaining District property should be completed on a sample basis annually and documented to ensure that land equipment are properly valued, classified, and reported on the stewardship and capit. The District maintained a capital assets list that included all required information listed in the USFR for all land, land improvements, buildings, building improvements, and equipment with	y. Test wo , buildings	k , and
The	costs that exceed the District's adopted capitalization threshold.		
02.	The District had security controls in place to help prevent theft, loss, unauthorized use, or damage to District property.	Yes	▼

The District recorded additions including financed assets on the capital assets list and reconciled capitalized acquisitions to capital expenditures at least annually	Yes	
- Tooshonou oupriumzou uoquiomono to ouprium oxponuntui oo ut louot ummuumy.		
The District's stewardship list for items costing at least \$1,000 but less than the District's capitalization threshold, including financed assets, included all required information.	Yes	▼
e stewardship listing was maintained in Visions.		
The District's capital assets and stewardship items were identified as District property, properly tagged, and included on the corresponding list.	No	▼
three of five items selected from the District premises, the items were not included on the listings. A items selected from the listing, the location of the item did not agree to the location on the listing.	dditionally, fo	or two of
The District reconciled the current year's June 30 capital assets list to the previous year's June 30 list.	Yes	•
The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion.	Yes	▼
a Entry November 2024		
The governing board or authorized designee approved stewardship and capital asset disposals during the fiscal year, and the District removed the assets from the corresponding list and disposed of them in accordance with A.A.C R7-2-1131.	Yes	*
a Entry /5/23, 11/07/23		
	reconciled capitalized acquisitions to capital expenditures at least annually. The District's stewardship list for items costing at least \$1,000 but less than the District's capitalization threshold, including financed assets, included all required information. e stewardship listing was maintained in Visions. The District's capital assets and stewardship items were identified as District property, properly tagged, and included on the corresponding list. three of five items selected from the District premises, the items were not included on the listings. At items selected from the listing, the location of the Item did not agree to the location on the listing. The District reconciled the current year's June 30 capital assets list to the previous year's June 30 list. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion.	reconciled capitalized acquisitions to capital expenditures at least annually. The District's stewardship list for items costing at least \$1,000 but less than the District's capitalization threshold, including financed assets, included all required information. It is betwardship listing was maintained in Visions. The District's capital assets and stewardship items were identified as District property, properly tagged, and included on the corresponding list. There of five items selected from the District premises, the items were not included on the listings. Additionally, for items selected from the listing, the location of the item did not agree to the location on the listing. The District reconciled the current year's June 30 capital assets list to the previous year's June 30 list. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion. The District performed a physical inventory of all equipment at least every 3 years and reconciled the inventory results to the stewardship and capital assets lists upon completion. The governing board or authorized designee approved stewardship and capital asset disposals during the fiscal year, and the District removed the assets from the corresponding list and disposed of them in accordance with A.A.C R7-2-1131.

Expenditures

Objective: To determine whether the District has effective controls for expenditures in place to ensure expenditures are for an allowable District purpose. Test work should document processes and controls that demonstrate expenditure transactions are properly approved, are for an amount within budget capacity or available cash, and protect employees from allegations of misuse.

01.	The District separated responsibilities voucher preparation, recordkeeping, a	for expenditure processing among employees (i.e., and authorization).	Yes	▼)
02.		ty in budget-controlled funds and cash balances in ng purchase orders (PO) and authorizing expenditures, 07, 15-304, 15-907, and 15-916.	No	•
	or three of 40 disbursements reviewed, the ere ordered/invoiced.	District did not have a purchase order issued and approved	before the	items
03.	-	e only for allowable District purposes, properly satisfied y restricted monies spent, and were adequately I by the USFR.	Yes	*
7	mple 70 The District's extracurricular activities activities that qualified under A.R.S. §	s fees tax credit monies were expended only for eligible \$43-1089.01 and 15-342(24).	Yes	*
	4	V 10 10 10 10 10 10 10 10 10 10 10 10 10		
Poj	pulation Sample			
	102 5			
05.	clubs were issued only when cash wa	disbursements and transfers of monies among student as available in the student club account and properly lent members of a particular club and documented in	Yes	*
06.	-	o contract pricing and terms and conditions for uotes or competitively awarded contracts, including	Yes	▼

