

## Copper Country Intermediate School District

### DESK AUDIT PROCEDURES

District: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
Total Time: \_\_\_\_\_  
Year: \_\_\_\_\_  
Building: \_\_\_\_\_ Count:  Sept. Audit  Feb. Audit

#### **OBJECTIVES:**

1. Comply with the audit and reporting requirements of the Department.
2. Verify that the district has included only those pupils with proper documentation in the pupil membership count.
3. Verify that the district's pupil membership counts are supported by building/program alpha lists and are mathematically accurate.

#### **REQUIRED DOCUMENTATION:**

1. SRSD Unaudited FTE Summary Report (DS-4061)
2. Special Education Verification - Includes: Worksheets A & B & FTE Verification Sheets (by building and grade)
3. Section 53 validation forms
4. District Planning Form
5. Alphabetical lists of memberships (pupils):
  - a. K-12 by building, by grade level
  - b. Special education center programs

NOTE: All building/program alpha lists of membership must contain, at a minimum, the following information:

  - Pupil's legal name
  - Street address, city, state, zip code
  - Pupil identification number
  - Date of birth
  - Residency status (resident or nonresident)
  - Name or school code of resident district for nonresident pupils
  - Name or school code of educating district for resident pupils educated for some/all of the day in a district other than the district of residence
  - Indication of which non-conventional categories apply to each pupil
  - Indication of which pupils are absent in any class on the count day and return date within the 10/30-day period
  - Pupil grade level or program classification
  - FTE count, carried to two decimal places, indicating both special education portion, regular education portion and total FTE per pupil

(Optional, not required) District-wide master alpha lists of reg. ed./spec. ed. Pupils
6. District list of nonresident pupils indicating building and FTE
7. Consortium agreements
8. 75% Attendance Documents
9. Add/ Drop/Transfer List

Audit Procedures for Consideration	N/A or Performed by	Comments
<b>MINIMUM DESK AUDIT PROCEDURES:</b>		
1. Review the alphabetical lists of membership to verify that: <ol style="list-style-type: none"> <li>a. The alphabetical lists of membership contain all of the required information.</li> </ol>		
<ol style="list-style-type: none"> <li>b. All age requirements have been met:               <ol style="list-style-type: none"> <li>1. Pupils must have attained the age of five as of December 1 of the school year.</li> </ol> </li> </ol>		
<ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>2. All pupils, except spec. ed. pupils, must not have attained the age of 20 as of Sept. 1 of the school year.</li> </ol> </li> </ol>		
<ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>3. Pupils enrolled &amp; receiving instruction in a special educ. program approved by the Dept. must not have attained the age of 26 by Sept. 1 of the school year.</li> </ol> </li> </ol>		
<ol style="list-style-type: none"> <li> <ol style="list-style-type: none"> <li>4. Pupils enrolled in alternative educ. programs operated through adult educ. must have attained the age of 16 as of September 1, if they are educated with adult participants.</li> </ol> </li> </ol>		
<ol style="list-style-type: none"> <li>c. The building FTE totals on the alphabetical lists of membership match the totals on SRSD Unaudited Summary FTE Report (DS-4061)</li> </ol>		
<ol style="list-style-type: none"> <li>d. Pupils who are absent on the count days are identified on the alphabetical lists or on separate lists.</li> </ol>		
<ol style="list-style-type: none"> <li>e. Pupils in non-conventional categories are identified on the alphabetical lists or on separate lists.</li> </ol>		
<ol style="list-style-type: none"> <li>f. The alphabetical lists of membership are signed by an authorized representative.</li> </ol>		
<ol style="list-style-type: none"> <li>g. Each pupil's FTE does not exceed 1.00.</li> </ol>		
<ol style="list-style-type: none"> <li>h. The grade level/program totals on the alphabetical lists of membership match the totals on the DS-4061.</li> </ol>		
<ol style="list-style-type: none"> <li>i. The alphabetical lists of membership do not contain duplicate names.</li> </ol>		
2. Perform the following procedures for duplicates disclosed in the Duplicate UIC Auditor View: <ol style="list-style-type: none"> <li>a. Send a communication to the LEA or PSA regarding the need to resolve the duplicates that are reported on the Duplicate UIC Auditor View. Attach the printout for that district.</li> </ol>		
<ol style="list-style-type: none"> <li>b. Attempt to resolve any students that the LEA could not resolve.</li> </ol>		
<ol style="list-style-type: none"> <li>c. Adjust the FTE in the districts within your ISD as needed.</li> </ol>		
<ol style="list-style-type: none"> <li>d. Inform the districts of the adjustments.</li> </ol>		
<ol style="list-style-type: none"> <li>e. Communicate UIC Resolution to other ISDs.</li> </ol>		

Audit Procedures for Consideration	N/A or Performed by	Comments
3. Review the Special Ed. Worksheets A and B to verify that:		
a. No required information has been omitted:		
1. Teacher codes have been included		
2. Pupils' ages have been indicated		
3. Associated regular education FTE amounts, if any, have been reported in the proper column		
4. The resident districts have been identified for pupils being educated outside of their district of residence.		
b. FTE totals have been correctly calculated.		
c. Each pupil's FTE did not exceed 1.00.		
d. All pupils listed on the worksheets have been identified on the alphabetical lists of membership.		
4. Verify the accuracy of FTEs reported in the Additional Information on K-12 Pupils.		
a. The "Alternative Education FTE (age16-19)" line should be compared with the Alternative Education amount above in the "K-12 Pupil Membership FTE in General Education." If there is a difference, the auditors should ask what program were the pupils counted in.		
b. The Special Education and General Education FTE (Section 24) line should be verified.		
c. The "New grade levels for 2007-2008 that have never been offered previously," is only for newer PSAs, but should be verified.		
5. Review residency-related information:		
a. Verify the Residency-Related Information sections of the DS-4061 report.		
b. Verify Special Ed. Totals (agrees w/total on pg 1 of DS-4061)		
c. Verify General Education Totals		
d. Verify school code/name totals		
6. During the September count audit, review the district's calendar to determine that the days and hours scheduled meet minimum requirements (can be done as part of the field audit).		
7. For districts with centrally maintained school of choice records:		
a. Verify that the district has a signed cooperative agreement for a sample of Section 105c Special Education pupils accepted since the last field audit.		
b. Verify that the district either certified that it complied with or didn't comply with school of choice provisions in the State School Aid Act.		
c. If noncompliance exists, report the noncompliance to the MDE Schools of Choice consultant for implementation of the 5 percent penalty.		
d. If noncompliance affects the FTE, adjust the membership.		

Audit Procedures for Consideration	N/A or Performed by	Comments
8. From the population of pupils enrolled in a district other than the pupil's district of residence, under Section 91 or 91(a), review each sampled membership to verify that the pupil was counted by the educating district.		
9. Evaluate the results of the desk audit and determine if changes need to be made to the district's risk assessment.		

**CONCLUSION:**

I (We) have performed procedures sufficient to achieve the audit objectives identified on this program and have adequately documented the audit procedures performed.

Name: \_\_\_\_\_

Date: \_\_\_\_\_