



## Arizona Department of Education Audit Unit

July 27, 2020

### Re: Report Number 21-4

Rick Honsinger, Superintendent  
Williams Unified School District  
636 S. 7th St.  
Williams, AZ 86046

Dear Superintendent Honsinger:

The Arizona Department of Education (ADE) Audit Unit has completed an audit of Williams Unified School District (District) Average Daily Membership reported to ADE for fiscal years 2017, 2018, and 2019. The purpose of the audit was to determine whether the District properly reported student enrollment data and whether it received the appropriate amount of Basic State Aid.

Auditors conducted work in the following areas:

- **Entry and exit dates**—To assess the accuracy of the District's SMS data and the data the District uploaded to ADE, auditors selected a sample of students for each fiscal year audited. Auditors compared the student data to the SMS data and ADE system data. Specifically, auditors tested the entry and exit dates, as well as the total membership days. Auditors identified no material discrepancies.
- **Attendance**—Auditors obtained student attendance profiles for the students sampled for the three fiscal years audited. Auditors reviewed the SMS student attendance profiles for each of these students and compared the reported attendance to the SMS data. Auditors identified no material discrepancies.
- **Instructional hours**—Auditors obtained the bell schedules and calendars for all grade levels for the three fiscal years audited. Auditors determined that each grade level for each fiscal year met or exceeded the minimum annual instructional hours' threshold as required by statute.
- **Student files**—Auditors reviewed student files to ensure that they maintained required documentation, including birth certificates, immunization, and residency documentation. We found files contained the documentation that was required to be kept in them by statute and ADE guidelines according to record retention schedules and identified no material discrepancies.

**Kathy Hoffman, Superintendent of Public Instruction**

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Since no material discrepancies were identified for the areas examined, no findings or adjustments to Basic State Aid are required. As a result, no further action is needed at this time from the District.

We appreciate your cooperation and assistance throughout this review. If you have any further questions, please contact me at 602-364-4036.

Sincerely,

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

Melissa Moreno,  
Chief Auditor