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EXPLANATION: AUDITS

The Department of Elementary and Secondary Education (DESE) has revised 5 C.S.R. 30-4.030, its regulation regarding school district audits. This policy was revised to comply with that new regulation. To view the new regulation, go to:

<http://s1.sos.mo.gov/cmsimages/adrules/csr/current/5csr/5c30-4.pdf>.

In addition, MSBA has made the following revisions:

1. The DESE regulation prohibits auditors who have been suspended or debarred from doing business with the federal government from conducting an audit of federal funds. MSBA has expanded this expectation to apply to audits of any district funds, not just federal funds. MSBA has also adopted for all district auditors the federal requirement that prohibits the district from using auditors who have been debarred from doing business with the state.

2. MSBA has clarified the district's obligations to provide information to the public regarding the district's audit. Specifically, § 165.121, RSMo., requires the district to publish a summary of the audit that includes the following:

- (1) A summary statement of fund balances and receipts and disbursements by major classifications of each fund and all funds;
- (2) A summary statement of the scope of the audit examination; and
- (3) The auditor's opinion on the financial statements included in the audit report.

The summary must be "published once in a newspaper within the county in which all or a part of the district is located which has general circulation within the district. . . ." If there is no newspaper that meets this criteria, the district is required to post the summary in at least five public places within the district. The summary must state where the public may go to view the full audit report. MSBA has assumed that most districts would direct the public to the superintendent's office.

3. The DESE regulation states: "Audit services should be competitively bid in accordance with district procurement policy." However, the regulation does not state how frequently audit services should be bid. MSBA recommends that auditing services be bid at least every three years to ensure that the district is using the most qualified auditor available. MSBA also recommends that districts change auditors periodically to obtain new perspectives regarding district accounting methods and asset management. That said, some districts prefer to bid

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auditing services less frequently. For that reason, MSBA has removed the three-year limitation.

MSBA recommends that copies of this document be routed to the following areas because the content is of particular importance to them. The titles on this list may not match those used by the district. Please forward copies to the district equivalent of the title indicated.

	Board Secretary	X	Business Office		Coaches/Sponsors
	Facility Maintenance		Food Service		Gifted
	Human Resources		Principals		Library/Media Center
	Health Services		Counselor		Special Education
	Transportation		Public Info/Communications		Technology

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AUDITS

The assets of the Camdenton R-III School District will be professionally and transparently managed in accordance with law and the high expectations of the Board and the community. The superintendent or designee will ensure that the district's financial statements accurately reflect the district's financial position and that all applicable state and federal laws are followed.

The Camdenton R-III School District district will retain an independent auditor at the close of each fiscal year for the purpose of auditing and making necessary reports to the Board of Education, and the Missouri Department of Elementary and Secondary Education (DESE) and the federal government. The Board directs all district employees to cooperate with and assist the auditor so that the Board may obtain a fair and accurate report.

The cost of the audit and reports shall be paid from the incidental fund of the district.

Auditor Selection

The Board will procure the services of the independent auditor by competitive bid pursuant to Board policy. The independent auditor must hold a current permit to practice public accounting in the state of Missouri and must meet the requirements for continuing education and peer review as defined by the Missouri State Board of Accountancy and *Government Auditing Standards*. The district will request a copy of the audit organization's peer review report. The independent auditor cannot be suspended or debarred from doing business with the state or federal government. All subcontractors must also meet these requirements. Selection of the independent auditor will be by competitive bid every three years pursuant to Board policy.

Scope of Audit

All requests for audit services will clearly identify the scope of the audit.

The audit shall be made in accordance with generally accepted auditing standards, government auditing standards, federal audit standards, and DESE audit guidelines. The superintendent shall arrange with the independent auditor for an audit examination ("audit") of all. Minimally, the audit will include the district's General, Special Revenue, Debt Service and Capital Projects funds; fiduciary funds; proprietary funds; and component units, unless a component unit issues its own audited financial statements. All financial, transportation, food service and attendance records of the district; will be audited in accordance with state law. The cost of the audit and reports shall be paid from the incidental fund of the district. Confidential and privileged communications between the district and its auditor, including all auditor work products, are hereby closed to the extent permitted by state law.

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The audit shall be made in accordance with generally accepted auditing standards, to include such reviews and tests of the accounting system, books and records, and other underlying data as are necessary to come to an informed opinion as to the financial affairs of the Camdenon R-III School District. The audit will include reviews and tests of the accounting system, books and records, and other underlying data as necessary to reach an informed opinion on the financial affairs of the district.

The auditor will give an opinion on the fairness of presentation of the district's financial statements and will review the financial operations systems of internal control and compliance with law. The Board may expand the scope of the audit to include an examination of a specific district program, fund or process or to require a more comprehensive audit than is required by law.

Audit of Federal Funds

The district will conduct audits of federal awards and federal funds as directed by the Board and in accordance with law and the requirements of the agency awarding the funding.

Audit Report

The audit report shall meet the requirements of state and federal law.

The independent auditor shall provide a copy of the audit report to each member of the Board and the superintendent. The superintendent is responsible for furnishing a copy to DESE no later than December 31 and for filing copies of the audit with other authorities as required. Once the audit report is final, the Board will vote by motion or resolution to approve the audit report, and the Board secretary will sign a copy of the final approved motion or resolution verifying that the final report has been approved. The Board delegates to the superintendent or designee the responsibility for transmitting to DESE on behalf of the Board a copy of the final audit report, the related management letter if prepared by the auditor, and a copy of the final, approved and signed Board minutes or Board resolution approving the audit report. These materials must be submitted electronically in the manner directed by DESE no later than December 31 each year.

Within 30 days of receipt of the audit report, the Board of Education shall prepare a summary of the report and publish it in accordance with state law.

Audit of Federal Funds

If the district expends a total amount of federal awards equal to or in excess of the amount specified by the Office of Management and Budget in any fiscal year, the district shall conduct a single audit or a program-specific audit for that fiscal year in accordance with federal law. If the district is not

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required to perform a single or program-specific audit, the programs will be included in the district's general audit.

Public Access and Publication

The final audit report is an open record, and any member of the public may request to inspect or copy the report. Confidential and privileged communications between the district and its auditor, including all auditor work product, are closed to the extent permitted by law.

Within 30 days of receipt of the final audit report, the superintendent or designee, on behalf of the Board, shall prepare a summary of the report and publish it in a qualifying newspaper or by other means allowed by law. The publication shall state that the audit report is available in the superintendent's office for inspection.

Response to Audit

All recommendations of the auditor will be taken seriously and will be implemented as appropriate. The superintendent or designee is directed to resolve any questions or discrepancies disclosed by the audit and must provide a full report of the resolution to the Board.

If the district receives an audit with a disclaimer of opinion, the district shall institute corrective measures immediately to ensure that subsequent audits do not contain a disclaimer. If fraud or embezzlement is discovered during the course of an audit, the superintendent or designee will notify DESE. If the superintendent or designee is implicated in the suspected fraud or embezzlement, the Board president will notify DESE.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 08/08/1994

Revised: 07/10/2000; 01/10/2011;

Cross Refs: BDC, Closed Meetings, Records and Votes
KB, Public Information Program

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Legal Refs: §§ 163.021, .081, 165.111, .121, 610.021(17), RSMo.
5 C.S.R. 30-4.030
Single Audit Act, 31 U.S.C. §§ 7501 - 7507
2 C.F.R. Part 200

Camdenton R-III School District, Camdenton, Missouri

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