District's Initial Response, August 27, 2008

to the

OAKLAND UNIFIED SCHOOL DISTRICT 2005-06 AUDIT REPORT Year Ending June 30, 2006

Audit Performed by: California State Controllers Office

Purpose:

School District's position on Auditor "Findings and Recommendations" [Pages 94 – 219] from 2005-05 audit report.

Introduction:

The 2005-06 Audit Report was presented to the District's Audit Committee on August 14, 2008 by representatives of the State Controller's Office. The Audit Committee directed the Superintendent to report on the progress of work being done to address the audit findings at subsequent Audit Committee meetings.

This report being shared with the full Board contains the District's initial responses to the 53 audit findings and recommendations presented by the SCO audit team for the 2005-06 audit. Comments are based on notes from SCO/District meetings, district financial records and current financial statements, reports and control systems. The District financial services employees responsible for preparing the 2005-06 audited financial statements were unavailable to comment on the rationale behind their financial transactions.

It is the district's intention to address every SCO audit finding and recommendation in current district financial operations. The time difference between the audited timeframe and the current Multi-Year Fiscal and Educational Sustainability plan is challenging. These responses focus on current operations while considering the undocumented historical financial transactions reported on in the 2005-06 audit.

A letter (attached) has been sent to various district employees to respond to each of the 53 findings, indicating whether the finding already has been addressed/corrected, and if not, how it will be addressed/corrected in the 2008-09 fiscal year. Updated reports will be presented to the Audit Committee on a regular basis until all findings are addressed/corrected and reflected in current District operations.

District comments and analysis of 2005-06 SCO Findings and Recommendations:

FINANCIAL			
STATEMENT			
FINDINGS	,		
Finding #06-01	SCO Comment:	District Comment:	Questioned
Minimum financial	District must	Our review of the	Cost Amount:
reserves not met.	maintain a	2005-06 Unaudited	
(refer to page 94)	minimum 2%	Actuals	\$0
	reserve-	Districts Reserve-	
	\$8,015,131	\$7,359,762	-
	District's	Reserve for	
	Reserve-	Uncertainty-	
	\$6,485,665 Reserve for	\$3,196,914	
	Uncertainty -	Although our	
	\$1,422,817.	analysis of Reserve	
	District out of	for Uncertainty is	
	compliance with	greater than SCO it	
	Ed. Code section	still does not meet	
	33128.3	the minimum, 2%	
		reserve.	
		Special note-our	
		analysis of the 2006-	
		07 Unaudited	
		Actuals (9/15/2007) shows District's	
		Reserve	
		\$17,218,714	
		Reserve for	
		Uncertainty-	
		\$12,914,233	'
		2% reserve	
		minimum, met with	
		anticipation that the	
		2007-08 2% reserve	
		will be met.	

Finding #06-02 Documentation request delay and report inaccuracies. (refer to page 96)	SCO Comment: SCO reports that requests for information beginning in 2006 were not	District Comment: The District financial services employees responsible for preparing the 2005-06 audited financial	Questioned Cost Amount: \$0
·	provided. Unable to provide an opinion of financial condition of the District. SCO provides a disclaimer for 2005-06 audit	statements were unavailable to comment on the rationale behind their financial transactions	
Finding #06-03	SCO Comment:	District Comment:	Questioned
Capital asset records incomplete	District does not have an accurate	A partial asset documentation	Cost Amount:
and inaccurate.	or viable asset	system was	\$0
(refer to page 100)	documentation	implemented that	•
,	and valuation	did not meet the	4
	system.	requirements of	
	Does not meet	GASB 34. The District is currently	
	the required qualifications for	completing the	
	Ed. Code 35168,	development of the	
	CSAM procedure	asset system as a	
	430, or GASB 34	part of the IFAS	2 2
		technology upgrade	
		project.	
Finding #06-04	SCO Comment:	District Comment:	Questioned
Payroll deficiencies.	Accounts not	District hired outside	Cost Amount:
(refer to page 105)	properly recorded	audit firm in May of	40
	on District books. District did not	2008 to assist in the reconciliation of all	\$0
	properly reconcile	cash and payroll	Reconciliation
	general ledger or	liability accounts.	of cash and
	bank accounts.	Completion of	payroll liability
	Repeat of audit	reconciliation	accounts may
	findings in last 3 audits.	process targeted for November 2008.	change the fund balances
	addito.	Transfer 2000.	of the affected
			accounts

