



## Arizona Department of Education

The Audit Unit  
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# Average Daily Membership Audit Report Crestview College Preparatory High School Fiscal Years 2017, 2018 and 2019

Report Number—20-26  
January 30, 2020



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## Arizona Department of Education

### Audit Unit

January 30, 2020

Jon Kronstedt, School Leader  
Crestview College Preparatory High School  
2616 E. Greenway Rd.  
Phoenix, AZ 85032

Dear Mr. Kronstedt:

The Arizona Department of Education Audit Unit has conducted an audit of the Crestview College Preparatory High School (School) Average Daily Membership (ADM) for Fiscal Years 2017, 2018 and 2019. The purpose of the audit was to address whether the School properly reported student enrollment, and to determine if it received the correct amount of Basic State Aid.

Auditors determined that the School incorrectly reported the student data of 103 students, which resulted in its ADM being overstated by 59.42. As a result, the School was overfunded by \$422,846.91 which the School must repay to ADE. Additionally, auditors determined that the School failed to properly maintain some required documentation in student cumulative files.

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

Sincerely,

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

Melissa Moreno,  
Chief Auditor

**Kathy Hoffman, Superintendent of Public Instruction**

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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 the Crestview College Preparatory High School (School) pursuant to Arizona Revised Statutes (A.R.S.) § 15-239. This audit focused on whether the School properly reported enrollment data to ADE and received the correct amount of Basic State Aid for Fiscal Years (FY) 2017 through 2019.

***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**—The School, located in Phoenix, Arizona, offered instruction in grades 7 through 12 during the fiscal years audited. They operated one combined middle and high school. Table 1 presents the School’s unaudited student, staffing and financial information for FY2017, FY2018 and FY2019.

**Table 1**

**Crestview College Preparatory High School  
Total students, revenues and expenditures  
Fiscal years 2017, 2018 and 2019  
(Unaudited)**

	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Students enrolled</b>	<b>240</b>	<b>275</b>	<b>283</b>
<b>Number of teachers</b>	<b>12</b>	<b>13</b>	<b>11</b>
<b>Revenue</b>			
Local	\$ 15,856	\$ 25,223	\$ 42,175
Intermediate	-	-	-
State	\$ 1,819,825	\$ 2,203,387	\$ 2,294,384
Federal	\$ 334,425	\$ 315,886	\$ 451,600
<b>Total revenues</b>	<b>\$2,170,106</b>	<b>\$ 2,544,496</b>	<b>\$ 2,788,159</b>
<b>Total expenditures</b>	<b>\$ 2,161,114</b>	<b>\$ 2,298,099</b>	<b>\$ 2,589,031</b>

Source: Annual Report of the Arizona Superintendent of Public Instruction for fiscal years 2017, 2018 and 2019.

## 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 for Arizona Charter Schools (USFRCS) and its own policies and procedures for FY2017, FY2018 and FY2019.

To conduct this audit, auditors used a variety of methods, including examining School and ADE records to review 150 of 1,278 students over the three fiscal years audited. 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:

- **Enrollment data** – Auditors reviewed student schedules, enrollment histories and attendance data to determine if the enrollment data reported to ADE was correct. Auditors compared the entry and exit dates to determine if an adjustment was necessary. Auditors also reviewed absences to ensure that they were reported correctly and made adjustments if they were needed.
- **Student Files** – Auditors reviewed student files to ensure that they maintained required documentation such as birth certificates, immunization records, and supporting residency documentation. Auditors identified files that did not contain all the documentation that was required to be kept in them by statute and ADE guidelines.
- **FTE calculations** – Auditors reviewed the bell schedules and student schedules to determine whether the School reported the correct full-time enrollment (FTE) data to ADE. Auditors calculated the FTE based on the classes and time a student was enrolled in the School and compared the FTE to what was reported to ADE. When the FTE was incorrect, auditors made an adjustment.
- **Instructional hours** – Auditors reviewed the bell schedules and calendars for the School for FY2017, FY2018 and FY2019. The total instructional hours offered for each grade met the minimum required by statute for each of the three fiscal years audited.
- **SPED Data** – Auditors determined whether an adjusted student had also been funded for a special education (SPED) category. When students with a special education category also had an adjustment, auditors made an adjustment to the special education weight as well.

- **Limiting**—Auditors reviewed the total ADM for each enrolled student to ensure that they were appropriately limited by ADE’s system. No findings were identified for this area.

The Audit Unit expresses its appreciation to the School’s administration and staff members for their cooperation and assistance during the course of the audit.

