

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
OFFICE OF INTERNAL AUDIT**

**Agreed Upon Procedures (AUP) Package for
Education Financial System Data and
October 2022 PSIS Data Elements for
Interdistrict Magnet Schools**

REGIONAL EDUCATIONAL SERVICE CENTERS

Revised August 2023

**2022-2023
October 2022 PSIS Data**

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2022-2023 Education Financial System Data
and
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DEFINITIONS

Many terms, forms, numbers, and initials that are used by education department administrators are also used in this AUP Package. This section is intended to familiarize accountants with this terminology by providing brief definitions.

RESC	Regional Educational Service Center
OSPP	The "Office of Strategic Planning and Partnerships" supports numerous projects within CSDE, including school choice legislative requirements and policies; providing information/guidance on Choice Programs, including magnet schools.
Performance Office	The "Performance Office" has the responsibility of implementing the results of the AUP for Magnet School Public School Information System data.
LEA	"Local Educational Agency," is either a city's or town's board of education, or a regional school district.
CSDE	"Connecticut State Department of Education."
BFS	The "Bureau of Fiscal Services" distributes state and federal grants to regional educational service centers. The Bureau collects a variety of data from the RESCs via the Education Financial System and the Prepayment Grants System.
EFS	The "Education Financial System" is used to report the RESC's financial operations for the year.
PSIS	The "Public School Information System" is a data system that reflects enrollments on October 1 or the full school day immediately preceding such date, in accordance with Sections 10-10a and 10-66ee of the Connecticut General Statutes. Data from this system is used to determine the RESC's share of any state and federal grants, including the Magnet School Operating grant.

GENERAL INSTRUCTIONS

NAME OF RESC _____

2022-2023

The primary objective of this program is to perform certain agreed upon procedures for the financial data (*Education Financial System and October 2022 PSIS Data Elements*) submitted by RESCs for interdistrict magnet schools.

Work performed under this program with respect to information submitted by the RESC consists of:

- ✚ **Agreeing of financial information to records audited by the RESC's independent auditors;**
- ✚ **Obtaining the RESC's methods of allocating revenues and expenses among various categories;**
- ✚ **Obtaining documentation supporting non-financial information, and;**
- ✚ **Reviewing the forms for compliance with instructions and applicable laws.**

In completing this agreed upon procedure, it might be necessary to add additional steps for any additional or alternative procedures considered appropriate. In this event, the additional or alternative procedures must be discussed with and agreed to by CSDE's Office of Internal Audit (see below) prior to the work being done. These procedures must also be explained in the workpapers and Independent Accountant's Report. All exceptions noted in performing any procedures must be investigated and resolved by appropriate means. In the absence of appropriate notations to the contrary, the signature or initials of the independent accountant who performed the procedure will indicate that there were no unresolved exceptions.

The data elements subject to these procedures under this program are also reviewed by the CSDE for clerical accuracy and for certain other aspects. The CSDE's review will continue beyond the date independent accountants are to render their reports and will often involve issues that are not communicated to the independent accountants who performed the examination. It is therefore expected that in many cases the CSDE will request RESCs to make adjustments after independent accountants have completed their reviews and rendered their reports. **For this reason, it is imperative that independent accountants include in their report a reference to the document dates (print date/time) which appear on the final internet application printouts (See Pro Forma Accountant's Report).**

A number of quality assurance reviews may be performed. The independent accountant must retain all workpapers and the AUP Package for a **minimum of five years** from the date of the report. These workpapers must be made available to the CSDE, their independent accountants, or other parties performing a review under the State Single Audit Act. **The workpapers must be sufficient to support all work performed in this AUP Package.**

NOTE: Statute requires that this report must be submitted to CSDE on or before December 31, 2023. However, because December 31, 2023 falls on a Sunday and the following Monday is a Holiday, the AUP must be submitted on or before the next business day (Tuesday, January 2, 2024).



THERE IS NO EXTENSION FOR THIS DEADLINE

Failure to meet this deadline can result in a fine from \$1,000 to \$10,000 for the RESC.

