

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
(CSDE)
OFFICE OF INTERNAL AUDIT**

**AGREED UPON PROCEDURES (AUP) PACKAGE FOR
PSIS Data Elements for Interdistrict Magnet Schools**

REGIONAL EDUCATIONAL SERVICE CENTERS
Revised August 2016

2015-2016

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DEFINITIONS

Many terms, forms, numbers, and initials that are used by education department administrators are also used in this AUP Package. This section is intended to familiarize accountants with this terminology by providing brief definitions.

RESC	Regional Educational Service Center
BCP	The “Bureau of Choice Programs” provides information/guidance on Choice Programs including Magnet Schools.
BDCRE	The “Bureau of Data Collection, Research & Evaluation” has the responsibility of implementing the results of the AUP for Magnet School Public School Information System data.
LEA	"Local Educational Agency," is either a city's or town's board of education, or a regional school district.
CSDE	"Connecticut State Department of Education."
BGM	The “Bureau of Grants Management” distributes state and federal grants to regional educational service centers. The Bureau collects a variety of data from the regional educational service centers including the ED001R and the ED141 reports.
Form ED001R	“RESC Financial Report for the School Year Ending June 30, 2016” (Also known as “ End of Year School Report for RESCs ”) is used to report the Regional Educational Service Center’s financial operations for the year.
Form ED141	The ED141 is an “Expenditure Report” for grants administered through the Connecticut State Department of Education’s Prepayment Grants System.
PSIS	The “Public School Information System” is a data system that reflects enrollments on October 1 or the full school day immediately preceding such date, in accordance with Sections 10-10a and 10-66ee of the Connecticut General Statutes. Data from this system is used to determine the Regional Educational Service Center’s share of any state and federal grants, including the Magnet School Operating grant.

GENERAL INSTRUCTIONS

NAME OF RESC _____

2015-2016

The primary objective of this program is to perform certain agreed upon procedures for the enrollment data (*PSIS Data Elements*) submitted by regional educational service centers for interdistrict magnet schools.

Work performed under this program with respect to information submitted by the RESC consists of:

- ✚ **Obtaining documentation supporting non-financial information; and**
- ✚ **Reviewing the forms for compliance with instructions and applicable laws.**

In completing this agreed upon procedure, it may be necessary to change or add additional steps for any additional or alternative procedures considered appropriate. In this event, the additional or alternative procedures must be discussed with and agreed to by CSDE's Office of Internal Audit (see below) prior to the work being done. These procedures must also be explained in the workpapers and Independent Accountant's Report. All exceptions noted in performing any procedures must be investigated and resolved by appropriate means. In the absence of appropriate notations to the contrary, the signature or initials of the independent accountant who performed the procedure will indicate that there were no unresolved exceptions.

The data elements subject to these procedures under this program are also reviewed by the CSDE for clerical accuracy and for certain other aspects. The CSDE's review will continue beyond the date independent accountants are to render their reports and will often involve issues that are not communicated to the independent accountants who performed the examination. It is therefore expected that in many cases the CSDE will request RESC's to make adjustments after independent accountants have completed their reviews and rendered their reports. **For this reason, it is imperative that independent accountants include in their report a reference to the document dates (print date/time) which appear on the final internet application printouts (See Pro Forma Accountant's Report).**

A number of quality assurance reviews may be performed. The independent accountant must retain all workpapers and the AUP Package for a **minimum of five years** from the date of the report. These workpapers must be made available to the CSDE, their independent accountants, or other parties performing a review under the State Single Audit Act. **The workpapers must be sufficient to support all work performed in this AUP Package.**

NOTE: Statute requires that this report must be submitted to CSDE on or before December 31, 2016. However, because December 31, 2016 falls on a Saturday, the AUP must be submitted on or before the next business day (Tuesday, January 3, 2017).

THERE IS NO EXTENSION FOR THIS DEADLINE

Failure to meet this deadline can result in a fine from \$1,000 to \$10,000 for the RESC.

If the report is sent via email, the address is grants.sde@ct.gov (See Note 3 on Page 12). If it is sent by mail, it must be sent by certified, return receipt requested mail by January 3, 2017. If the report is hand delivered, it must be provided by 5:00 p.m. on January 3, 2017 to room 325 of the State Office Building, 165 Capitol Avenue, Hartford, CT 06106.

