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Auditor of State

From: Auditor of State's Center for Audit Excellence
To: All IPA Firms
Subject: Community School Guidance
Date: October 11, 2017

The following items are addressed in the memo below with regards to Community Schools:

- Change in distribution of community school FTE review and other related letters from ODE.
- Reminder to invite community school sponsors to any significant audit meetings.
- New Auditor of State (AOS) community school e-mail address.
- Clarification regarding issuing FFR's in close-out community school audits when money is owed to ODE.
- Reminder to hold a planning conference call with the Center for Audit Excellence (CFAE) prior to beginning a close-out Community School audit.
- Reminder to notify CFAE as your firm becomes aware of a Community School closing/being suspended, or changing sponsor/management company.

Change in Distribution of Community School FTE Review and Other Related Letters from ODE

- In the past, as the Auditor of State's Center for Audit Excellence received notices from ODE, they were forwarded to the Regional Chief and subsequently forwarded to the IPA, if applicable. Effective today, notices from ODE will be posted to an internal drive for AOS employees to check, as needed. IPAs will need to contact the respective regional Chief to obtain such letters.

Significant Audit Meetings – Invite Sponsors

- For any “significant” meetings with a community school, audit teams are required to notify the sponsor of the school and give them an opportunity to attend the meeting. This includes pre-audit meetings, post audit meetings, audit update meetings during the course of the engagement and any meetings in which an audit issue is discussed of more than routine business. This should include both in person and conference call meetings. This is very important as it impacts the ODE Sponsor evaluations.
- For further information, please see ORC 117.105, ORC 3314.019, and <http://www.ohioauditor.gov/ipa/correspondence/February%202017/2017-02-02%20WEB%20Community%20School%20Sponsor%20Communication.pdf>.

New AOS Community School E-mail Address

- For IPAs with Community School specific questions, the following new e-mail address has been created: CommunitySchoolQuestions@ohioauditor.gov.

Close-out Community School Audits

- Findings for Recovery should be issued in situations where a community school closes and still owes money to ODE due to overfunding.
- As a reminder, IPAs must contact CommunitySchoolQuestions@ohioauditor.gov to develop a plan for each closed/suspended school audit prior to beginning the engagement.
- In order to keep our community school records up to date, it is important that your firm notifies CommunitySchoolQuestions@ohioauditor.gov as your firm becomes aware of a school closing, being suspended, changing sponsors, changing management companies, etc.

Please contact Kelly Berger-Davis at CommunitySchoolQuestions@ohioauditor.gov with any questions.