	The District prepared an Advice of Encumbrance for levy funds based on the list of liabilities for goods or services received but not paid for by June 30, including payroll, and filed it with the CSS by July 18. A.R.S. §15-906 (Districts authorized by A.R.S. §15-914.01 to participate in the accounting responsibility program should perform the duties as described in A.R.S. §15-304.)	Yes	
08.	The District properly prepared the Career Technical Education District (CTED) Supplanting worksheet and adequately supported that monies received from a CTED were used only for career and technical education and to supplement, rather than supplant, the District's base year career and technical education courses. A.R.S. §15-393	Yes	*
09.	The District retained fully executed copies of each intergovernmental agreement (IGA) and payments for services were made or received, as applicable. A.R.S. §11-952	Yes	▼
	ective: To determine whether the District implemented effective controls to ensure employe board members were traveling for District purposes and travel expenditures and rein	_	_
	ective: To determine whether the District implemented effective controls to ensure employe	_	_

Credit cards and p-cards

Objective: To determine whether the District has implemented effective controls over credit card and purchasing card (p-card) purchases to help reduce the risk of misuse and unapproved or fraudulent transactions.

01.	The District used credit cards.	Yes	
Dat	a Entry		
2	store cards, 29 fuel cards		
02.	The District used p-cards.	N/A	▼)
No	p-cards.		
Dat	a Entry		
03.	The District ensured different employees were responsible for issuing cards; requesting, authorizing, and executing purchases; and payment processing.	Yes	•
04.	The District issued and tracked possession of all District credit cards and trained employees who make credit card purchases or process transactions on the District's policies and procedures.	Yes	▼
05.	The District recovered cards immediately from terminated employees.	Yes	▼
06.	The District's management periodically reviewed purchases for unauthorized vendors and purchases over approved limits and/or purchases that circumvent the procurement rules and District policies.	Yes	▼)
07.	The District ensured someone other than a card user reconciled credit card and p-card supporting documentation and billing statements.	Yes	•

08. The District's card purchases were only for authorized District purposes, within the dollar limits authorized for the employee, and supported by valid receipts or transaction logs that	Yes	
clearly identify the employee making the purchase.		
09. The District paid credit card and p-card statements before the due date to avoid finance charges and late fees.	Yes	▼
Procurement		
Objective: To determine whether the District followed the A.A.C. (School District Procurement R purchasing guidelines to promote fair and open competition among vendors that help District is getting the best value for the public monies it spends.		
01. The District requested at least 3 written quotes for purchases costing at least \$10,000 but less than \$100,000 and followed the guidelines prescribed by the USFR.	No	_
For one of five purchases in the written quote range reviewed, the District did not retain all of the official	written quote	es.
Population Sample 5		
02. The District properly procured expenditures that individually or cumulatively totaled over \$100,000.	N/A	~
No sealed bids or proposals.		
03. The District maintained a list of prospective bidders. A.A.C. R7-2-1023	N/A	▼
No sealed bids or proposals.		
04. The District issued solicitations for invitation for bids (IFB) or request for proposals (RFP) during the fiscal year.	N/A	~
No sealed bids or proposals.		

•	hed and, as applicable, p C. R7-2-1022, R7-2-1024(provided other adequate notice of the issuance of (C), or R7-2-1042(C)	N/A	•
No sealed bids or propo	osals.			
Population	Sample	Data Entry		
0	0	N/A		
		days before the time and date set for bid opening oids or proposals. A.A.C. R7-2-1024(A) or R7-2-	N/A	•
No sealed bids or propo	osals.			
07. The District includ 1024(B) or R7-2-10	•	the solicitation, as applicable. A.A.C. R7-2-	N/A	▼)
No sealed bids or propo	osals.			
		at sealed bids or proposals were received and e time and date set for opening. A.A.C. R7-2-1029	N/A	•
No sealed bids or propo	osals.			
		t established and followed procedures for the use -2-1031(D) and R7-2-1050(C)	N/A	•
No sealed bids or propo	osals.			
	• •	awarded contracts according to A.A.C. R7-2-1031, and retained documentation to support the	N/A	▼
No sealed bids or propo	osals.			
build, job-order-co	ntracting, or qualified se	s that used construction-manager-at-risk, design- lect bidders lists to procure construction services, R7-2-1100 through R7-2-1115.		▼
No sealed bids or propo	osals.			

