



## HILLSIDE ELEMENTARY SCHOOL DISTRICT #35

8615 S. DATE CREEK RD  
HC01 BOX 3056  
Bagdad, AZ. 86321  
(928)442-3416 / FAX (928)442-9591  
[Hillside\\_School@hotmail.com](mailto:Hillside_School@hotmail.com)

November 19, 2015

Debbie Davenport,  
Auditor General  
2910 N 44th Street, Suite 410  
Phoenix, AZ 85018

RE: Response to Hillside Elementary School District's Performance Audit

Dear Ms. Davenport,

Hillside Elementary School District respectfully submits its response to the Performance Audit of fiscal year 2013. The Performance Audit listed three findings that are in the process of being corrected. Attached is the response to each of the findings and recommendations, and the District's plan to implement the recommendations. The Hillside Elementary School District is committed to operating efficiently and effectively. Although I was not with the District at the time of the audit I would like to thank you and your team for all of your hard work and helping us find areas where improvement is needed. We value the data and findings presented in the final report. If you have any questions regarding any of the responses contained in the attachment, please do not hesitate to contact us.

Sincerely,

Pamela Hampton, Administrator

**Finding 1:** Transportation program oversight needs strengthening

District Response: The District agrees with these findings.

**Recommendation 1:** The District should ensure that it conducts all required random drug and alcohol testing as specified in the State's Minimum Standards.

District Response: The District agrees with this recommendation and is pleased to report that in the fiscal year 2015 Hillside Elementary School District joined into a consortium for random drug testing for our schools bus drivers.

**Recommendation 2:** The District should evaluate and implement additional controls over its fuel inventory to help ensure proper accounting of all fuel deliveries and usage, including documenting its reconciliations of fuel usage to fuel purchases and locking its fuel pump when not in use.

District Response: The District agrees with this recommendation. The District will now be reviewing the fuel inventory logs on a quarterly basis. The fuel tank located on the school grounds now has a lock not only on the fence but also on the pump.

**Other Findings 1:** Some purchases lacked proper approval.

District Response: The District agrees with these findings.

**Recommendation:** The District should ensure that it requires an independent review and approval for all of its purchases prior to the purchases being made.

District Response: The District will implement the recommendation. All purchases will require approval and a signature by the district administrator prior to purchases being made.

**Other Findings 2:** Physical access to computer server was not limited

District Response: The District agrees with this finding.

**Recommendation:** The District should ensure that its computer server is stored in a secured manner and that only appropriate personnel have access.

District Response: The District agrees that the server should be stored in a more secured place. Due to the age of our buildings and lack of space, there is not another area that would be sufficient. An area around the server has been made to conceal all of the components.