

## STANDARD OPERATING PROCEDURE 6.01: AUDIT MONITORING PROCESS

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July 1, 2025

### A. 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.

### B. APPLICABILITY

The AUDIT MONITORING PROCESS applies to Services Team who attend post audit reviews, and the Legal Department to review the findings.

### C. DEPARTMENT RESPONSIBILITIES

**Responsible Department:**     **Services Team**

*Other Departments:*             *Legal Department*  
    *C Suite Level Executives*

### D. PROCEDURE

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

1. The Services Team 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 Services Team shall communicate with the Legal Department and the C Suite Level Executives to review any potential audit findings or other areas requiring follow-up action.
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4. When the post audit conference or the final audit indicates an area of concern, The Services Team will contact the school leader, treasurer, or legal counsel and request information regarding the area of concern. The Services Team will communicate this information to the Legal Department.
5. If after the contact with the school leader, treasurer, or legal counsel, there are still concerns regarding the school's compliance with audit procedures, the Legal Department may determine an intervention is appropriate for the school governing authority regarding financial decision-making.
6. The Services Team then monitors the Auditor of State website regularly for the official release of the audit.
7. If the final audit has a finding of any nature, including a management letter, or recommendations to the school, the Services Team shall contact the treasurer of the school and ask for an explanation and request the remedies the school has made. After communication with the school, the Services Team provides the Legal Department a summary of the findings, letter or recommendations and suggested remedies. The Legal Department will review the summary and recommendations 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.
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 or the terms of the charter contract. 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.

## **E. DOCUMENTATION**

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

*Location of documentation:*

S:/Auditor Files

Supporting Documentation:

Audits Released (by calendar year/release date)

Post Audit Conferences (by date of post audit conference)

Management Letters (by date of management letter release)

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## **F. GLOSSARY**

Audit, financial, noncompliance findings, management letters, findings for recovery, post audit, fiscal health, findings, area of concern, treasurer, recommendations

## **G. CROSS REFERENCED SOP'S**

None

## **H. REVIEW AND APPROVAL**

Approved By: Chief Executive Officer David L. Cash, Jr.

Date: 06/30/2025

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