

Central Arizona Valley Institute of Technology

Performance Audit

District took steps to consistently collect, validate, and accurately report student outcome data and used this data to evaluate its CTE programs' effectiveness; but it lacked some controls related to payroll, purchasing, and IT systems, and did not include some required financial information in its member district agreements

Audit purpose

To determine whether the District met its statutory purpose to prepare students for high-need occupations, spent State monies appropriately, complied with its policies and State laws, and followed best practices.

Key findings

- ▶ District spent approximately \$2.4 million to operate its central CTE programs and consistently collected, validated, and reported program outcome data and used the information it collected to evaluate program effectiveness. However, it experienced some challenges accurately reporting postgraduation placement data.
- ▶ District lacked controls over some payroll and purchasing activities, resulting in overpayments to some employees and purchases made without required prior approval.
- ▶ District's intergovernmental agreements (IGAs) with member districts did not specify the amount of financial support the District would provide, as required by statute, nor did the District make this information readily available, limiting member districts' abilities to ensure the program support they receive is accurate.
- ▶ District did not limit access to its accounting system to only those functions employees needed to complete their job duties, increasing the risk of errors and fraud, and did not ensure that all staff completed required security awareness training.

Key recommendations to the District

- ▶ Identify and correct erroneous payments made to employees for performing extra duties and ensure expenditures are properly approved in accordance with USFR requirements.
- ▶ Evaluate central and satellite CTE program needs and costs, with member districts' input, to establish financial support levels for satellite CTE programs and update its member-district IGAs to include statutorily required financial support information.
- ▶ Protect IT systems by periodically reviewing accounting system user accounts and limiting access to only those functions users need to perform their job duties and by ensuring all employees complete IT security awareness training at least annually.