

Heber-Overgaard Unified School District

District had lower spending in most operational areas, but lacked some required internal controls and did not comply with important IT security requirements, putting public 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 did not comply with important purchasing requirements, increasing its risk of unauthorized purchases and fraud.
- District did not ensure that all required personnel had fingerprint clearance cards and lacked a process to regularly confirm the validity of fingerprint clearance cards, increasing the risk to student safety.
- District did not safeguard and monitor the use of its fleet vehicles to prevent unauthorized use, theft, and damage.
- District assigned too much access to its accounting system and did not secure its information technology (IT) equipment, increasing its risk of errors, fraud, property damage, and data loss.

Key recommendations

The District should:

- Develop and implement procedures to ensure the District obtains and documents appropriate approvals in advance of making purchases, as required by the USFR and District policy.
- Develop and implement a process to ensure that all required personnel have a valid fingerprint clearance card.
- Develop and implement policies and procedures for monitoring and reviewing usage logs for all District vehicles that includes ensuring vehicles are only used for an authorized purpose.
- 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 limit and monitor physical access to its IT server room so that only appropriate personnel have access.