Eindina une ne	SCO Comment:	Diatriot Camanant	Ougotioned
Finding #06-05 Cash account deficiencies. (refer to page 108)	Accounts not properly recorded on District books. District did not properly reconcile general ledger or bank accounts. Repeat of audit findings in last 3 audits.	District Comment: District hired outside audit firm in May of 2008 to assist in the reconciliation of all cash and payroll liability accounts. Completion of reconciliation process targeted for November 2008.	Questioned Cost Amount: \$0 Reconciliation of cash accounts may change the fund balances of the effected accounts
Finding #06-06 Associated student body and subsidiary funds not presented and not audited. (refer to page 112)	SCO Comment: Improper management of student body accounts and commingling of funds by school sites.	District Comment: In 2007-08 fiscal year District began process of identifying all school site accounts and providing a corrective action strategy which includes properly balancing and recording all ASB and subsidiary accounts. (Please refer to the attached memo to school site administrators)	Questioned Cost Amount: \$0
Finding #06-07 Revenue unauditable. (refer to page 114)	SCO Comment: Revenue opinion disclaimed because of revenue not being accurately stated on District books.	District Comment: The District has significantly reduced reporting errors in the 2007-08 FY. All revenue sources are supported by appropriate documentation and all accounts are balanced to the General ledger.	Questioned Cost Amount: \$0 Reconciliation of cash accounts may change the fund balances of the effected accounts

1 2000 N 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			
Finding #06-08	SCO Comment:	District Comment:	Questioned
Accounts receivable	Accounts	The District has	Cost Amount:
unauditable.	receivable	significantly reduced	00
(refer to page 116)	opinion	reporting errors in	\$0
	disclaimed	the 2007-08 FY. All	
	because of	accounts receivable	Reconciliation
	receivables not	sources are	of cash
	being properly	supported by	accounts may
	accrued.	appropriate	change the
	Revenue not	documentation and	fund balances
	being accurately	all accounts are	of the effected
	stated on District	balanced to the	accounts
	books.	General ledger.	
		This particular area	
		is still a work in	
		process with a target	
		date of May 2009 for	
		completion.	
Einding 400 00	SCO C	Dintriat Camana	Ougotiened
Finding #06-09	SCO Comment:	District Comment:	Questioned
Deferred revenue	Accounting	The District has just	Cost Amount:
unauditable	transactions not	completed balancing	¢o.
(refer to page 120)	properly recorded	the CAT form for the	\$0
	in District books.	2007-08 Unaudited Actuals	
	CAT form not balanced	Actuals	
Finding #06-10	SCO Comment:	District Comment:	Questioned
Internal control	Consequence of	The District has	Cost Amount:
deficiencies over	disclaimer for	significantly reduced	OOSE AHIOGHE
purchases.	inaccuracies in	reporting errors in	\$0
(refer to page 121)	cash, payroll,	the 2007-08 FY. All	Ψ
(Total to page 121)	revenue.	accounts are	
	payables and	supported by	
	receivables.	appropriate	
	receivables.	documentation and	
		all accounts are	1
		balanced to the	
		General ledger.	
	,	District hired	
		outside audit firm in	
		May of 2008 to	
		assist in the	
		reconciliation of all	
,			
	1	cash and payroll	1
		liability accounts	2 1
		liability accounts.	

