

Benson Unified School District

District transportation reporting errors led to excess State funding and a lack of internal controls and compliance with important IT requirements put student activity monies and sensitive computerized data at risk

Audit purpose

To assess the District's efficiency and effectiveness in 4 operational areas—administration, plant operations and maintenance, food service, and transportation—and its compliance with certain State requirements.

Key findings

- District errors in transportation reporting resulted in overfunding of \$343,000.
- District did not comply with important cash-handling requirements, increasing the risk of errors and fraud.
- District allowed excessive access to its accounting system, increasing its risk of errors and fraud.
- District did not safeguard its network and sensitive information and lacked key components in its IT contingency plan, increasing its risk of disrupted operations and data loss.

Key recommendations

The District should:

- Develop and implement procedures to ensure it properly reports eligible students transported and miles driven to the Arizona Department of Education (ADE) for State funding purposes and work with ADE to correct funding errors.
- Ensure its cash-handling policy includes all internal controls necessary to properly safeguard student activity funds and develop and implement processes to monitor and enforce staff compliance with the policy, such as by performing regular reviews of cash receipt and deposit documentation and taking action when it identifies staff noncompliance with cash-handling policies.
- Limit employees' access to its accounting system to only those functions needed to perform their job duties and develop and implement written policies and procedures to assign and periodically review accounting system access for employee accounts to ensure they have access to only those accounting system functions needed to perform their job duties.
- Develop and implement written policies and procedures to initiate automatic device locks after a defined period of inactivity and develop and implement an IT contingency plan that meets USFR requirements and credible industry standards.