12.	The District obtained signed procurement disclosure statements for all procurement	N/A	•
	consultants, members of a procurement advisory group, or evaluation committee involved in		
	each specific procurement process. A.A.C. R7-2-1008		
No	sealed bids or proposals.		
13.	The District prepared the applicable written determinations as required by the specific	N/A	_
	procurement rule(s). A.A.C. R7-2-1004	14// (
No	sealed bids or proposals.		
14.	The District followed A.R.S. §15-213, and A.A.C. R7-2-1093 for the use of multi-term	N/A	_
	contracts.		
No	sealed bids or proposals.		
15.	The District followed A.A.C. R7-2-1117 through R7-2-1123 for contracts for specified	N/A	▼
	professional services.		
No	sealed bids or proposals.		
16.	The District's procurement files included the required information, as applicable. A.A.C. R7-2-	N/A	▼
	1001(97)		
No	sealed bids or proposals.		
17.	The District provided training and guidance related to restrictions on soliciting, accepting, or	Yes	•
	agreeing to accept any personal gift or benefit with a value of \$300 or more. A.R.S. §15-213(N) and A.A.C. R7-2-1003		
	215(N) and A.A.S. N/ 2 1665		
18.	The District used only school district purchasing cooperatives contracts from cooperatives it was a member of or used only lead district contracts that it was listed as a member of in the	Yes	
	solicitation or ensured its additional purchases would not have materially increased the		
	volume stated in the original solicitation. A.A.C. R7-2-1191 through R7-2-1195		

-	e diligence to support the use purchases from during the au	of each cooperative or lead district dit period. A.A.C. R7-2-1191(D)	Yes	•
Population	Sample	Data Entry		
8	4	Mohave, PEPPM, State Co		
construction, constructio	tten determinations for any spense of the services, or materials purchard 1004 and A.R.S. §15-213(B)	ecified professional services, used through a school purchasing	Yes	▼
procedures required for c applicable, and considere			N/A	▼
District did not act as lead.				
Population	Sample	Data Entry		
0	0	n/a		
basis for the emergency, was reasonable, and this			Yes	▼
Sample 1				

were made, and the written determinations were retained in the procurement files. A.A.C. R7-2-1053 and R7-2-1086 mple For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
mple 5 For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
. For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
. For any purchase of services from governing board members or goods or services from District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.	N/A	
District employees, regardless of the expenditure amount, the District followed the School District Procurement Rules, except as authorized by A.R.S. §15-323.		
such purchases.		
o such purchases.		
The District followed the School District Progurament Dules for purchases of any supplies	NI/A	
. The District followed the School District Procurement Rules for purchases of any supplies, materials, and equipment from governing board members if the purchase exceeded	N/A	
\$100,000, or followed the guidelines for written quotes if below the threshold. A.R.S. §38-		
503(C)		
o such purchases.		
For purchases the District made from General Services Administration (GSA) schedules 70-IT	N/A	
and 84-Law Enforcement, the governing board first authorized the contracts in writing. A.R.S. §15-213(K) and A.A.C. R7-2-1196(C)		
A.R.S. §15-213(K) alid A.A.C. R7-2-1196(C)		
such purchases.		
assroom site fund		
in abitrar. To determine whether the Dietwiet ammunicitally amount these Chate called toy years	- f-" th	
jective: To determine whether the District appropriately spent these State sales tax revenues and programs to support students, such as class size reduction, dropout prevention		
allowed by law.	, and tatorn	iig, as
•		
The District's Classroom Site Fund (CSF) expenditures did not exceed its Classroom Site	Yes	
Fund Budget Limit (CSFBL).		
. The District adopted a performance-based compensation system for at least a portion of its	No	
CSF monies and ensured CSF expenditures were made only for allowable purposes listed in		
A.R.S §15-977. See CSF FAQs.		
or one of five employees paid for performance pay, the District did not retain documentation that the inc	ا ا حالمانالم	

03.	The District's CSF monies were used to supplement, rather than supplant, existing funding from all other sources (see CSF FAQ 3).	Yes	▼
Pa	yroll		
Obj	ective: To determine whether the District has implemented effective controls to reduce the r with payroll expenditures by documenting evidence of review, verification, and appro employees are appropriately compensated.		
01.	The District's payroll-processing responsibilities (i.e., adding new employees, adjusting pay, payroll preparation, payroll authorization, and warrant distribution) were separated among employees.	Yes	▼
02.	The District established a delayed payroll system for hourly employees that did not delay payments more than 7 business days during its normal 2-week payroll processing cycle and allowed adequate time for payroll adjustments to be made, if needed, between the end of the pay period and the payment date.	Yes	•
03.	The District required employees' contracts or personnel/payroll action forms to document the employees' election for prorated compensation.	Yes	*
04.	The District ensured any adjustments to pay for employees who received prorated wage payments during the year were based on each employee's official rate of pay.	N/A	▼
No	hourly employees receive prorated payments.		
Por	oulation Sample 0		

