

**OFFICE OF AUDIT SERVICES  
ANNUAL PLAN OF AUDITS — FISCAL YEAR 2020**

**FINANCIAL AUDIT**

**A) Audit: Basic Financial Statements**

MPS is required to have an annual examination of the MPS basic financial statements. The Office of Board Governance-Audit Services has overall responsibility for the annual year-end examination and contracts with a certified public accounting firm to perform the audit. The accounting firm conducts the audit in accordance with government auditing standards to form an opinion on the basic financial statements. The audit includes audits of the two early-retirement pension plans, a Report on Internal Control, and a Status Report on the Prior Year’s Internal Controls. In addition to the financial statement audits, the district is also required to have a Report on Federal and State Awards (Single Audit), Student Membership (general, summer school, and integration transfer program) Audits, and a Parent Consent Audit.

- The Single Audit satisfies the audit requirements of both the state and federal governments for all state and federal funds received by MPS.
- The Student Membership Audits and Parent Consent for Transportation Audit satisfy the audit requirements mandated by the Wisconsin State Statutes and the Wisconsin Department of Public Instruction.
- The Report on Internal Control details areas where internal accounting controls need to be enhanced. A separate report is also provided which reports on prior year management comments and management’s progress in implementing those recommendations.

In addition to coordinating and monitoring the year-end audit activities, Audit Services is responsible for completing various segments of the year-end audit.

<i>Estimated Resource Allocation — Internal</i> .....	<i>52 days</i>
<i>Estimated Resource Allocation — External</i> .....	<i>228 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>December 2019</i>

**DEPARTMENTAL AND PROGRAM AUDITS-(CYCLIC)**

**B) Cyclic Audits:**

**Review of District Out of Town Travel Expenditures**

<i>Estimated Resource Allocation</i> .....	<i>60 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>January 2020</i>

Other cyclic audit areas planned for may include payroll, financial reporting-grants management, IT security and disaster recovery, procurement, and selected areas of operations for individual offices,

such as Office of Human Resources, Office of Academics, Office of Finance, Office of School Administration, and Office of the Superintendent. These cyclic reviews would be scheduled on a recurring basis to ensure that areas of district operations deemed as higher-risk/higher-impact are reviewed on a periodic basis.

**C) Audit: Follow-up on Previously Issued Audit Reports**

In order to ensure that all audit recommendations have been properly implemented, Audit Services tracks and follows up on the audit recommendations to determine the status of district administration’s corrective actions. Follow-up reviews are planned for two previously issued reports, Accounts Payable-Finance Department and Recreation Checking Account Internal Controls.

<i>Estimated Resource Allocation</i> .....	<i>70 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>June 2020</i>

**D) Non-cyclic-Program Evaluations**

These reviews will focus on one or two higher-risk operational areas and may include purchasing card transaction reviews, use and oversight of District-Wide (DW) accounts, Infinite Campus data controls, and areas of operations that have not been reviewed.

**Review of Supplemental Pension Plans (Teacher and Administrator) Carryover**

**Review of Internal Controls over District Building Leases**

<i>Estimated Resource Allocation</i> .....	<i>120 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>June 2020</i>

Other areas of review that may be considered on a non-recurring basis include Immersion programs, IB Programs, Montessori programs, bilingual programs, and other evaluations of district operations such as transportation contracts.

**FRAUD INVESTIGATIONS AND OTHER REVIEWS**

**E) Audit: Special Audits and Projects**

Staff from the Office of Board Governance-Audit Services have the responsibility for special audits, fraud investigations, and other projects including reviews of external charter school audit reports for Contract Compliance Services. Requests for analysis, investigations, and specific information are received via Board members, the Superintendent, management of Accountability and Efficiency, and the Director of the Office of Board Governance.

In addition, Audit Services operates the Fraud Hotline. Upon receipt, complaints are reviewed and, if deemed appropriate, investigated. A fraud, waste and abuse annual report summarizing the results of fraud complaints and tips received is issued to the Board, the Superintendent, and the Public. Enhancements to fraud-reporting tools have led to an increase in tips received including the 2017 approval of Administrative Policy and Procedure 6.38 Theft, Fraud, Waste, Abuse, Illegal or Unethical Behavior reporting requirements.

Special projects may include a review of the district’s fitness for hire process, reviews of schools with overspent budgets, updating the District’s Annual Risk Assessment, student-enrollment processes, and high-school incident reporting.

