



## **AUDIT MONITORING PROCESS**

**EFFECTIVE DATE 07/01/2013**

**SOP 4.1**

**SIGNATURE**

A handwritten signature in black ink, appearing to be "R. J. [unclear]".

**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, management letters 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 Vice President of Compliance to review any potential audit findings or other areas requiring follow up action.
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 monthly 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.
8. If it is determined that there was a finding for recovery against the school and sponsor fees were collected on the amount identified by the auditor, CSS in conjunction with St. Aloysius will return the appropriate fee to the Auditor of State upon notification of the finding for recovery. If the School owed sponsor fees to St. Aloysius that were not paid and that amount exceeds the fee on the finding for recovery, no payment shall be made to the Auditor. CSS will however notify that auditor in writing the details of why the sponsor fee is not being refunded.

### **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  
Rev. Date April 2022  
Rev. Date July 2022

## **REVIEW AND APPROVAL**

Reviewer of the AUDIT MONITORING PROCESS is as follows:

Reviewed By: Management Team

Date: 7/27/2022

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

Date: 7/27/2022

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.