



STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL

MELANIE M. CHESNEY
DEPUTY AUDITOR GENERAL

April 12, 2018

The Honorable Anthony Kern, Chair
Joint Legislative Audit Committee

The Honorable Bob Worsley, Vice Chair
Joint Legislative Audit Committee

Dear Representative Kern and Senator Worsley:

Our Office has recently completed a 12-month followup of the Colorado City Unified School District's implementation status for the 11 audit recommendations presented in the performance audit report released in January 2017. As the enclosed grid indicates, all of the recommendations have been implemented.

Unless otherwise directed by the Joint Legislative Audit Committee, this report concludes our follow-up work on the District's efforts to implement the recommendations resulting from the January 2017 performance audit.

Sincerely,

Vicki Hanson
Director, Division of School Audits

Enclosure

cc: Ms. Carol Timpson, Superintendent
Governing Board
Colorado City Unified School District

COLORADO CITY UNIFIED SCHOOL DISTRICT

Auditor General Performance Audit Report Issued January 2017

12-Month Follow-Up Report

Recommendation	Status/Additional Explanation
FINDING 1: District needs to improve controls in multiple areas	
1. To ensure that it receives the proper amount of cash from food service sales, the District should improve oversight and procedures, including investigating and resolving any cash overages and shortages noted on daily system reports in a timely manner.	Implemented at 12 months
2. The District should enforce its policy of not extending credit to students for meals and take additional steps to collect unpaid meal balances.	Implemented at 6 months
3. The District should implement stronger password requirements for its computer network and student information system related to password length, complexity, and expiration.	Implemented at 12 months
4. The District should limit users' access to the accounting system to only the access necessary to meet their job responsibilities and ensure that a user cannot initiate and complete a transaction without an independent review.	Implemented at 12 months
5. The District should eliminate unnecessary generic user accounts from its accounting system and properly control any necessary generic accounts by disabling them when not in use.	Implemented at 12 months
6. The District should implement controls to limit employees' ability to install unauthorized software on district computers or develop a process to monitor computers for installation of unauthorized software.	Implemented at 12 months
7. The District should accurately calculate and report to the Arizona Department of Education the actual number of riders transported for state funding purposes.	Implemented at 12 months
8. The District should classify all transactions in accordance with the Uniform Chart of Accounts for school districts.	Implemented at 12 months

Recommendation**Status/Additional Explanation****FINDING 2: District should strengthen oversight of facility rentals**

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| 1. The District should enforce its policy to have a facility use agreement with all those renting its facilities. The facility use agreement should state the rental charges that reflect the District's Governing Board-approved fee schedule, and fees should be collected prior to facility usage, in accordance with district policy. | Implemented at 6 months |
| 2. The District should adhere to its policies pertaining to employee supervision of rental facilities, as well as the issuance of keys to outside groups. When other arrangements for facility supervision have been approved or when keys have been issued to outside groups because the District has determined no suitable alternative exists, the District should document these circumstances. | Implemented at 6 months |
| 3. To minimize risk, the District should ensure that all users renting its facilities have the required property liability insurance. | Implemented at 12 months |
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