



Arizona Department of Education Audit Unit

February 8, 2021

Re: Report Number 21-26

Kela Powers, Director of Operations
Vista College Preparatory, Inc.
812 S. 6th Ave.
Phoenix, AZ 85003

Dear Director Powers:

The Arizona Department of Education (ADE) Audit Unit has completed an audit of Vista College Preparatory, Inc. (School) Average Daily Membership reported to ADE for fiscal years 2018, 2019, and 2020. The purpose of the audit was to determine whether the School 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 School's SMS data and the data the School 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**—The student file review was removed from the scope of the audit; due to COVID-19 the School does not have the on-site staff support to access student hardcopy files.

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

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', written in a cursive style.

Melissa Moreno,
Chief Auditor