



AUDIT MONITORING PROCESS

EFFECTIVE DATE 07/01/2013

SOP 4.1

SIGNATURE

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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 Compliance 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, the Compliance Department staff member or designee shall communicate with the General Counsel and Fiscal Department 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. The CSS staff member who participated in the post audit conference then monitors the Auditor of State website for the official release of the audit.
6. If the final audit has a finding of any nature, the staff member provides the Vice President of Compliance a summary of the findings and suggested remedies. The Vice President of Compliance will review the summary and recommendations with the President to determine if any additional steps need to be taken (ie CAP, suspension, etc.)The steps listed in the corresponding SOP 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 Vice President of Compliance will determine if an audit corrective action plan or other follow-up is necessary. The corresponding SOP 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

DOCUMENT HISTORY

Orig. Date Jan. 2013

Rev. Date October 2015

Rev. Date March 2017

Rev. Date November 2018

Rev. Date April 2021

REVIEW AND APPROVAL



Reviewer of the AUDIT MONITORING PROCESS is as follows:

Reviewed By: Management Team

Date: 05/27/2021

Approved By: President: David L. Cash, Jr.

Date: 06/04/2021

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.