Sample		
7		
	Yes	•
nethod to identify employees whose cards were going to expire was in	Yes	V
led employees who met the Arizona State Retirement System (ASRS)	Yes	
-	Yes	_
in accordance with District accrual rates for specified years of service, s to be accrued, and disposition of accrued time upon separation of	Yes	~
rrs	ividual personnel files included all appropriate supporting documentation, a pages VI-H-2 through 4. Treed that valid fingerprint clearance cards were on file for all required method to identify employees whose cards were going to expire was in 3-512, 15-342, and 41-1750(G) Tabled employees who met the Arizona State Retirement System (ASRS) eria, withheld employee contributions, and in a timely manner remitted strict contributions in accordance with the ASRS Employer Manual. Trately calculated and in a timely manner remitted the alternative contribution ASRS for all applicable positions filled by ASRS retirees. ASRS Alternate in accordance with District accrual rates for specified years of service, is to be accrued, and disposition of accrued time upon separation of wing District policies.	red that valid fingerprint clearance cards were on file for all required method to identify employees whose cards were going to expire was in 6-512, 15-342, and 41-1750(G) Illed employees who met the Arizona State Retirement System (ASRS) eria, withheld employee contributions, and in a timely manner remitted strict contributions in accordance with the ASRS Employer Manual. Parately calculated and in a timely manner remitted the alternative contribution ASRS for all applicable positions filled by ASRS retirees. ASRS Alternate endeath and use of vacation, sick leave, and compensatory time in accordance with District accrual rates for specified years of service, its to be accrued, and disposition of accrued time upon separation of

12. I	he District's payroll reports were properly reviewed and approved before processing and	Yes	_
d	istribution to employees.		
inar	ncial reporting		
bjec	etive: To determine whether the District properly prepared its financial reports, including it		
	Report (AFR), for the audit year to provide legislative and oversight bodies, investors the public a transparent view of the District's financial position and operational resul		ors, an
4 5			
	udgeted expenditures reported on the AFR agreed with the District's most recently revised dopted expenditure budget.	No	
	eted expenditures reported on the AFR did not agreed to the most recently revised expenditure buc ance Program Withholding Fund.	lget for the E	Employe
	The District completed and submitted all parts of the AFR reporting package, including the	Yes	
	chool-level reporting AFR, using its accounting data in the files and reported additional after a formation required in the forms, such as revenue and expenditure amounts that were not		
	utomatically pulled from its accounting and student count data, and maintained applicable		
	upporting documentation. A.R.S. §15-904(F)		
з т	The District followed the AFR—Review, Submission, and Publication Instructions.	Yes	
4. 1	The District properly prepared the Food Service page of the AFR and reported expenditures	Yes	_
f	rom the M&O Fund 001 and Capital Fund 610 that agreed with the District's accounting		
r	ecords.		
15 [Detailed source documents were traceable to the District's trial balance that was used to	Yes	
	repare the financial statements.	res	
6. T	The District's website included its average teacher salary information required by A.R.S. §15-	Yes	~
	03(E) and a copy of or a link to the District's page from the most recent Arizona Auditor		
	Seneral District Spending Report A.R.S. §41-1279.03(A)(9)		

07.		DE to calculate the T		ort (SDER) to ADE, and it was erience Index (TEI). A.R.S. §15-941	Yes	•
08.	The District submitted its the CSS and ADE. A.R.S.	-	ports and U	SFR Compliance Questionnaire to	Yes	*
	membership and a	ther the District has	tion to ADE	ted effective controls to report accul to reduce the risk that the District re		nt
01.	+The District's calendar el students the required inst	nsured school was i ructional hours per (n session fo grade level,	or the required days and offered including Arizona Online Instruction 5-901(A)(1), 15-901.07, and 15-901.08.	Yes	•
02.	membership information	for early (pre-) kinde	ergarten stu	he District calculated and submitted idents' attendance records for this 1(A)(1)(a)(i) and USFR Memorandum	Yes	▼
San	nple					
03.	The District appropriately §15-901	tracked and reporte	ed student r	nembership and absences. A.R.S.	No	*
in a		. Additionally, for two	of three hig	reviewed, the absence was not reporte h school partial day absences reviewed		
	oulation 75	Sample 8		Data Entry 5 EJH, 3 HS		

