



## Arizona Department of Education

The Audit Unit  
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# Average Daily Membership Audit Report Salt River Pima- Maricopa Community Schools Fiscal Years 2016, 2017 and 2018

Report Number—19-19  
December 21<sup>st</sup>, 2018



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State of Arizona  
Department of Education



Diane Douglas  
Superintendent of  
Public Instruction

December 21, 2018

Louis Laffitte, Superintendent  
Salt River Pima-Maricopa Community Schools  
4827 N Country Club Dr.  
Scottsdale, AZ 85256

Dear Superintendent Laffitte,

The Arizona Department of Education Audit Unit has conducted an audit of the Salt River Pima-Maricopa Community Schools (School) Average Daily Membership (ADM) for fiscal years 2016, 2017 and 2018. The purpose of the audit was to address whether the School properly reported student enrollment to determine if it received the correct amount of Basic State Aid.

Auditors determined that the School incorrectly reported some enrollment data. These errors resulted in an understatement of 0.78 ADM and a net underpayment of \$4,969.17 in Basic State Aid, which must be repaid to the School by ADE pursuant to state law.

We appreciate the cooperation and assistance provided by the School's administration during the audit.

Sincerely,

A handwritten signature in blue ink, appearing to read "Melissa Moreno".

Melissa Moreno,  
Chief Auditor

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# Introduction and background

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The Arizona Department of Education (ADE) Audit Unit has conducted an Average Daily Membership (ADM) audit of Salt River Pima-Maricopa Community Schools (School) pursuant to Arizona Revised Statutes (A.R.S.) § 15-239. This audit focused on whether the School properly reported enrollment and attendance data to ADE and received the correct amount of Basic State Aid for fiscal years 2016, 2017 and 2018.

***Average Daily Membership audits of district and charter holder funding***—Pursuant to A.R.S. § 15-239, ADE may conduct ADM audits, which help ensure the appropriate distribution of Basic State Aid provided annually to school districts and charter schools. School districts and charter schools receive Basic State Aid based on several factors related to student enrollment and attendance. To receive funding, school districts and charter schools report enrollment and attendance data to ADE. ADE processes that data, determines payment amounts according to the relevant statutory funding formulas and distributes payments to schools up to twelve times each year.

The ADM audit process determines whether payments were correct or if an adjustment is needed. The audit process compares the school district's or charter school's information reported to ADE's Student Data System to information found on the original records kept at the school. If auditors find that the school district's or charter school's reported information does not match the original documentation, the audit will calculate and report the funding adjustment needed to the school district's or charter school's Basic State Aid. These funding adjustments can be positive or negative, depending upon the audit findings. The audit findings are written and compiled into a report that is then issued to the audited entity.

***Superintendent's legal notice links the audit and appeals processes***—In addition to the report, the audited entity receives The Notice of Audit Findings and Required Reimbursement (Notice) that details the audit findings and determination of the Superintendent of Public Instruction (Superintendent) regarding adjustments to be made to the school district or charter school pursuant to A.R.S. § 15-915. The audited entity may appeal the Superintendent's decision in the Notice.

***Opportunity to appeal the audit***—A.R.S. § 41-1092.03 provides the audited school district or charter school that disagrees with the Superintendent's decision in the Notice with the opportunity to file a formal appeal within thirty (30) days after the report was issued. If an appeal is filed, the school district or charter school and ADE may reach agreement in an informal settlement conference. If an agreement is not reached at the informal settlement conference, the appeal will be adjudicated by the Office of Administrative Hearings.

***Funding adjustment process and timeframes***—When the Notice is finally settled or adjudicated, if ADE has determined that a school district or charter school received an incorrect amount of Basic State Aid, A.R.S. § 15-915 directs that corrections to schools' funding be made in the current budget year. In case of hardship, schools may request that the Superintendent allow a correction to be made partly in the current budget year and partly in the following budget year.

**School information**—In fiscal years 2016, 2017 and 2018, the School offered instruction in grades 7 through 12 in Scottsdale, Arizona.

Table 1 presents the School’s unaudited student, staffing and financial information for fiscal years 2016, 2017 and 2018.

