AUDIT MONITORING PROCESS EFFECTIVE DATE 07/01/2013
SIGNATURE:
SOP 4.1
PROPOSED BY: **Special Projects Director**

PURPOSE

The AUDIT MONITORING PROCESS supports informed oversight by ensuring that the results of the annual financial audit are reviewed and responded to by the school, including important matters such as noncompliance findings and findings for recovery that represent public funds that must be paid back by the school.

SCOPE

The AUDIT MONITORING PROCESS applies to CSS staff who attend post audit reviews (including a desk review where post audit meetings are waived).

PROCEDURE

The Auditor of State contacts the President or designee upon completion of the audit and scheduling of the post audit conference. As a general matter, absent compelling circumstances, CSS staff will request and attend a post audit conference for all St. Aloysius sponsored schools.

1. CSS Fiscal Operations Department or Legal Department staff member or designee is responsible for reviewing the audit and attending the post audit conference in person or via conference call. A representative from St. Aloysius will also be included in the post audit conference, either in person or by conference call.
2. Schools frequently waive the post audit conference. In such cases, CSS will request a post audit conference with the auditor even if the governing authority waives the conference. It is CSS policy that post audit conference participation is an important step in monitoring and oversight of the school's fiscal health and financial procedures.
3. After participation in the post audit conference, CSS Fiscal Operations Department or Legal Department designee shall communicate with the General Counsel and CFO to review the result of the audit, including any potential audit findings.

4. When the post audit conference or the final audit indicates an area of concern, CSS will make proactive recommendations to the school governing authority regarding financial decision-making.
5. CSS staff member who participated in the post audit conference then monitors Auditor of State website for official release of audit.
6. If the final audit has a finding of any nature, the staff member, in consultation with the CFO and General Counsel will send an audit corrective action plan request to the governing authority. The CORRECTIVE ACTION PLAN PROCESS outlined in SOP 3.9 will then be followed.
7. If the final audit includes a management letter and/or recommendation to the school, or it is determined that the school has violated the contract or is financially deficient the staff member in consultation with the CFO and General Counsel will determine if an audit corrective action plan is necessary.   The CORRECTIVE ACTION PLAN PROCESS outlined in SOP 3.9 will then be followed.

DOCUMENTATION / VERIFICATION

Audits and management letters are retained on the S drive as follows as well as corrective action plans when necessary:

Location of documentation:
>   S:/State Audit Reports
>   S:/Corrective Action Plans

Naming convention: Year/School Name/Document or Year/Document/School Name/Date
>   Ex: State Audit Reports/Year/ABC School/Audit
>   Ex: Corrective Action Plans/SY/CAP Letter Sent/School Name/Date

Supporting documentation included with this process:

1. Sample audits may be attained through the Auditor of State website: http://www.auditor.state.oh.us/auditsearch/search.aspx
2. Sample audit corrective action plan

DOCUMENT HISTORY

Orig. Date Jan. 2013

Rev. Date October 2015

Rev. Date March 2017

Rev. Date November 2018

REVIEW AND APPROVAL

Reviewer of the AUDIT MONITORING PROCESS is as follows:

Reviewed By: <u>Management Team</u>   Date: <u>11/19/18</u>

Approved By: <u>President: David L. Cash, Jr.</u>   Date: <u>11/19/18</u>

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The AUDIT MONITORING PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.