04. The District prorated high	gh school students' membership if enrolled in less than 4 subjects.	N/A	▼)
No students enrolled in less the	han four subjects.		
Sample			
0			
05. The District was a CTED	O or CTED member.	Yes	▼
06. The District had an AOI	program. A.R.S. §15-808	Yes	•
operated (satellite progr	a program provided by a CTED in a facility the District owned or rams), the District reported the actual enrollment for only the District enrolled in at the District's school (excluding CTED program classes) of S number.	Yes	*
Population	Sample		
177	3		
operated (satellite progr ADE's methods based o	a program the CTED provided in a facility the District owned or rams), the District calculated student absences in accordance with on the number of District classes the student was enrolled in and s school (excluding CTED satellite program classes).	Yes	▼
Sample 3			

09.	For CTED satellite programs, the CTED reported actual student enrollment data for only the CTED program classes the student was enrolled in at that member district's satellite location (excluding school district classes). A.R.S. §15-393(O)	N/A	▼
Not	a CTED.		
San	nple		
0			
10.	For CTEDs that meet for at least 150 minutes (not including any breaks) per class period on a CTED central campus, the CTED reported the membership as 0.75. A.R.S. §15-393(Q)	N/A	•
Not	a CTED.		
San 0	nple		
	For students enrolled in both District and in CTED central program courses, the sum of the ADM was no more than 1.75 and the amount claimed by either entity was no more than 1.0. A.R.S. §15-393(Q)	Yes	▼
San	nple		
12.	The District maintained appropriate documentation and accurately reported students enrolled in CTED programs, including accurately submitting scheduled hours of instruction and community college credits. A.R.S. §15-393	N/A	▼
Not	a CTED.		
San 0	nple		

13.	The District maintained appropriate documentation and accurately reported students enrolled	No	
	in its AOI program, including redetermining the actual full time equivalent (FTE) for each		
	student enrolled in an AOI program following a student's withdrawal or after the end of the		
	school year. A.R.S. §15-808		
_			
	r one of three AOI student records reviewed, the hours reported on the guardian-approved or District co ily log did not agree to the hours reported to ADE.	omputer-gen	nerated
ua	ily log did not agree to the hodrs reported to ADE.		
Sa	mple		
;	3		
14.	The District ensured the student's name in the student management system matched the	Yes	
	name on the legal document on file. A.R.S §15-828(D).		
_			
Sa	mple		
;	5		
45			
15.	The entry date in the computerized attendance system agreed to the entry form.	Yes	
Ро	pulation Sample		
	53 5		
16.	The student membership begins on the first day of actual attendance or, for continuing/pre-	Yes	~
	enrolled students, the first day that classroom instruction was offered, provided that the		
	students actually attend within the first 10 days of school. ADE's External Guideline GE-17		
	First Day Absence		
17.	The District obtained and maintained verifiable documentation of Arizona residency for	Yes	_
	enrolled students, including students in its AOI program. A.R.S. §15-802(B)(1) and ADE's		
	Updated Residency Guidelines		
18.	The District prepared and retained the Official Notice of Pupil Withdrawal form for each	Yes	
	withdrawal, and the forms were signed by a District administrator. A.R.S. §15-827		
	2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		

	d students withdrawn for having to consecutive unexcused absences in	Yes	
membership only the 901(A)(1)	arough the last day of actual attendance or excused absence. A.R.S.§15-		
opulation	Sample		
	Sample		
10			
0. The District upload	ed membership and absence information to ADE that agreed to the	No	
	rized system records for the first 100 days of school. A.R.S.§15-901		
The District did not main to the student managem	tain documentation that the membership and absence information uploaded to a ent system.	ADE was rec	onciled
	ed nonresident students from the District's student count and State aid arged tuition as applicable. A.R.S. §15-823(G) and (L)	N/A	~
No such students.			
· · · · · · · · · · · · · · · · · · ·	ed students who completed all high school requirements with the ion code and used the appropriate year-end status code for all other	Yes	▼
students.			
ample			
3			
· · · · · · · · · · · · · · · · · · ·	ipating in distance learning, the District followed attendance procedures ning-board-adopted ITM.	N/A	~
No ITM.			
nformation technolo	ogy		

Objective: To determine whether the District adopted an information technology (IT) security framework that aligned with credible industry standards and implemented controls that provide reasonable assurance that its data is accurate and reliable and protected from unintended exposure and consequences. Test work should determine that the District adopted a framework and controls were operating to protect District and student data.