		Completion of reconciliation process targeted for November 2008. District is in the process of hiring an Internal Control position to monitor proper financial and programmatic	
Finding #06-11 Accounts payables deficiencies. (refer to page 122)	SCO Comment: Did not audit because of issues in the payroll registers and deficiencies in payroll system	District Comment: All accounts receivable sources are supported by appropriate documentation and all accounts are balanced to the General ledger. This particular area is still a work in process with a target date of May 2009 for completion.	Questioned Cost Amount: \$0
Finding #06-12 Self-insurance fund deficiencies. (refer to page 123)	SCO Comment: District does not properly record revenues and expenditures and long-term obligations in the self-insurance fund	District Comment: The District has made significant progress in the proper recording of self-insurance transactions in the current FY. Adjustments from prior years are being completed. A self-insurance actuarial study was completed in 2007-08 FY.	Questioned Cost Amount: \$0

Finding #06-13	SCO Comment:	District Comment:	Questioned
Fund balance	Reporting of	For the 2007-08	Cost Amount:
restatement journal	revenues and	fiscal year the	
entries not	expenditures in	district will present	\$0
supported by	incorrect fiscal	fund balances that	
adequate	years. SCO	are supported by	
documentation	disclaims opinion	proper	
(refer to page 126)	on fund balance.	documentation as a	i
		part of the	
		Unaudited Actual	
		report	
	Ž.	1.2-14/1	
Finding #06-14	SCO Comment:	District Comment:	Questioned
Inadequate controls	Prior-year loans	During the 20007-08	Cost Amount:
over due to/due	not properly	fiscal year district	00
from account	liquidated.	staff completed an	\$0
transactions.		extensive review of all due to and due	
(refer to page 127)		from account	
		transactions. A few	:
		entries were still	
		being made to true-	1
		up all transactions	
Finding #06-15	SCO Comment:	District Comment:	Questioned
Interfund transfer	District had	During the 2007-08	Cost Amount:
journal entries not	inadequate	fiscal year district	The second secon
supported by	documentation to	staff completed an	\$0
adequate	support interfund	extensive review of	
documentation.	transfers.	all interfund transfer	
(refer to page 129)		account	
		transactions.	
		Interfund journal	
		transactions have	, ,
		been balanced and	
		verified	
Finding #06-16	SCO Comment:	District Comment:	Questioned
Long-term liabilities understated.	Disclaimed	During the 2007-08	Cost Amount:
understated	bosource of	figaal voor district	! !
	because of	fiscal year district	\$0
(refer to page 130)	inaccurate	staff completed an	\$0
	inaccurate reporting of debt	staff completed an extensive review of	\$0
	inaccurate	staff completed an extensive review of all long-term debt	\$0
	inaccurate reporting of debt	staff completed an extensive review of all long-term debt account	\$0
	inaccurate reporting of debt	staff completed an extensive review of all long-term debt account transactions. Long-	\$0
	inaccurate reporting of debt	staff completed an extensive review of all long-term debt account	\$0

Finding #06-17 Long term debt activity not recorded. (refer to page 132)	SCO Comment: Disclaimed because of inaccurate reporting of long term debt.	District Comment: During the 2007-08 fiscal year district staff completed an extensive review of all long-term debt account transactions. Long- term debt has been balanced and verified.	Questioned Cost Amount: \$0
Finding #06-18 Deficiencies in accounting for emergency apportionment loan (refer to page 133)	SCO Comment: Refinancing of emergency loan not properly recorded.	District Comment: All emergency loan accounts have been properly recorded and balanced during the 2007-08 fiscal year.	Questioned Cost Amount: \$0
Finding #06-19 Certificates of participation (COP) debt service payments not accurately reported. (refer to page 136)	SCO Comment: District did not accurately record COP's interest, revenue and service charge expenses accurately	District Comment: All COP's accounts have been properly recorded and balanced during the 2007-08 fiscal year.	Questioned Cost Amount: \$0
Finding #06-20 Documentation not provided for capital leases. (refer to page 138)	SCO Comment: District could not locate lease agreements	District Comment: Lease agreements referred to by SCO appear to be site copier leases which were not properly recorded. Review and maintaining of capital leases will be a part of the newly developed fixed asset control system scheduled to be completed in the 2008-09 fiscal year.	Questioned Cost Amount: \$0