**For questions concerning this AUP Package, please contact
Nora Chapman, Office of Internal Audit,
via email at nora.chapman@ct.gov or phone (860) 713-6536.**

PREPARATION

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>1. Obtain and read the following to assist in the AUP:</p> <p>(a) 2015-2016 PSIS Reference Guide prepared by CSDE's Bureau of Data Collection, Research & Evaluation. This can be accessed on the internet at: http://www.csde.state.ct.us/public/psis/downloads.asp</p>		
<p>2. Obtain the following data reports, forms and information:</p> <p>(a) For PSIS data, the Magnet School Racial Survey by Town of Residence Report(s) for the October 2015 filing period as last revised.</p> <p>In order to ensure complete audit coverage of all prior adjustments, the independent accountant MUST request that the RESC run the report(s) on the day fieldwork is started. The print date/time of this report will appear in paragraph #1 of the Independent Accountant's Report to CSDE.</p>		

AGREED UPON PROCEDURES FOR PSIS DATA ELEMENTS
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The CSDE uses the PSIS to collect data regarding student enrollment throughout the state of Connecticut. The PSIS data is used for federal and state grants; PSIS data also connects to other CSDE data collection systems. The following steps were developed to test and confirm certain data elements within this PSIS system.

The independent accountant is required to obtain and agree the documentation which supports the October 1, 2015 enrollment data which was reported and certified to the CSDE through the PSIS system. For purposes of consistency and clarification, the following guidance as to adequacy of documentation is provided:

- School offices should provide adequate documentation to support student enrollment data contained in the PSIS system including but not limited to pupil personnel records, registration cards, class lists, invoices, etc.
- Proper coding of students such as Special Education, Pre-K, etc. should have adequate supporting documentation such as the items listed above.

If the independent accountant encounters a situation involving the unavailability of adequate documentation, Nora Chapman of the Office of Internal Audit must be called at (860) 713-6536 for consultation.

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>3. Obtain the Magnet School Racial Survey by Town of Residence Report(s) for the October 2015 filing period as last revised. (see step 2a)</p> <p>In order to ensure complete and current coverage of all prior adjustments, the independent accountant MUST request that the LEA run the report ON THE DAY fieldwork is started. The print date/time of these reports will appear in paragraph #1 of the Independent Accountant's Report to the CSDE.</p>		
<p><u>For Full-Time RESC Interdistrict Magnet Schools:</u></p> <p>4. a) <i>For each Full-Time RESC Interdistrict Magnet School, select a sample for testing. The sample must include at least 5% of all students (minimum of 10 or maximum of 25) from the October Audit File Download for the October 2015 filing period which is reported on the Magnet School Racial Survey by Town of Residence Report.</i></p>		

AGREED UPON PROCEDURES FOR PSIS DATA ELEMENTS (CONT'D)

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>b) For each student selected for testing, agree information shown on the Audit File Download to enrollment records or comparable documentation. Include confirmation of the following data elements:</p> <ul style="list-style-type: none"> ✚ First Name ✚ Last Name ✚ Resident Town ✚ Student Enrolled at No Local Expense ✚ Race/Ethnicity ✚ Free/Reduced Meals 		
<p>c) Trace student sample to class attendance records for October 1, 2015 to confirm students enrolled and attending.</p>		
<p>d) <u>Any identified variances should be discussed with the RESC administrator, referenced in the report and corrected by the RESC, if necessary.</u></p>		
<p><u>For Part-Time RESC Interdistrict Magnet Schools:</u></p>		
<p>5. a) <i>For each Part-Time RESC Interdistrict Magnet School, select a sample for testing. The sample must include at least 5% of all students (minimum of 10 or maximum of 25) from the October Audit File Download for the October 2015 filing period which is reported on the Magnet School Racial Survey by Town of Residence Report.</i></p>		
<p>b) For each student selected for testing, agree information shown on the Audit File Download to enrollment records or comparable documentation. Include confirmation of the following data elements:</p> <ul style="list-style-type: none"> a. First Name b. Last Name c. Resident Town 		
<p>c) Trace student sample to class attendance records for October 1, 2015 to confirm students enrolled and attending.</p>		

AGREED UPON PROCEDURES FOR PSIS DATA ELEMENTS (CONT'D)

	Procedure Performed By	Comments, References to Analyses, Etc.
d) <u>Any identified variances should be discussed with the RESC administrator, referenced in the report and corrected by the RESC, if necessary.</u>		

FOLLOW-UP, REPORT PREPARATION AND SUBMISSION

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>Perform the following:</p> <p>6. Present all AUP findings to the preparer and/or the RESC’s administrator. All parties should understand the reasons for these findings and agree that corrections should be made. In the event that an agreement cannot be reached, the independent accountant should report the issue in the Independent Accountant’s Report. The CSDE will resolve.</p>		
<p>7. For data corrections, direct the preparer (or other appropriate RESC school personnel) to enter the required revisions into the CSDE's database via the internet application and print a copy of the revised reports which reflect AUP adjustments.</p>		
<p>8. Prepare the “Independent Accountant’s Report” to the CSDE (see page 10 for a pro forma report). Appropriate modifications and/or notifications should be made if errors were noted or other unusual circumstances were encountered.</p>		
<p>9. If there are no adjustments, it is sufficient for the Independent Accountant’s Report [first paragraph] to reference only the <u>print date and time</u> of the printouts that were reviewed. It is not necessary to attach printouts to the report, although copies of the applicable printouts must be retained with the AUP workpapers.</p> <p>If there are adjustments, printouts which incorporate all AUP adjustments must be referenced by <u>print date and time</u> in the Independent Accountant’s Report [third paragraph]. (See page 11 for schedule of AUP findings options)</p>		
<p>10. Submit a signed copy of the Independent Accountant’s Report to:</p> <p>Kathy Demsey Chief Financial Officer Connecticut State Department of Education Finance and Internal Operations Office Bureau of Grants Management - Room 325 165 Capitol Avenue Hartford, Connecticut 06106 Email Address: grants.sde@ct.gov (See Note 3 on Page 12)</p>		

