

Audit Committee Meeting

JANUARY 13, 2021

2019-2020 Internal Audit Plan

2019-2020 Audit Plan - Operational Audits

Band Instrument Inventory- Completed

Final Report Issued October, 2020

Areas for Improvement:

1. **Missing Instruments**
 - 153 instruments, with a replacement value of \$439,358, were not able to be located.
2. **Instruments not on Charms Inventory**
 - 280 instruments, with a replacement value of \$744,028, were not on the Charms inventory
3. **Instrument Documentation**
 - 320 instances where either the proper check-out sheet was missing or a non-authorized method was used to track the instruments.

2019-2020 Audit Plan - Operational Audits

Band Instrument Inventory- Follow-up

- Establish inventory reporting dates and format (*in progress, to be finalized by March 5, 2021*)
- Annual campus inventory submitted to Fine Arts and Audit by May 15, signed by campus principal and the Administrative Coordinator of Fine Arts (*to be communicated by March 5, 2021*)
 - Designated person (head band director) will be responsible for completing the process and reports (*to be finalized with campus principals by March 5, 2021*)
- Written standards provided to campuses, along with policies and procedures (*in progress, to be finalized by March 5, 2021*)
- Instrument distribution guidelines (*in progress, to be finalized by March 5, 2021*)
- Digitized and hard-copy record keeping procedures (*in progress, to be finalized by March 5, 2021*)
- Provide annual training for Band Directors covering: (*Scheduled for Jan 4, 2021*)
 - Check-out processes
 - Inventory processes
 - Repair processes
 - Lost/stolen Instrument procedures
 - Irreparable Instrument procedures

2020-2021 Internal Audit Plan

2020-2021 Internal Audit Plan – Activity Funds

Campus	
The Woodlands High School – Complete	McCullough Junior High – Complete
Oak Ridge High School– Complete	Cox Intermediate
The Woodlands College Park High School	Stockton Junior High
Grand Oaks High School	Hailey Elementary
Conroe High School	Glen Loch Elementary
Caney Creek High School	

2020 - 2021 Audit Plan - Operational Audits

Payroll/Leave – Complete

Final Report Issued December, 2020

Areas for Improvement:

- 1. The Payroll department responsibilities are not consistent with departments outside of the District.**
 - Payroll should be a process function and not a decision making one.
- 2. Number of times per year changes are made to Bus Driver/Monitor standard rate**
 - This is a very time intensive process in Payroll. Internal Audit noted that 93.4% of the changes are made during the August and October timeframe.
- 3. The large number of changes to driver/monitor standard hours (336 so far this year) requires significant Payroll resources to process.**
 - 90% are for 1 hour or less

2020-2021 Internal Audit Plan – Operational Audits

Transportation – In Progress

Bus Routing Efficiency

Inventory controls

Management of fuel costs

General Operations

2020-2021 Proposed Internal Audit Plan – Operational Audits

Child Nutrition – March 2021

Review compliance with CISD/State/Federal policies and procedures

Cash controls

Review of contracts related to food services

Flex-20 Construction Close Out – June 2021

Review final cost calculations and backup documentation for:

- **Cost of Work**
- **Statement of Values**
- **Allowances**
- **Change Orders**
- **Retainage**
- **Payments to the CMAR**