

Coconino Association for Vocations, Industry and Technology

District did not take timely disciplinary action for repeated credit card misuse, lacked key outcome data demonstrating how the \$1.9 million it spent in fiscal year 2021 effectively prepared students for high-need occupations, and put sensitive information at risk by not complying with important IT requirements and standards

Audit purpose

To determine if the District was meeting its statutory purpose to prepare students for high-need occupations, spending State monies appropriately, and following best practices.

Key findings

- During a nearly 4-year period, former coordinator and their family member used District credit card for numerous improper personal purchases totaling \$5,691, and superintendent did not take timely disciplinary actions, which may have resulted in improper loaning of public monies, continued credit card misuse, and increased risk for theft and fraud.
- Although District is responsible for preparing students for high-need occupations, its lack of key outcome data prevents it from demonstrating how the \$1.9 million it spent on programs in fiscal year 2021 effectively did so.
- District emailed unencrypted, sensitive information, and employees improperly shared login credentials, which were then stored in an unprotected document, increasing the risk of security breaches and fraud.

Key recommendations

The District should:

- Ensure its employees comply with District policies and USFR requirements by enforcing existing District policies and cardholder agreements for District card usage and taking timely disciplinary action for noncompliance.
- Ensure its employees comply with District policies and USFR requirements by developing and providing periodic training to its employees on District card policies and procedures, USFR requirements, and the appropriate disciplinary actions to be taken when improper use is identified.
- Develop and implement consistent outcome data protocols for all central and satellite CTE programs, and analyze this data to evaluate the effectiveness of its CTE programs in preparing students for high-need occupations and to support the investment of any public monies.
- Continue developing and implementing written policies and procedures for securing sensitive, personally identifiable information to be shared with its accounting and business operations vendor to reduce the risk of unauthorized information or a security breach.
- Discontinue its practices of requiring employees to share passwords with the business office and storing passwords in an unprotected computer document, and use more secure alternatives.