COLORADO
Department of Education

Preparing for Audit

School Auditing Office

In This Presentation

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Who We Are

The School Finance Unit at CDE:

- Calculates the “Total Program” funding based on district-reported data included in the yearly Student October Count data submission
- Calculates the Transportation reimbursement based on the CDE-40 data submitted yearly in September

Within School Finance, **the School Auditing Office**:

- Conducts compliance audits to verify that the data reported by districts in those data collections was accurate
- Provides technical guidance and support to districts throughout the year

Audit Process Overview

Compliance Audits

The School Auditing Office conducts 4 audits simultaneously.

- 3 of the audits relate to student coding in the Student October Count data collection
    1. Funded Pupil Count
    2. At-Risk (Free & Reduced Lunch Eligible) Count
    3. English Language Learner Count
- The 4^{th} is Transportation CDE-40 form reimbursement
- Audits are conducted every 1-3 years; transportation audits are always one year behind the others
- Districts designate one or more audit contacts to respond to these audits

Audit Process Overview

Engage

Engage District for Audit

- Superintendent is notified that district is due for a compliance audit

Schedule

Schedule District for Audit

- All district audit contacts are notified by email that the district has been engaged for audit.
  - This email will contain a deadline to provide documents
- District audit contacts upload all required documentation to Syncplicity

Review

Auditor reviews all audit documentation

Additional Documents

Auditor requests additional documentation (if necessary)

- Auditor will request additional documentation (i.e. provide "Exception Lists")
- District audit contacts upload the required documents to Syncplicity

Draft

Draft Audit Report

- Auditor will draft the initial audit report detailing audit findings and/or exceptions
- After the review process, the draft audit report will be uploaded to the district's audit Syncplicity folder

Finalize

Finalize Audit

- An email will be sent to the district's business official and superintendent letting them know that electronic copies of the final audit report, audit letter and invoice/notice of payment have been uploaded to Syncplicity

First Steps for Audit Contacts

First Steps – Scheduling Email

Review the scheduling email you receive from your auditor carefully, looking for:

- Which school year/s will be included in the audit
  - Transportation CDE-40 audits are 1 year behind the other audits
  - Audit years prior to 2021/2022 will not include the ELL Count audit
- Deadlines to upload documents to Syncplicity
- Specific document requests (either specific years, or specific types of documents needed)
- Links to resources and trainings

First Steps – School Auditing Office Site

Visit the School Auditing Office website at http://www.cde.state.co.us/cdefinance/auditunit

- Review the page/s for your audit topic/s
- Ensure you have the most recent Audit Resource Guide/s
- Check whether any of the other recorded or upcoming trainings will be helpful to you

First Steps - Contact Forms and Questionnaires

Download these forms from the auditing office webpage if they are not attached to your scheduling email:

1. Audit questionnaires for each of the three audit topics are required
   - *Recommendation:* complete these each year during the data collection period and upload shortly after
   - If not completed during the data collection, complete at the time of audit
   - Either upload to the district's audit Syncplicity folder or email to your assigned auditor
2. Audit contact forms are only needed if the contact information in the engagement and scheduling emails needs to be updated
   - Email completed forms to the audit mailbox (audit@cde.state.co.us)

Audit Resource Guides' Table of Contents

Student October Count Audit Resource Guide

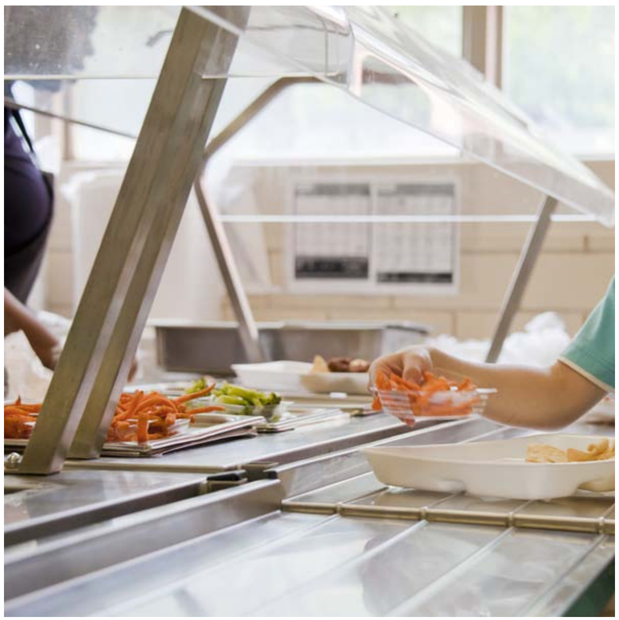
Table of Contents

- Triangle ► "Carats" indicate new sections and significant content updates
- Appendices are in-depth discussions of related topics – take the time to review any that are unfamiliar