# **FINDING 1: THE SCHOOL DID NOT ACCURATELY REPORT SOME STUDENT DATA, RESULTING IN AN OVERPAYMENT OF \$422,846.91**

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Auditors determined that the School inaccurately reported the student data for 103 students for FY2017, FY2018 and FY2019. Specifically, auditors found that 102 students had an incorrectly reported FTE and 1 homebound student was not provided homebound instruction. As a result of these errors, the School's ADM was overreported by 59.42. As a result, the School was overfunded by \$422,846.91 in Basic State Aid. According to A.R.S. § 15-915, ADE needs to recover these monies from the School.

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

The School inaccurately reported 103 student's enrollment data to ADE, which resulted in the School's ADM being overstated by 59.42.

According to A.R.S. § 15-901, for a high school student to be reported as a 1.0 FTE, the student must be enrolled in at least four subjects which meet at least 123 hours annually each and total at least 720 instructional hours for the year. A student who does not meet these requirements is considered a part-time student and their FTE status must be reduced based on the number of actual instructional hours provided and courses enrolled. In addition, A.R.S. § 15-901 states that homebound students must have medical certification and must receive at least 4 hours of instruction per week to be eligible for funding. However, the School did not always adhere to these requirements. Specifically, for the students that were sampled:

- 102 students had an incorrect FTE reported. As a result, the ADM for the School was overreported by 58.88.
- 1 student who qualified as homebound was not provided any homebound instruction. As a result, the ADM for the School was overreported by 0.52.
- 13 of the students that had data reported incorrectly were also funded with a SPED category. As a result, the weighted SPED ADM for the School was overreported by 0.02.

As shown in Table 2 (see page 6), data reporting errors resulted in an ADM overstatement of 59.42 for the three fiscal years audited.

**Table 2**

**Crestview College Preparatory High School  
ADM adjustments due to enrollment data errors  
Fiscal years 2017, 2018 and 2019**

	<b>FTE</b>	<b>Homebound</b>	<b>SPED</b>	<b>Total</b>
2017	26.04	-	0.01	26.05
2018	32.67	-	0.01	32.68
2019	0.17	0.52	-	0.69
<b>Total</b>	<b><u>58.88</u></b>	<b><u>0.52</u></b>	<b><u>0.02</u></b>	<b><u>59.42</u></b>

Source: Auditor analysis of School records, ADE data for fiscal years 2017, 2018 and 2019.

**The School failed to comply with statute and ADE guidelines**

The School did not follow statute and ADE guidelines when calculating and reporting student FTE or student enrollment data.

Auditors determined that 102 of the School’s students did not meet the statutory and ADE guideline requirements for full time enrollment (FTE). According to analysis of the School’s bell schedule and calendar for the School’s high school for FY2017 and FY2018, auditors determined that the School offered students 4 blocks and provided students 0.5 credit for each class taken during the blocks. Auditors determined that 2 blocks would provide 119-121 hours of instruction, which is less than the 123 hours required in A.R.S. § 15-901 to be considered a subject towards FTE. As a result, all students in FY2017 and FY2018 should have been reported with a zero FTE. Therefore, the FTE that was reported for 98 students in FY2017 and FY2018 was not correct. While the 123 hour minimum was met in FY2019, it was determined that 4 students were reported with an incorrect FTE due to not meeting the 4 subject minimum to be considered 1.0 FTE.

Additionally, the School misreported 1 student who qualified as homebound. According to ARS § 15-901, a homebound student must be certified by a medical doctor as being unable to attend regular classes for a period of not less than three school months during a school year. A homebound student can be counted as in attendance for each day in a week where at least four hours of instruction were provided. However, the School failed to report 1 student as being homebound and did not provide at least four hours of instruction.

In the future, the School must ensure it complies with statute and ADE guidelines to properly calculate and report FTE and homebound students.

**The School was overfunded by \$422,846.91**

Auditors determined that the School did not receive the correct amount of Basic State Aid due to the inaccurate student data reported to ADE for FY2017, FY2018 and FY2019. The

student data incorrectly reported by the School resulted in its ADM being overstated by 59.42. As a result, the School was overfunded by \$422,846.91 in Basic State Aid, which ADE must recoup from the School. Table 3 shows the ADM and funding adjustments required for the School for FY2017, FY2018 and FY2019.