Finding #06-21 Conversion entries not posted. (refer to page 139)	SCO Comment: District reporting of compensated balances, amortization, depreciation were incomplete and inaccurate.	District Comment: Conversion entries from 2006-07 have been reviewed and adjustments made during the 2007-08 fiscal year.	Questioned Cost Amount: \$0
Finding #06-22 Deferred Maintenance grant not properly matched. (refer to page 141)	SCO Comment: District used GOB building fund as match for state Deferred Maintenance grant which is unallowable.	District Comment: In 2007-08 the District used building fund transfer process prescribed by School Services of California. Matching fund amounts have been balanced to equal OPSC Deferred Maintenance grant funds.	Questioned Cost Amount: \$0
Finding #06-23 County school facilities fund local match not met. (refer to page 143)	SCO Comment: District match below the required amount from Ed. Code 17072.30 & 17074.16	District Comment: In the 2007-08 fiscal year the District began the process of strengthening the Facilities department accountability processes and functionality.	Questioned Cost Amount: \$0
Finding #06-24 Stores inventory overstated. (refer to page 144)	SCO Comment: Stores inventory overstated by \$121,693	District Comment: During the close of the 2007-08 books the District is adjusting the stores inventory to a correct amount.	Questioned Cost Amount: \$0

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Finding #06-25	SCO Comment:	District Comment:	Questioned
Insufficient bidding documentation	Repeat finding for identification of	During the 2007-08 fiscal year the bid	Cost Amount:
(refer to page 145)	person opening bids for District construction contract bidding.	opening process has been modified to include a listing of the participants including the person opening the bids.	\$0
Finding #06-26 Lack of approval and supervision of construction projects. (refer to page 146)	SCO Comment: SCO alleges that District did not have proper supervision of construction projects	District Comment: An internal review of construction project supervision in 2007-08 indicates that the District has proper project supervision. In 2007-08 fiscal year the District began the process of strengthening the Facilities department accountability.	Questioned Cost Amount: \$0
FEDERAL AWARD FINDINGS			
Finding #06-27 Internal control deficiencies over federal program expenditures. (refer to page 148)	SCO Comment: Expenditures were not properly authorized for payments.	District Comment: Accounting procedures were significantly strengthened in the 2007-08 fiscal year. Internal control procedures being strengthened. (refer to page 150 for District response).	Questioned Cost Amount: \$317,494 District will work with CDE for intervention with federal government to waive questioned costs. Prognosis is very good.

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Finding #06-28 Inadequate employee time certification records. (refer to page 152)	SCO Comment: Asserts that District time records are inadequate.	District Comment: In 2007-08 the District has gone back and re-certified time records for staff. District has developed an online process to ensure full compliance. Monitoring of compliance is being done by the Compliance Manager and continues to improve (refer to page 155 for District response).	Questioned Cost Amount: \$20,297,079 District will work with CDE for intervention with federal government to waive questioned costs. Prognosis is very good.
Finding #06-29 National school lunch program: expenditures and reimbursement claim control weaknesses. (refer to page 157)	SCO Comment: Testing of program expenditures indicate internal control weaknesses	District Comment: Food Service department is strengthening its accountability. New Account just hired. (refer to page 159 for District response).	Questioned Cost Amount: \$0
Finding #06-30 National school lunch program: discrepancies in reconciling reimbursement claims. (refer to page 160)	SCO Comment: Meal claim reconciliation inaccuracies	District Comment: Refer to District response on page 161	Questioned Cost Amount: \$6,181 Amount is immaterial compared to total reimbursements

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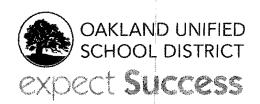
Finding #06-31 National school lunch program: eligibility verification weakness. (refer to page 162)	SCO Comment: Inadequate documentation to support program eligibility.	District Comment: District disagrees with finding. (refer to District response on page 163)	Questioned Cost Amount: \$22,085 District will work with CDE for intervention with federal government to waive questioned costs.
Finding #06-32 National school lunch program: insufficient documentation. (refer to page 164)	SCO Comment: Records to support meal claims were not properly maintained.	District Comment: District is automating point of sale process. (refer to District response on page 164)	Questioned Cost Amount: \$31,871 District will work with CDE for intervention with federal government to waive questioned costs.
Finding #06-33 Special education: IEP records not properly maintained. (refer to page 165)	SCO Comment: Review of files shows some missing documentation	District Comment: Refer to District response on page 167.	Questioned Cost Amount: \$0
Finding #06-34 Title I: Highly qualified teacher discrepancies. (refer to page 168)	SCO Comment: 5 of 8 schools reviewed did not have highly qualified teachers	District Comment: District has significantly strengthened system. (refer to District response on page 168)	Questioned Cost Amount: \$1,296,229 District will work with CDE for intervention with federal government to waive questioned costs. Prognosis is very good.