Basic Documentation Requirements

Audit Documentation – At Risk

For each student on the At Risk sample list, the district must provide evidence of free or reduced lunch eligibility.



Acceptable documentation to support a student's free or reduced lunch eligibility includes:

- Direct Certification lists of SNAP/TANF and Migrant status
- Applications for Free and Reduced-Price School Meals
- Family Economic Data Survey (FEDS) forms
- Categorical Eligibility determination documents (such as district-verified migrant, homeless, Head Start, runaway, and/or foster child lists)

For more information, review the At-Risk Count Audit Resource Guide

Audit Documentation – English Language Learner Count

For each student on the English Language Learner Count sample list, the district must provide evidence of ELL eligibility.

Acceptable documentation to support a student's ELL Funding Factor eligibility includes:

- Parent notification letter
- ACCESS for ELL assessments
- A body of evidence demonstrating English Language Learner status

Note: This count is separate from the ELPA (English Language Proficiency Act) funding requirements.

Find more information at https://www.cde.state.co.us/cdefinance/auditunit_ell_count

Audit Documentation – Pupil Count

For every student submitted for pupil count funding, districts must upload audit documentation including, but not limited to:

- Calendars/bell schedules
- Enrollment verification (minimum of dates)
  - If not evident on the attendance documentation
- Attendance for the 11-day count period
- Student schedules (for all secondary students)
- Additional documentation as described in the Student October Count Audit Resource Guide for the listed unique student, course, school, and program types

For more information, review the Student October Count Audit Resource Guide

Audit Documentation – Transportation CDE-40

For all expenses and mileage included in the CDE-40 transportation expenditures form, the district must provide backup documentation. Common requests include:

Financial documents

- Program 2700 general summary ledger
- Detail ledgers/transaction journals for individual expense accounts
  - Ex: Supplies, Repairs & Maintenance, Purchased Services, etc.
- Back-up documentation for other claimed costs
  - Ex: support costs, insurance premiums (vehicle, property, worker's comp), utilities, etc.
- Individual invoices for items that may exceed the capital outlay limit

Mileage documents

- Count day route trip sheets with odometer readings
- Yearly mileage for all pupil transportation vehicles with mileage categories by vehicle

Find more information at https://www.cde.state.co.us/cdefinance/sftransp

Audit Documentation – Process

After the initial document upload, the auditor will determine if additional documents are needed

Review

Auditor reviews all audit documentation

- School Auditing Office staff will review all audit documentation uploaded by the district

Additional Documents

Auditor request additional documentation (if necessary)

- The auditor will request additional documentation as needed (i.e. provide "Exception Lists" for Pupil Count, ELL Count, and At Risk)
- Audit contacts upload the required documents to Syncplicity

When all applicable documents have been reviewed, the auditor will provide audit contacts with a list of the students who did not meet requirements (an "exception list") and a schedule of any adjustments to the CDE-40 form calculation

Syncplicity in Brief

Audit Syncplicity Folders

- All districts have an Syncplicity folder for secure filesharing https://my.syncplicity.com
- The naming convention for these folders is:
  - District Number_District Name_Audit_FAST
- Within these folders, there are several subfolders

For Pupil Count, because our office generally completes the audit review by school, it is most helpful if all the audit documentation for a given school is grouped in a single folder.