**Table 1**

**Salt River Pima-Maricopa Community Schools  
Total students, revenues and expenditures  
Fiscal years 2016, 2017 and 2018  
(Unaudited)**

	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Students enrolled</b>	<b>264</b>	<b>265</b>	<b>386</b>
<b>Number of teachers</b>	39	38	42
<b>Revenue</b>			
Local	\$ 2,133,889	\$ 670,363	\$ 790,458
County	1,562	0	0
State	2,032,224	2,009,453	2,472,596
Federal	<u>1,566,914</u>	<u>1,557,805</u>	<u>1,866,031</u>
<b>Total revenues</b>	<b><u>5,734,589</u></b>	<b><u>4,237,621</u></b>	<b><u>5,129,085</u></b>
<b>Total expenditures</b>	<b><u>\$ 5,310,639</u></b>	<b><u>\$ 5,672,895</u></b>	<b><u>\$ 6,566,989</u></b>

Source: Annual Report of the Arizona Superintendent of Public Instruction for fiscal years 2016 and 2017, the Annual Financial Report for fiscal year 2018 and the AzEDS ADM15 report for fiscal year 2018.

## SCOPE AND METHODOLOGY

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The audit focused on whether the School accurately reported its data to ADE and received the correct amount of Basic State Aid in accordance with statutes, the Uniform System of Financial Records (USFR) and its own policies and procedures for fiscal years 2016, 2017 and 2018.

To conduct this audit, auditors used a variety of methods, including examining School and ADE records for enrollment. Adjustments to ADM are based solely on those identified students that the auditors evaluated further and are not extrapolated to create findings for the entire student population. Auditors also reviewed state statutes and School policies and procedures and interviewed School management and staff. Specifically:

- ***Instructional hours***—Auditors reviewed the School’s bell schedules and calendars for the fiscal years audited and determined that the School provided at least the minimum number of instructional hours as required by statute for each grade level.
- ***Enrollment data***—Auditors compared the School’s student management system to ADE’s system and identified 150 of the 1,041 students for further evaluation. Auditors reviewed these 150 student profiles to determine if the enrollment data reported to ADE was accurate. Auditors compared the student profiles to ADE’s information system to determine if the entry and exit date was correct. When the audited entry or exit dates were different from the reported dates or the audited FTE differed from the funded FTE for a student, auditors recalculated the ADM and made appropriate adjustments to the funded ADM.
- ***Student files***—Auditors reviewed student files to ensure that they maintained required documentation including birth certificates, immunization, and residency documentation.
- ***Special education (SPED) data***— Auditors reviewed the students to determine if any were also funded for one of the special education categories. No material SPED adjustments were found.
- ***Limiting***—Auditors reviewed the total ADM for each enrolled student to ensure that they were appropriately limited. No findings were identified for this area.

The Audit Unit expresses its appreciation to the Salt River Pima-Maricopa Community School’s administration and staff members for their cooperation and assistance throughout the audit.

# **FINDING 1: THE SCHOOL DID NOT ACCURATELY REPORT SOME STUDENT DATA RESULTING IN AN UNDERPAYMENT OF \$4,969.17**

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The School inaccurately reported the student enrollment data for 11 of its students for fiscal years 2016, 2017 and 2018. Specifically, auditors determined that four students had incorrect enrollment dates, three students had FTE reported incorrectly, three students were not reported to ADE's System for funding but attended and one student had more than 10 consecutive unexcused absences. In total, the School's ADM was understated by 0.78 for its students for the three fiscal years audited. Due to the inaccurate enrollment data, the School received a net underpayment of \$4,969.17 in Basic State Aid for the three fiscal years audited which ADE must pay to the School pursuant to A.R.S. § 15-915.

## **The School inaccurately reported some student enrollment data**

The School inaccurately reported the enrollment data for 11 students to ADE due to various errors, which resulted in the School's ADM being understated by 0.78. According to A.R.S. § 15-901, the withdrawal date for students is the last day of actual attendance or excused absence. ADE External Guideline and Procedures GE-17 states that, with the exception of pre-enrolled students, the enrollment date for a student is the first day of actual attendance. Additionally, A.R.S. § 15-901 states that, for a high school student to be reported as a 1.0 FTE, the student must be enrolled in at least four courses which meet at least 123 hours annually each and total at least 720 instructional hours for the year. Finally, A.R.S. § 15-901 states that students with 10 days of consecutive unexcused absence must be withdrawn. However, the School did not always adhere to these requirements. Specifically:

- 4 students had incorrect enrollment dates, which resulted in the School's ADM being understated by 0.23.
- 3 students had FTE reported incorrectly, which resulted in the School's ADM being overstated by 0.51.
- 3 students were not reported to ADE's System; however, documentation showed the student as being enrolled and attending, which resulted in the School's ADM being understated by 1.23.
- 1 student had more than 10 consecutive unexcused absences, which resulted in the School's ADM being overstated by 0.17.