STATE AWARD FINDINGS			
Finding #06-35	SCO Comment:	District Comment:	Questioned
Variances in the	Variances in	Refer to District	Cost Amoun
reconciliation of reported attendance and district	district summary data and reported P-2 and annual	response on page 170.	(\$214,382)
summaries.	attendance		District filed
(refer to page 170)	atteriuarice		amended P-2
(icici to page 170)			recoup lost
			funding
Finding #06-36	SCO Comment:	District Comment:	Questioned
Variances in the	District	Refer to District	Cost Amoun
district's attendance	summaries for	response on page 172	
summaries and	Independent		(\$271,688)
school site	Study did not		District filed
summaries.	reconcile with P-2		amended P-2
(refer to page 172)	reports.		recoup lost
			funding
Finding #06-37	SCO Comment:	District Comment:	Questioned
Attendance	Attendance not	District has	Cost Amoun
improperly reported	properly reported	expanded its site	
by district.	at school sites.	attendance training.	\$1,589
(refer to page 173)		(refer to District	
		response on page	
		174)	:
Finding #06-38	SCO Comment:	District Comment:	Questioned
Non-compliance	Identified	District strengthened	Cost Amoun
with teachers	teachers who did	internal systems.	\$10.007
credentials requirements.	not have valid teacher	(refer to district	\$10,907 District will we
requirements. (refer to page 176)	credentials	response on page 178)	with CDE to
(reiei to page 170)	Gederitiais	170)	waive
'			questioned co
			quostionou (
Finding #06-39	SCO Comment:	District Comment:	Questioned
Kindergarten	District did not	Refer to District	Cost Amoun
continuation forms	provide	response on page	
not provided.	continuation	180	\$5,536
(refer to page 179)	forms to parents		
	of retained		
	students		:

Finding #06-40 Independent study attendance records, agreements, and work samples deficient or not provided. (refer to page 181)	SCO Comment: District over reported ADA	District Comment: Refer to District response on page 183	Questioned Cost Amount: \$41,792 District will work with CDE to waive questioned cost
Finding #06-41 Deficiencies in attendance recording and reporting: scope limitation in testing Continuation education. (refer to page 184)	SCO Comment: Aeries system does not properly credit attendance hours	District Comment: Report totals in Aeries system modified. (refer to District response on page 184	Questioned Cost Amount: \$0
Finding #06-42 Adult Education program attendance reporting deficiencies and program non- compliance. (refer to page 186)	SCO Comment: Incorrect attendance accounting.	District Comment: District has strengthened systems. (refer to District response on page 187)	Questioned Cost Amount: \$566.84
Finding #06-43 Insufficient grade 4-5 instructional minutes. (refer to page 188)	SCO Comment: Deficient minutes at two schools	District Comment: District agrees with finding. Instituted a web-based bell schedule monitoring system. Compliance office now monitors sufficiency of minutes (refer to District response on page 189)	Questioned Cost Amount: \$262,452 District will work with CDE to waive the questioned cost