Syncplicity Training

For more detailed instructions on using Syncplicity, the School Auditing Office has recorded a full training, available on our training site:

https://www.cde.state.co.us/cdefinance/auditunit_trainings

Setting Your District Up for Success

Documentation

- Because districts must upload all audit documentation to CDE through Syncplicity, districts should have processes in place to provide documentation in electronic format
- When gathering documentation for audit (or duplicate count):
  - All documents should be organized and clearly labeled
  - Whenever possible, keep documents in their original format
    - Example: if the student information system generates a document in PDF format, save the PDF file rather than printing it to paper and then scanning back into the computer
  - Provide specific & accurate documents for unique students and programs
    - Example: if Transition students' SIS schedules are generic (e.g. showing "Transition AM"/"Transition PM"), but the Transitions team creates individualized weekly student schedules in Word documents, provide the Word document schedules along with the IEPs, rather than SIS schedules

Student October Recommendations

- Review the Student October Count Audit Resource Guide
  - Identify student types that apply to your district
  - Review the Appendix titled "Data Submission Codes Used to Identify Funded Student Types"
- Verify that all students have met the funding requirements
  - Review 11-day count period attendance
  - Conduct calendar and bell schedule calculations
    - Do bell schedules align with student schedules?
    - Are secondary students are scheduled for enough classes/periods?
  - Collect documentation for unique student types

Student October Recommendations

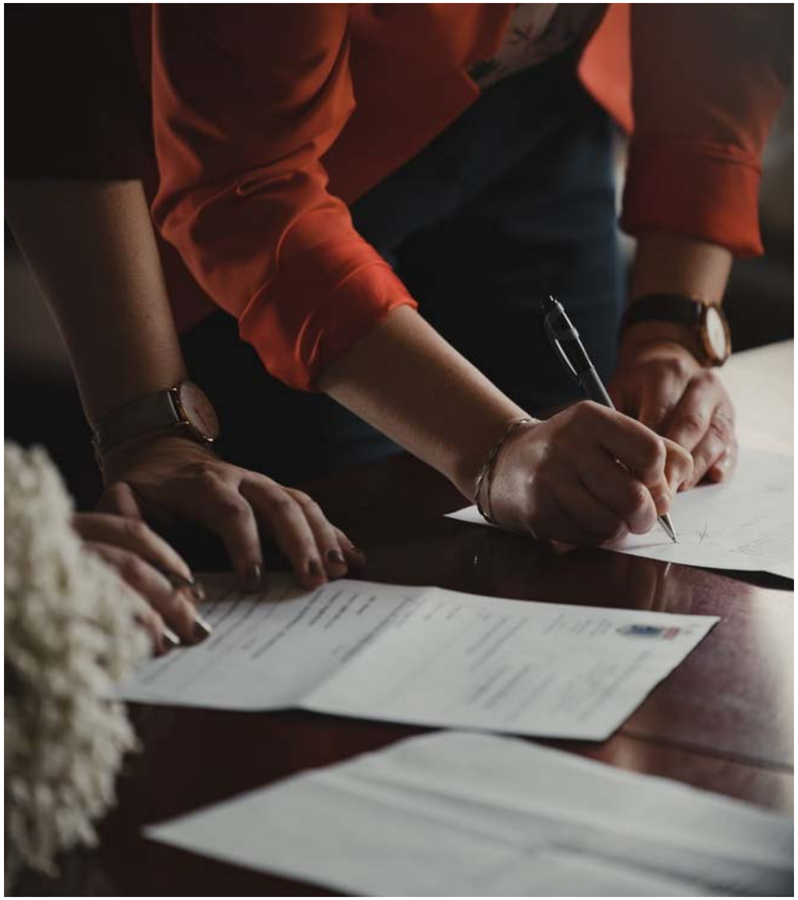
- Compare your district's current year Student October Count data submission numbers to last year's figures before submitting
  - Examples include counts/percentages of:
    - Transition
    - Expelled
    - Home School
    - Free & Reduced-Price Lunch
    - ELL
    - ASCENT
    - Concurrent Enrollment
    - 3rd Party Contract Students
    - Etc.
- Upload all Pupil Count audit documentation to Syncplicity at the end of each Duplicate Count (mid- to late November)

Duplicate Count Process

The Duplicate Count process occurs every year in November to reconcile any students claimed for funding by multiple districts during the Student October Count.

To prepare for Duplicate Count, review the following resources:

- The “Duplicate Count” Appendix found in the Student October Count Audit Resource Guide
- Webinar Training/Overview: *Data Pipeline Duplicate Count Process and Submission*
    - https://www.cde.state.co.us/cdefinance/auditunit_trainings



Contact:

School Auditing Office
Email: audit@cde.state.co.us
Website: http://www.cde.state.co.us/cdefinance/auditunit