



DEBRA K. DAVENPORT, CPA
AUDITOR GENERAL

STATE OF ARIZONA
OFFICE OF THE
AUDITOR GENERAL

WILLIAM THOMSON
DEPUTY AUDITOR GENERAL

April 6, 2005

The Honorable Robert Blendu, Chair
Joint Legislative Audit Committee

The Honorable Laura Knaperek, Vice Chair
Joint Legislative Audit Committee

Dear Senator Blendu and Representative Knaperek:

My Office has recently completed a 24-month follow-up of the Sacaton Elementary School District's implementation status for the 19 audit recommendations (including sub-parts of the recommendations) presented in the performance audit report released in April 2003. As the attached grid indicates the District has implemented 18 of the 19 recommendations and has decided to not implement 1 recommendation.

Unless otherwise directed by the Joint Legislative Audit Committee, this report concludes our follow-up work on the District's efforts to implement the recommendations resulting from the April 2003 performance audit.

Sincerely,

Debbie Davenport
Auditor General

Attachment

cc: Governing Board

Dr. Dale H. Fitzner, Interim Superintendent
Sacaton Elementary School District

SACATON ELEMENTARY SCHOOL DISTRICT
24-Month Follow-Up Report on
Performance Audit Report issued April 2003

TOPIC: Administration

Recommendation	Status of Implementing Recommendation	Explanation for Recommendations That Have Not Been Implemented
1. Better manage existing personnel to reduce its dependence on consultants. For example, delegate grant writing responsibilities to one of its program directors and ensure its business manager can perform all duties.	Implemented at 18 Months	
2. Ensure the board receives all necessary information to make informed decisions in a timely manner. District management should provide board members with information packets at least several days prior to a meeting.	Implemented at 6 Months	
3. Revise its hiring practices to ensure the most qualified person is hired.	Implemented at 18 Months	
4. Evaluate its contracts more carefully to ensure that it obtains the desired services at a reasonable cost. Compare contract rates and amounts to those of similar districts.	Implemented at 12 Months	

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<p>5. Recover the \$30,000 overpayment it made to the general administration consulting firm for grant writing services in fiscal year 2002.</p>	<p>Not Implemented</p>	<p>The Pinal County Attorney's Office sent a letter to the consulting firm demanding repayment of the \$30,000. The consulting firm denied having any responsibility for the overcharge. The Pinal County Attorney's Office indicated the District would have to hire a private attorney to litigate this matter. The District determined that the costs of such litigation would likely exceed the potential recovery.</p>
<p>6. Be familiar with its contracts' terms and thoroughly review billings to ensure contractors are not overpaid. In addition, ensure it pays contractors only for services actually provided.</p>	<p>Implemented at 12 Months</p>	
<p>7. Consider the costs and benefits of sending staff to a conference. Limit the number of employees attending to key staff. Require travelers to justify or pay charges that result in added costs.</p>	<p>Implemented at 12 Months</p>	
<p>8. Require travelers to submit proper documentation of costs, such as receipts and invoices. Ensure superintendent and board members abide by the District's travel policy.</p>	<p>Implemented at 12 Months</p>	

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9. Train district staff with purchasing authority on purchasing laws, rules, and procedures, including documentation, vendor selection methods, and conflicts of interest.	Implemented at 24 Months	
10. Strive to promote public participation in governing board meetings by consistently meeting at scheduled.	Implemented at 6 Months	

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TOPIC: Food Service

Recommendation	Status of Implementing Recommendation	Explanation for Recommendations That Have Not Been Implemented
1. Conduct management oversight activities of its food service program, including comparison of budget and actual expenditures and cost-benefit analysis.	Implemented at 18 Months	
2. Implement inventory management procedures, including using FIFO and rotation of food items and establishing inventory tracking documents and procedures.	Implemented at 18 Months	
3. Identify, document, and monitor program measures, such as meals per labor hour and cost per meal and compare them with similar districts or industry standards.	Implemented at 18 Months	
4. Ensure all food service workers have current food handler and health cards, and maintain storage areas and foods on serving line at proper temperatures, track "use by" dates and dispose of old items, and maintain clean food preparatory areas.	Implemented at 6 Months	
5. Obtain health inspections at least two times per year.	Implemented at 18 Months	

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TOPIC: Proposition 301 Monies

Recommendation	Status of Implementing Recommendation	Explanation for Recommendations That Have Not Been Implemented
1. Revise performance pay plan and/or disbursement dates to ensure goals are measurable before pay is distributed. Ensure each requirement is measured and documented.	Implemented at 18 Months	
2. Ensure the Proposition 301 plan addresses only those allowable options provided in statute.	Implemented at 18 Months	
3. Obtain governing board approval of any revisions to its Proposition 301 plan.	Implemented at 18 Months	

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TOPIC: Classroom Dollars

Recommendation	Status of Implementing Recommendation	Explanation for Recommendations That Have Not Been Implemented
1. Classify all transactions in accordance with the Uniform Chart of Accounts for school districts.	Implemented at 24 Months	