As shown in Table 2, data reporting errors resulted in a net ADM understatement of 0.78 for fiscal years 2016, 2017 and 2018.

**Table 2**

**Salt River Pima-Maricopa Community Schools  
ADM adjustments due to enrollment data errors  
Fiscal years 2016, 2017 and 2018**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
Enrollment dates	(0.33)	0.03	0.07	(0.23)
Incorrect FTE	0.25	0.25	0.01	0.51
Attended	(1.14)	(0.09)	-	(1.23)
Absence	-	0.17	-	0.17
<b>Total</b>	<b>(1.22)</b>	<b>0.36</b>	<b>0.08</b>	<b>(0.78)</b>

Source: Auditor analysis of School records, A.R.S. § 15-901.

**The School must properly reconcile its enrollment data with ADE**

The School must ensure that a process is in place that captures the proper entry and exit dates of students to ensure proper funding and reporting of data. Additionally, the School must ensure it complies with statute and ADE guidelines to properly calculate and report student FTE. Finally, the School should review its reconciliation practices to ensure that its staff properly review the reports produced by ADE’s System and reconcile them to the School’s SMS data to identify any discrepancies that would affect funding and correct any errors identified.

**The School was underfunded by \$4,969.17**

Auditors determined that the School did not receive the correct amount of Basic State Aid due to the inaccurate enrollment data reported to ADE for fiscal years 2016, 2017 and 2018. The enrollment data errors reported by the School resulted in its ADM being understated by 0.78 for the three fiscal years audited. As a result, the School was underfunded by \$4,969.17 which ADE must pay to the School pursuant to A.R.S. § 15-915.

**Table 3**

**Salt River Pima-Maricopa Community Schools  
ADM and funding adjustments due to enrollment data errors  
Fiscal years 2016, 2017 and 2018**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
ADM	(1.22)	0.36	0.08	(0.78)
<b>Total funding adjustments</b>	<b>\$ (8,189.33)</b>	<b>\$ 2,696.96</b>	<b>\$ 523.20</b>	<b>\$ (4,969.17)</b>

Source: Auditor analysis of School records, A.R.S. § 15-901.

**Recommendations:**

1. ADE must pay the School \$4,969.17 in Basic State Aid due to incorrectly reported enrollment data.
2. The School must properly reconcile its data each year to ensure it complies with A.R.S. § 15-901.
3. The School must ensure that it properly calculates and reports students' enrollment dates and FTE pursuant to statute and ADE guidelines.

# ADM AND FUNDING ADJUSTMENTS

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A.R.S. § 15-915 requires that ADE makes corrections for audit findings to state aid. ADE’s School Finance Unit’s Memo 13-011 informs LEAs of these statutory requirements:

*A.R.S. §15-915, as amended by Laws 2012, Chapter 357, Section 3, requires the superintendent of public instruction, when it is determined that state aid or budget limits have been calculated in error, within the prior 3 years, to make corrections to budget limits and state aid in the current year. (Hardship application may be approved by the superintendent). Effective for audits initiated during FY2013 and continuing in subsequent years, corrections for audit findings to both budget capacity and state aid (when applicable) will be made.*

**Basic State Aid adjustment of \$4,969.17 required to be paid to the School**—Auditors identified an overall funding adjustment of \$4,969.17 for the three fiscal years audited due to inaccurate student enrollment.

Table 4 lists the ADM adjustments and the associated Basic State Aid adjustments for the School for fiscal year 2016, 2017 and 2018.

**Table 4**

**Salt River Pima-Maricopa Community Schools  
ADM and funding adjustments  
Fiscal years 2016, 2017 and 2018**

	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>Total</b>
<b>Total ADM adjustment</b>	(1.22)	0.36	0.08	(0.78)
<b>Total funding adjustment</b>	\$ (8,189.33)	\$ 2,696.96	\$ 523.20	\$ (4,969.17)

Source: Auditor analysis of ADE and School student and financial data for fiscal years 2016, 2017 and 2018.