<i>Estimated Resource Allocation</i> .....	<i>718 days</i>
<i>Estimated Start Date</i> .....	<i>Ongoing</i>
<i>Estimated Completion Date</i> .....	<i>Ongoing</i>

**SCHOOL AUDITS**

**F) Audit: Alternative/Early Childhood Partnership Schools**

The district contracts with schools to provide alternative education and early childhood education to MPS students. The audits will review the operations of these schools to determine the extent to which the schools (1) comply with administrative policy and contract provisions and (2) appropriately use the financial resources provided by MPS. Schools are selected for review on a rotating basis. Five partnership programs and a related management letter are to be completed in FY20.

<i>Estimated Resource Allocation</i> .....	<i>51 days</i>
<i>Estimated Start Date</i> .....	<i>January 2020</i>
<i>Estimated Completion Date</i> .....	<i>June 2020</i>

**G) & H) Audit: Charter School Financial and Performance Audits**

Charter schools are required by the charter school contract to contract for a financial audit and an annual performance-and-compliance audit. The audits are conducted in accordance with government auditing standards.

One of the objectives of the financial/compliance audit of MPS instrumentality charter schools is to express an opinion on the fairness of the schedule of revenues and expenditures. The objective of the performance/compliance audit is to report on the charter school’s compliance with the performance, administrative, and fiscal provisions of the contract.

The charter school has the option to contract with Audit Services or with an independent certified public accountant to perform the audits for FY20 activity. Five charter schools have contracted with Audit Services.

<i>Estimated Resource Allocation</i> .....	<i>67 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>March 2020</i>

**I) Audit: School Audits**

The Board, in recognition of the school’s authority to make key decisions regarding the operations of the school, has directed Audit Services to initiate a continuous program of individual school audits. Schools presently have control over a significant portion of their local school budgets. In addition, schools are expected to achieve accountability standards, meet the Board’s strategic objectives for student achievement and equity, and comply with fiscal and administrative guidelines. The program continues the cyclical audits of MPS schools. Twelve (12) schools will be selected for audit during FY20.

The purpose of the review is to assess whether the existing internal controls over the school’s financial activities can be relied upon to ensure that student-activity-fund, fixed-asset, and payroll-exception-reporting financial transactions are properly authorized, recorded, documented, and safeguarded. Compliance with fire drill, textbook management, and student attendance procedures is also reviewed.

<i>Estimated Resource Allocation</i> .....	<i>108 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>June 2020</i>

**J) Audit:                    School Audits — New-principal, Follow-up, Carryover, and School-Closing**

Newly assigned principals may request audits to assist them in determining the financial and other conditions at a school. The review conducted is identical to the continuous program of school audits. Follow-up reviews may be conducted for those schools where prior audits have determined that internal controls were significantly deficient. School-closing audits with a focus on financial transactions are conducted to assist the Administration with close-out activities at these schools. Fourteen (14) new-principal audits are scheduled.

<i>Estimated Resource Allocation</i> .....	<i>126 days</i>
<i>Estimated Start Date</i> .....	<i>July 2019</i>
<i>Estimated Completion Date</i> .....	<i>June 2020</i>

Office of Board Governance-Audit Services						
Proposed FY20 Annual Audit Plan						
					<u>Days</u>	<u>Risk Rating</u>
A. External Audit Assistance-District Year End Audits					52	Moderate
B. School Audits						
	1. Alternative/Early Childhood/Partnership-(6 programs)				51	Moderate
	2. Charter Financial/Performance- (5 schools)				67	Moderate
	3. School Audit-New Principal- (14 schools)				126	High
	4. School Audit-Cyclic- (12 schools)				108	Moderate
C. Departmental and Program Audits						
	5. Review of District Out of Town Travel				60	Moderate
	6. Review of Supplemental Pension Plans (C/O)				60	High
	7. Review of Internal Controls over District Building Leases				60	High
	8. Accounts Payable Follow Up				35	High
	9. Recreation Checking Account Follow Up				35	Moderate
D. Fraud Investigations/Hotline/Special Reviews						
	10. Fraud Investigations/Hotline				410	High
	11. Special Reviews (P-Card usage, In-Town Travel, Book Fairs)				216	Moderate
	12. Other-Risk Assessment/Ext. CS Audit Rv/Ext Audit RFP				92	NA
Total All Audit Activity					1372	