**Table 3**

**Crestview College Preparatory High School  
ADM and funding adjustments  
Fiscal years 2017, 2018 and 2019**

	<b>ADM Adjustment</b>	<b>Total</b>
2017	26.05	\$186,405.15
2018	32.68	\$231,985.11
2019	0.69	\$4,456.65
<b>Total</b>	<b>59.42</b>	<b>\$422,846.91</b>

Source: Auditor analysis of School and ADE records for fiscal years 2017, 2018 and 2019.

**Recommendations:**

1. The School must repay to ADE \$422,846.91 in Basic State Aid due to incorrectly reported student data.
2. The School must collect required homebound documentation and provide services to homebound students for a minimum of four hours per week for every week the student is considered homebound.
3. The School needs to ensure that it properly calculates and reports students' FTE dates pursuant to statute and ADE guidelines.

## **FINDING 2: THE SCHOOL DID NOT PROPERLY MAINTAIN SOME STUDENT RECORDS AS REQUIRED BY STATUTE AND GUIDELINE**

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Auditors determined that the School failed to properly maintain residency, birth certificate and immunization documentation for some students as required by statute and ADE guidelines. The School did not properly maintain required documentation in some of its student cumulative files. In the future, the School should properly maintain these documents to ensure compliance with statute and ADE guidelines.

### **The School did not properly maintain student file documentation**

Auditors determined that the School failed to maintain residency documentation for 13 students as required by statute and ADE guidelines. According to A.R.S. § 15-802 and the ADE Arizona Residency Guideline, school districts and charter schools are required to maintain verifiable documentation of Arizona residency in the student's cumulative file. This documentation must be provided each time a student enrolls in a school district or charter school and reaffirmed during the annual registration process. The ADE Arizona Residency Guideline identifies an approved list of options a parent or legal guardian may provide to the school district or charter school to meet these requirements.

Auditors also determined that the School failed to maintain birth certificate documentation for 2 students as required by statute. According to A.R.S. § 15-828, a photocopy of the student's birth certificate or other reliable proof of the student's identity and age must be placed in the student's file.

In addition, auditors determined that the School failed to maintain immunization documentation for 2 students as required by statute. According to A.R.S. § 15-872, "A pupil shall not be allowed to attend school without submitting documentary proof to the school administrator unless the pupil is exempted from immunization pursuant to section 15-873."

The School did not maintain the proper documentation required by statute and ADE's residency guideline. Of the 75 students sampled, 13 of the student files did not have the proper residency documentation in their file, 2 of the student files did not have birth certificate documentation and 2 of the student files did not have immunization record documentation. Table 4 (see page 9) lists the student file documentation maintained by the School for FY2017, FY2018 and FY2019.

**Table 4**

**Crestview College Preparatory High School  
Student cumulative file documentation  
Fiscal years 2017, 2018 and 2019**

	<b>Total Sampled</b>	<b>Missing Residency Documentation</b>	<b>Missing Birth Certificate</b>	<b>Missing Immunization</b>
2017	25	3	1	1
2018	26	7	-	-
2019	24	3	1	1
<b>Total</b>	<b><u>75</u></b>	<b><u>13</u></b>	<b><u>2</u></b>	<b><u>2</u></b>

Source: Auditor analysis of School records for fiscal years 2017, 2018 and 2019.

In the future, the School must ensure that it complies with statute by collecting and maintaining in each student's cumulative file copies of verifiable residency, birth certificate documentation and immunization documentation as required by law.

**Recommendation:**

1. The School must comply with statute by collecting and maintaining in each student's cumulative file copies of verifiable residency, birth certificate and immunization documentation as required by law.

# ADM AND FUNDING ADJUSTMENTS

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A.R.S. § 15-915 requires that ADE makes corrections for audit findings to both budget capacity and 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 2013 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 \$422,846.91 required to be paid to ADE**—Auditors identified an overall funding adjustment of \$422,846.91 for the three fiscal years audited due to inaccurate student enrollment.

Table 5 lists the ADM adjustments and the associated Basic State Aid adjustments for the School for fiscal years 2017, 2018 and 2019.

**Table 5**

**Crestview College Preparatory High School  
ADM and funding adjustments  
Fiscal years 2017, 2018 and 2019**

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>Total</b>
ADM adjustment	26.05	32.68	0.69	59.42
<b>Funding adjustment</b>	<b>\$186,405.15</b>	<b>\$231,985.11</b>	<b>\$4,456.65</b>	<b>\$422,846.91</b>

Source: Auditor analysis of ADE and School student and financial data for fiscal years 2017, 2018 and 2019.