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Finding #06-44	SCO Comment	<u>District Comment:</u>	Questioned
Non-compliance	Deficiencies in	Refer to District	Cost Amount:
with and errors in	claim data.	response on page	1
funding claim for		192.	\$28,856
program to reduce			į
class size in tow		, in	1
courses in grade 9.			
(refer to page 190)			i
Finding #06-45	SCO Comment:	District Comment:	Questioned
Non-compliance	Date and time of	District will appeal to	Cost Amount:
with instructional	Board	ACOE.	, no. A.
material program	instructional	(refer to District	\$2,635,109
requirements.	materials hearing	response on page	
(refer to page 193)	did not comply	194)	District will file a
(with Education	* **	waiver request
	Code	·	with ACOE
	requirements		
	10quil on lone		
Finding #06-46	SCO Comment:	District Comment:	Questioned
Scope limitations in	No evidence of	Refer to District	Cost Amount:
testing IMFRP	Board approval.	response on page	
expenditures: no	T. A. T.	196.	\$239,520
evidence provided		Instructional	, , , , , , , , , , , , , , , , , , , ,
that the governing		materials funds will	District will file a
Board adopted		be tracked by K-8,	waiver request
grades 9-12		9-12 for textbook	with ACOE
instructional		materials, 9-12	
minutes listing		materials will be	
(refer to page 195)		approved by the	i 8
(roidi to pago roo)		Board.	,
		Dodia.	
Finding #06-47	SCO Comment:	District Comment:	Questioned
Certain categories	Some positions	District is in	Cost Amount:
of employees	incorrectly	compliance with	000071111001111
inappropriately	recorded in ratio	required ratio.	\$0
included in ratio of	calculation	(refer to District	Ψ σ
administrative	Jaioaiatori	response on page	
employees to		199)	
teachers.		100)	:
(refer to page 198)			
(Total to page 100)			
			!
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Pi_1:	0000	D: 4: 10	0
Finding #06-48 Inaccurate data used in Gann limit calculation. (refer to page 200)	SCO Comment: Gann limit based on incorrect data	District Comment: Dissect made all Gann limit corrections in 2007- 08 fiscal year	Questioned Cost Amount: \$0
Finding #06-49 Commingling of school construction bond process and project tracking deficiencies: scope limitation in testing school construction funds. (refer to page 201)	SCO Comment: Commingling of Measure A funds.	District Comment: District asserts that it can correctly identify alleged commingled funds, (refer to District response on page 202)	Questioned Cost Amount: \$0
Finding #06-50 Non-compliant Proposition 20 lottery fund expenditures. (refer to page 204)	SCO Comment: Expenditures reviewed not in compliance with Education Code.	District Comment: Refer to District response on page 205	Questioned Cost Amount: \$270,946
Finding #06-51 School accountability report card (SARC) reporting errors. (refer to page 206)	SCO Comment: Inaccurate reporting in all sites tested.	District Comment: District has created additional reporting safe guards. (refer to District response on page 208)	Questioned Cost Amount: \$0 District will attempt to verify compliance
Finding #06-52 Class size reduction (CSR) no training policy	SCO Comment: No formal training policy as required	District Comment: District does not agree. (refer to District response on page 209)	Questioned Cost Amount: \$0
Finding #06-53 Lack of fiscal monitoring and oversight of district's charter schools. (refer to page 211)	SCO Comment: Distinct provided no evidence of fiscal monitoring	District Comment: District strengthened monitoring system in 2007-08. (refer to District response on page 213)	Questioned Cost Amount: \$0



every student, every classroom, every day.

August 19, 2008

RE: 2005-06 Audit Report

Dear:

Attached is one of the 53 findings from the Audit Report of the 2005-06 fiscal year, conducted of the district by the State Controller's Office (SCO). The SCO is beginning its audit of the 2006-07 fiscal year, and unfortunately, this finding might be repeated as a finding in the 2006-07 audit report if it was not corrected previously.

Please review this audit finding and indicate whether this finding has been corrected, and the evidence that documents that it has been corrected, or explain how it will be addressed during this coming year. I would like to share with the Board of Education and the BOE Audit Committee the progress the district has made to improve its internal operations and reduce the number of audit findings.

Please submit your response to my office by September 5, 2008 or earlier. Thank you for your assistance.

Sincerely,

Roberta Mayor, Ed.D. Interim Superintendent

Legislative File				
File ID No	08-1768			
Introduction Date	8/14/2008			
Enactment No				
Enactment Date _	8/24/08			
By	lei			