01.	The District maintained adequate separation of duties in its IT systems that prevented 1 employee from completing a transaction without additional review and approval procedures.	No	•
	e District did not adequately limit access to the financial system based on the needs of the individual's prevent unauthorized access to critical systems.	s job functio	n in order
02.	The District reviewed and documented any system or software changes implemented.	Yes	•
03.	The District assessed security risks for its systems and data, implemented appropriate controls to address risks, and provided employees/contractors annual security awareness training.	Yes	•
04.	The District immediately and appropriately modified terminated or transferred employees', contractors', or vendors' access to all District systems.	Yes	•
05.	The District's computer network, system software and hardware was physically protected from unauthorized access, theft, and environmental hazards.	Yes	•
06.	The District scheduled and performed data backup-control procedures for all critical systems at least daily, or more frequently, to ensure uninterrupted operations and minimal loss of data.	Yes	•
07.	The District routinely completed software and application updates and operating system patches when they became available.	Yes	•
08.	The District had cloud computing, digital learning, and vendor contracts or data-sharing agreements in place with any 3rd parties accessing or hosting District data that addressed controls to support security and processing integrity, and backup procedures if applicable, before data was accessed/shared.	Yes	•

	If the District ensured changes to data in business (i.e., employee information, pay rates) and IT (i.e., user roles, access rights) systems were approved by an authorized individual prior to processing changes.	Yes	▼
10.	The District enforced data security policies related to passwords and user authentication that aligned with credible industry standards.	Yes	▼
	The District's IT systems generated electronic audit trail reports or change logs with information about electronic transactions that the District reviewed or analyzed regularly to determine transactions' propriety.	Yes	▼
12.	The District monitored and reviewed IT system-generated incident or error reports to identify network security threats or other unusual activity and addressed noted issues.	Yes	▼
13.	The District had incident response and contingency planning documents in place to restore or resume system services in case of disruption or failure that were reviewed and tested at least annually.	Yes	▼
	ansportation support jective: To determine whether the District has implemented effective controls for its transpor	tation pro	gram to
	ensure it properly reports its transportation miles and student riders to ADE, which he District receives the appropriate amount of State aid.	elps to en	sure the
01.	The District accurately calculated and maintained documentation for miles and students reported on the Transportation Route Report submitted to ADE. A.R.S. §15-922	Yes	~

Records management

Objective: To determine whether the District has implemented effective controls to properly protect and maintain its records, including student and employee data, and that its records were disposed of securely and in accordance with established time frames.

	The District established and followed policies and procedures to properly protect, maintain, and dispose of personally identifiable information and confidential records, such as student		ain,	Yes	~
	· · ·	ty numbers. Retention Schedules Arizona S	tate		
	Library (azlibrary.gov)				
Эе	neral long-term debt				
)bj	ective: To determine whether the District is and the District complies with the be	s following the laws related to bonds to ensu ond covenants.	ure vote	ers are info	rmed
11.	The District calculated and issued any bond and the Arizona Constitution. A.R.S. §15-102	ls in accordance with Arizona Revised Statut 21	es (N/A	V
No	bonds issued during the year.				
2.		for voter-authorized purposes and not for ite of the bonds issued or 5 years. A.R.S. §15-10:	(N/A	•
No	such expenditures.	of the bolids issued of 3 years. A.R.S. §13-10.	Z I(F)		
)3	If the District had outstanding bonded indek	otedness and a balance remained in the Bond	d [N/A	
	Building Fund after the acquisition or constrissued, the governing board transferred the Otherwise, if the District had no outstanding the Bond Building Fund after the acquisition	ruction of facilities for which the bonds were remaining balance to the Debt Service Function by bonded indebtedness and a balance remain or construction of facilities for which the boremaining balance to reduce taxes. A.R.S. §1	d. ned in onds		
Во	d building fund still active.				
)4.	The District credited interest or other money	y earned from investing bond proceeds to th	ie (Yes	▼
	Debt Service Fund unless the voters author Building Fund or federal laws or rules requir A.R.S. §15-1024(C)	ized the interest to be credited to the Bond re the interest to be used for capital expendit	tures.		
eq		the USFR requirements have been included to certified public accountant (CPA) must sub			
eq he	uired by A.R.S. §15- 914(D), an independent Arizona Auditor General.	certified public accountant (CPA) must sul	omit the		
eq he	ired by A.R.S. §15- 914(D), an independent	t certified public accountant (CPA) must sul		e Question	