If the report is sent via email, the address is grants.sde@ct.gov (See Note 3 on Page 16). If it is sent by mail, it must be sent by certified, return receipt requested mail by January 2, 2024 to 450 Columbus Boulevard, Hartford, CT 06103 (See Step 20 on Page 12).

For questions concerning this AUP Package, please contact Tom Markoski, Office of Internal Audit, via email at Tom.Markoski@ct.gov or phone (860) 713-6538.

PREPARATION

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>1. Obtain and read the following to assist in the AUP:</p> <p>(a) Instructions for the 2022-2023 Education Financial System can be accessed on the internet at:</p> <p>https://portal.ct.gov/SDE/Fiscal-Services/EFS/EducationFinancialSystem/Documents</p>		
<p>(b) The 2022-2023 PSIS Reference Guide prepared by the Performance Office. This can be accessed on the internet at:</p> <p>https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site/Documentation#refguide</p>		
<p>(c) Financial Accounting for Local and State School Systems: 2014 Edition. This document is located on the internet at:</p> <p>https://nces.ed.gov/pubs2015/2015347.pdf</p>		
<p>(d) All relevant audit reports for the year subject to audit. These may include:</p> <ul style="list-style-type: none">  Basic Financial Statements and Auditor’s Report on the RESC.  Federal and State Single Audit Reports. 		
<p>(e) A listing of the RESC’s FY2022-2023 federal and state grants payments provided through the CSDE. The listing is available at:</p> <p>https://www.csde.state.ct.us/public/dgm/grantreports1/paydetlMain.aspx</p>		
<p>2. Obtain the following data reports, forms and information:</p> <p>(a) For PSIS data, the Magnet School Racial Survey by Town of Residence Report(s) for the October 2022 PSIS filing period as last revised.</p> <p>In order to ensure complete audit coverage of all prior adjustments, the independent accountant MUST request that the RESC run the report(s) on the day fieldwork is started. The print date/time of these report(s) will appear in paragraph #1 of the Independent Accountant’s Report to CSDE.</p>		

PREPARATION (Continued)

	Procedure Performed By	Comments, References to Analyses, Etc.
<p style="text-align: center;">(b) 2022-2023 EFS Data as last revised.</p> <p>In order to ensure complete coverage of all prior adjustments, the independent accountant MUST request that the RESC run the following report(s) ON THE DAY field work for that individual area of the package is started:</p> <ul style="list-style-type: none"> ✚ 2022-2023 EFS DR3 - Schedule Report ✚ 2022-2023 EFS DR1 - Function/Object Summary Report (District-level) ✚ 2022-2023 EFS SR1 - Function/Object Report (School-level) ✚ 2022-2023 EFS DR7 - Expenditure Reconciliation Report <p>The print date/time of each of these printouts will appear in paragraph #1 of the Independent Accountant’s Report to CSDE.</p>		
<p>(c) The October 2023 Desk Audit Findings/Variiances issued by BFS to the RESC. These findings are a result of desk reviews performed by BFS on 2022-2023 EFS data. <u>The independent accountant will obtain and read these items to confirm that all findings have been addressed by the RESC.</u></p>		

AGREED UPON PROCEDURES FOR 2022-2023 EFS DATA

	Procedure Performed By	Comments, References to Analyses, Etc.
DR3 – Schedule Report		
<p>3. Procedures for the Expenditures for Land, Buildings, Capital Construction and Debt Service Schedule are as follows:</p> <p>a) Determine that Lines BR401 and BR402:</p> <ul style="list-style-type: none"> ✚ Do not include retirement of debt incurred for equipment subject to reimbursement under a school construction grant as provided under <i>Chapter 173 of the Connecticut General Statutes</i>. 		
<p>b) Determine that Line BR202:</p> <ul style="list-style-type: none"> ✚ Does not include expenditures, which were supported by bond funds or other debt service. 		
<ul style="list-style-type: none"> ✚ Is in accordance with Appendix C of the EFS User Guide regarding CSDE definition of School Construction. 		
<ul style="list-style-type: none"> ