

**WOODBRIAGE SCHOOL DISTRICT**

**INDEPENDENT ACCOUNTANTS' REPORT  
ON APPLYING AGREED-UPON PROCEDURES**

**STUDENT ACCOUNTING AND ENROLLMENT AS OF  
SEPTEMBER 30, 2011**

**AUTHORIZED POSITIONS AND OCCUPATIONAL -  
VOCATIONAL FUNDS, FISCAL YEAR ENDED JUNE 30, 2011**

Report Issued: March 13, 2012

**B E L F I N T  
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## Independent Accountants' Report on Applying Agreed-Upon Procedures

The Honorable Lillian M. Lowery, Ed.D.  
Secretary, Department of Education  
Townsend Building, Suite 2  
401 Federal Street  
Dover, DE 19901

Phyllis Kohel, Ed.D.  
Superintendent  
Woodbridge School District  
16359 Sussex Highway  
Bridgeville, DE 19933

Dear Secretary Lowery and Dr. Kohel:

We have performed the procedures enumerated below, which were agreed to by the Department of Education (DOE) and Woodbridge School District (District) solely to assist you, the specified parties, in evaluating the compliance and effectiveness of the District's internal control over compliance with *Delaware Code*, Title 14, Chapters 13 and 17, Senate Bill 385 and *Delaware Administrative Code*, Title 14, Subsections 525, 701 and 925. Procedures were performed for student accounting and enrollment as of September 30, 2011. In addition, procedures were performed for authorized positions and occupational-vocational unit Division II funding for Fiscal Year ended June 30, 2011. Management is responsible for the District's internal control over compliance with the requirements related to the above areas.

This agreed-upon procedures attestation engagement was performed in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States and the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

### STUDENT ENROLLMENT

**Agreed-Upon Procedure Number 1:** Determine if the District's policies and procedures for preparing, reviewing and reporting the September 30 student count are adequate.

#### Criteria

The State of Delaware *Budget and Accounting Policy Manual* states, "Department or agency heads are responsible for establishing and maintaining an effective system of internal control." Further, the manual states, "A well-designed system of controls must include written policies

**Agreed-Upon Procedure Number 1-continued:**

Criteria-continued

and procedures to ensure that each control objective is met.” State of Delaware regulations provide guidance on processes it considers necessary for adequate written internal controls over preparing, reviewing and reporting the September 30 student count. Additional guidance is outlined in the DOE’s *Instructions for Unit Count Reporting in eSchoolPlus* dated July 2011, and the *2011 Summary of Delaware Code and Department of Education Regulations for Student Accounting for the September 30<sup>th</sup> Enrollment and Unit Computation*.

Condition

We obtained the District's written policies and procedures regarding the September 30 student count. Our review determined that the necessary processes identified by the State of Delaware are included in the District's written policies and procedures.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed-Upon Procedure Number 2:** Determine if the District properly reported enrollment figures to the DOE. Calculate the dollar impact of disallowed students, if applicable.

Criteria

*Delaware Administrative Code*, Title 14, Chapter 700, Subsection 701 entitled “Unit Count” mandates each school to assemble a comprehensive enrollment file that contains all necessary support materials to substantiate the enrollments reported. For students not in attendance at school during the last 10 school days of September during which students are required to be in attendance, specific information shall be on file to substantiate their inclusion in the enrollment count.

Condition

We obtained documentation from the District including attendance registers and other support to determine if students were properly included in or excluded from enrollment figures reported to the DOE. Our procedures determined that a preschool student who enrolled on September 27, 2011 and began attendance on October 3, 2011 was improperly included in the District’s September 30 student count.

Cause

This student was incorrectly included in the September 30 student count due to an error that was made when generating reports that were utilized during the review of students at the school level.

**Agreed-Upon Procedure Number 2-continued:**

Effect

The District improperly reported enrollment figures to the DOE. As a result, the District incorrectly received .08 units, equivalent to \$7,062 in State funding.

**Recommendation:** It is our recommendation the District repay the State of Delaware \$7,062 and thoroughly review *Delaware Administrative Code*, Title 14, Chapter 700, Subsection 701 entitled "Unit Count" to prevent future noncompliance.

**District Response:** The District has reviewed the proper procedures and documentation with the proper individuals to prevent reoccurrence in the future.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed-Upon Procedure Number 3:** Select ten percent (10%) or a minimum of five "Individualized Education Program" (IEP) files at each school to verify that each file contains the required documentation in accordance with the DOE's Special Education Regulations 922-929. Calculate the dollar impact of disallowed students, if applicable.

Criteria

*Delaware Administrative Code*, Title 14, Chapter 900, Subsection 925 entitled "Children with Disabilities Subpart D, Evaluations, Eligibility Determination, and Individualized Education Programs"

Condition

We selected a total of 26 IEP files. One file selected did not include a current IEP as required in accordance with DOE's Special Education Regulations 922-929. Documentation was provided by the District that confirmed an IEP meeting had taken place and special education services had been approved through April 8, 2012. As a result, the student was correctly categorized in the Districts' September 30 student count and should not be disallowed.

Cause

The lack of a secondary review process of school IEP files led to the above condition.

Effect

One IEP file selected did not include a current IEP as required with DOE's Special Education Regulations 922-929. Incomplete IEP files create a greater risk of improper reporting during the September 30 student count.

**Agreed-Upon Procedure Number 3-continued:**

**Recommendation:** It is our recommendation the District implement a secondary review over their IEP files to ensure completeness with applicable DOE guidelines and regulations.

**District Response:** The District is in agreement that a secondary review process needs to occur with IEP files and will implement this process for the next review process. The Supervisor of Student Services will administer this secondary review process in the future.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed-Upon Procedure Number 4:** Select ten percent (10%) or a minimum of five students enrolled in the Cooperative Education and Diversified Education Programs and confirm that the students' files contain the required documentation in accordance with the DOE's Administrative Directives. Calculate the dollar impact of disallowed students, if applicable.

Criteria

*Delaware Administrative Code*, Title 14, Chapter 500, Subsection 525 entitled "Requirements for Career and Technical Education Programs"

Condition

The District did not report students in Cooperative Education and Diversified Education Programs during the September 30 student count; therefore, these procedures were not applicable.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported that the District did not report students in Cooperative Education and Diversified Education Programs during the September 30 student count; therefore, these procedures were not applicable.

**AUTHORIZED POSITIONS**

**Agreed-Upon Procedure Numbers 1 and 2:**

- Determine if the District's control procedures for monitoring, tracking and reconciling the number of employees are adequate.
- Determine if the District's control procedures for monitoring and tracking salaries charged to the State's general fund are adequate.

**Agreed-Upon Procedure Numbers 1 and 2-continued:**

Criteria

The State of Delaware *Budget and Accounting Policy Manual* states, "Department or agency heads are responsible for establishing and maintaining an effective system of internal control." Further, the manual states, "A well-designed system of controls must include written policies and procedures to ensure that each control objective is met." State of Delaware's regulations provide guidance on processes it considers necessary for adequate internal controls over monitoring, tracking, and reconciling the number of employees and the amount of salary expense charged to the State's general fund.

Condition

We obtained the District's written policies and procedures for monitoring, tracking, and reconciling the number of employees and monitoring and tracking salaries charged to the State's general fund. Our review determined that the necessary processes identified by the State of Delaware are included in the District's written policies and procedures.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed-Upon Procedure Number 3:** Compare the number of paid positions by category to the number of authorized positions per *Delaware Code*, Title 14, Chapters 13 and 17.

Criteria

*Delaware Code*, Title 14, Chapters 13 and 17 entitled "Salaries and Working Conditions of School Employees" and "State Appropriations"

Condition

For the Fiscal Year ended June 30, 2011, the District's authorized number of positions as calculated per the *2010-2011 Position Entitlement Report* was 215.89. This amount must be adjusted down by the number of positions assigned to certain special needs programs that do not exist within the District. As a result, 215.89 of total authorized positions less 1.36 special needs positions not operational at the District resulted in an adjusted authorized position amount of 214.53 for the Fiscal Year ended June 30, 2011.

As determined by the payroll report detailing wages paid on March 26, 2011, the District paid 205.68 positions and was operating within its number of authorized positions by category.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed-Upon Procedure Number 4:** Recalculate the annual salary of the following selected positions to determine if employees were paid in accordance with *Delaware Code*, Title 14, Chapter 13:

Superintendents =	100%
Assistant Superintendents =	100%
Principals =	100%
Directors =	100%
Classroom Teachers =	10%

Criteria

*Delaware Code*, Title 14, Chapter 13 entitled “Salaries and Working Conditions of School Employees”

Condition

We recalculated the annual salaries of 1 superintendent, 1 assistant superintendent funded as an administrative assistant, 3 principals, and 15 teachers utilizing the payroll report detailing wages paid on March 26, 2011. Our recalculation determined that the salary of 1 principal had been incorrectly calculated during the Fiscal Year ended June 30, 2011.

Cause

The District failed to increase the principal’s responsibility index in accordance with the increase in Division I units earned by that principal’s school.

Effect

\$466 of salary expense entitled to be disbursed from the State’s general fund was disbursed from another funding source of the District’s.

**Recommendation:** It is our recommendation the District implement a secondary review process of all administrator salary calculations to ensure compliance with *Delaware Code*, Title 14, Chapter 13.

**District Response:** The District is agreement that a secondary review process of all administrator salary calculations is in need of implementation. The Assistant Superintendent will complete this review process in the future.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we determined that the responsibility index of two principals had not been updated in accordance with the increase in Division I units earned by their respective schools. We recommended the District consult with the DOE and the principals affected to determine an appropriate form of restitution. After a thorough review it was determined that both principals received their total amount of compensation.

**OCCUPATIONAL-VOCATIONAL UNIT DIVISION II FUNDS**

**Agreed-Upon Procedure Number 1:** Obtain confirmation from the DOE if the District was granted a waiver of the ninety percent (90%) requirement to allocate the occupational-vocational unit Division II funding to each school that generated the funding.

Criteria

*Delaware Code*, Title 14, Chapter 17, Subsection 1706 entitled “Determination of Amount of Division II Appropriation”

Condition

The District chose not to request a waiver from the DOE; therefore, the District must comply with the ninety percent (90%) requirement to allocate the occupational-vocational unit Division II funding to each school that generated the funding. Refer to Occupational-Vocational Unit Division II Funds *Agreed-Upon Procedure Numbers 2 and 3* for procedures performed regarding compliance with the requirement.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed-Upon Procedure Number 2:** Review expenditure documents to determine if Fiscal Years (FY) 2010 and 2011 occupational-vocational funds expended from July 1, 2010 through June 30, 2011 were (1) expended for State-approved occupational-vocational courses and programs within the District, (2) supported by adequate documentation and (3) properly coded in the First State Financial System (FSF). Our sample was selected as:

For funds received during FY2010 (0265-10 funding) but spent during FY2011, and for funds received and spent during FY2011 (0265-11 funding), select 10 transactions between the range of \$100 to \$1,000 and twenty percent (20%) of transactions greater than \$1,000 or a minimum of 5 transactions (whichever is greater).

Criteria

*Delaware Code*, Title 14, Chapter 17, Subsection 1706 entitled “Determination of Amount of Division II Appropriation”

Condition

We examined the following:

Funding Year	Number of Expenditures		Total Dollar Amount of Expenditures	
	Population	Sample	Population	Sample
FY2010	9	9	\$ 3,893	\$ 3,893
FY2011	103	15	50,350	15,339

**Agreed-Upon Procedure Number 2-continued:**

Condition-continued

All expenditures were determined to be (1) expended for State-approved courses and programs within the District, (2) supported by adequate documentation and (3) properly coded in FSF.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported no finding and recommendation for this procedure.

**Agreed Upon Procedure Number 3:** Review financial records to determine if FY2010 and FY2011 occupational-vocational funds were properly allocated to and spent by the schools within the District that generated the funding.

Criteria

*Delaware Code*, Title 14, Chapter 17, Subsection 1706 entitled "Determination of Amount of Division II Appropriation"

Condition

We determined a middle school invoice for FY2011 occupational-vocational purchases had been incorrectly coded as a disbursement from the District's high school's allocated amount. Subsequent to June 30, 2011 the District discovered the error and completed a voucher correction to properly recode the disbursement from the District's high school to the District's middle school. As a result, FY2010 and FY2011 occupational-vocational funds were properly allocated to and spent by the schools within the District that generated the funding.

**Status of Prior Year Finding and Recommendation:** In our prior and most recent agreed-upon procedure report dated January 29, 2009, we reported Woodbridge High School and Phyllis Wheatley Middle School incorrectly expended a total of \$744 and \$269, respectively, of occupational-vocational funds. We recommended the District repay through local funds a total of \$1,013 and make those funds available to the schools which generated the amounts. The District has implemented this recommendation.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance with specified laws. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the DOE and the District and should not be used by those who have not agreed to the procedures and have not taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited. This report, as required by statute, was provided to the Office of Auditor of Accounts, Office of the Governor, Office of Controller General, Office of Attorney General, Office of Management and Budget, the Department of Finance, and the Officer of the State Treasurer.

*Belfint, Lyons & Shuman, P.A.*

January 26, 2012  
Wilmington, Delaware

## *Distribution of Report*

Copies of this report have been distributed to the following public officials:

### Executive Branch

The Honorable Jack A. Markell, Governor, State of Delaware  
The Honorable Thomas J. Cook, Secretary, Department of Finance  
The Honorable Ann S. Visalli, Director, Office of Management and Budget  
Mr. Kristopher Knight, Director, Division of Accounting, Department of Finance  
The Honorable Lillian Lowery, Ed.D., Secretary, Department of Education  
Ms. Karen Field Rogers, Associate Secretary, Financial Reform and Resource Management, Department of Education  
Mr. Robert Czeizinger, Director, Technology Resources and Data Development, Department of Education  
Ms. Emily Falcon, Director, Financial Reform and Resource Management, Department of Education

### Legislative Branch

The Honorable Russell T. Larson, Controller General, Office of the Controller General

### Other Elective Offices

The Honorable R. Thomas Wagner, Jr., State Auditor, Office of Auditor of Accounts  
The Honorable Joseph R. Biden, III, Attorney General, Office of the Attorney General  
The Honorable Chipman Flowers, Jr., Esq., Treasurer, Office of the State Treasurer

### Other

Mr. Paul M. Breeding, President, Woodbridge School District Board of Education  
Mr. Walter N. Rudy, Vice President, Woodbridge School District Board of Education  
Dr. Phyllis Kohel, Superintendent, Woodbridge School District

This report can be accessed online through the Auditor of Accounts (AOA) website at <http://auditor.delaware.gov>.