 FOLLOW-UP, REPORT PREPARATION AND SUBMISSION (CONT'D)
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 <u>REPORT CHECKLIST</u>	Yes	If No, Please Explain
11. Have all errors been corrected by using the internet application revision process?		
12. Has a copy of each final internet application printout which was prepared previously in step 7 been referenced (print date and time) in the Independent Accountant's Report and retained with the AUP workpapers? It is not necessary to attach copies of internet application printouts to the audit report, although copies of the printouts must be retained with the AUP workpapers.		
13. Have all corrections which resulted from AUP findings been reviewed with the magnet school's administrator?		

PRO FORMA ACCOUNTANT'S REPORT

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES (AUP)

Date:

Administrator
Regional Educational Service Center
Town of XX, CT 06000

We have performed the procedures included in the Connecticut State Department of Education's (CSDE's) AUP Package, which were agreed to by the CSDE and the XX Regional Educational Service Center (RESC), solely to assist the CSDE in evaluating certain school year grant data as printed on CSDE's internet application in connection with education reimbursement claims submitted by the XX RESC for the year ended June 30, 2016. The school year grant data is reported on the following CSDE forms and data systems:

10/2015 PSIS (Magnet School Racial Survey by Town of Residence Report(s))
(List each school and specify print date of the report for each school)

Management is responsible for the XX RESC's compliance with the CSDE requirements. This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the CSDE. Consequently, we make no representation regarding the sufficiency of the procedures described in the CSDE's AUP Package either for the purpose for which this report has been requested or for any other purpose.

(Option 1) As a result of performing the procedures included in the CSDE's AUP Package, no exceptions were noted.

(Option 2) As a result of performing the procedures included in the CSDE's AUP Package, certain matters came to our attention that caused us to believe that the accompanying adjustments contained in Schedule 1 should be recorded to the school year grant data reported on the PSIS Report (**See Note 1**). The adjustments are incorporated in the following internet application printouts: (**Specify print date and time of day of the PSIS printout (See Note 2) as appropriate**). [We were unable to (describe scope limitation, if applicable.)]

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, we do not express such an opinion. Had [we been able to (refer to scope limitation)] or had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the CSDE and the XX RESC and is not intended to be and should not be used by anyone other than these specified parties.

 **EXAMPLE - SCHEDULE 1 (SCHEDULE OF AUP FINDINGS)**

NEW FOR 2015-2016

OPTION 1

Reference the revised PSIS report, which includes the October 2015 PSIS adjustments, in paragraph 3 of the Independent Accountant’s Report AND attach the Schedule of Findings ([PSIS Excel Spreadsheet](#)) as part of the report submission to CSDE’s Bureau of Grants Management.

OPTION 2

Reference the revised PSIS report, which includes the October 2015 PSIS adjustments, in paragraph 3 of the Independent Accountant’s Report AND complete Schedule 1 (Schedule of AUP Findings). The report and schedule of findings will be submitted to CSDE’s Bureau of Grants Management.

(Name of RESC)

The following findings pertain to our performance of procedures specified in the CSDE's AUP Package for PSIS Data Elements.

PSIS Data

Finding #1: The resident town was misreported for 3 students.

Recommended Revisions:

<u>Student Last Name/SASID</u>	<u>Resident Town Per PSIS Data System</u>	<u>Proposed Adjustment</u>	<u>Adjusted PSIS Data System</u>
xxxxx	xxxxxxx	xxxxxx	xxxxxxxxx
xxxxx	xxxxxxx	xxxxxx	xxxxxxxxx
xxxxx	xxxxxxx	xxxxxx	xxxxxxxxx

NOTES

NOTE (1)	Only the forms being revised should be referenced in this sentence.
NOTE (2)	<u>PSIS data revisions must be listed in the Schedule of Findings (See Schedule of Findings on page 11 for reporting options).</u>
NOTE (3)	If the Independent Accountant intends to submit an electronic version of the Independent Accountant's Report, please email the report by Tuesday, January 3, 2017 to the Bureau of Grants Management at grants.sde@ct.gov. The entity should be indicated in the subject and the attachments (pdf and/or excel) should be referenced by name in the body of the email. When an email is received, the account will send an automated response, which will serve as your confirmation of receipt.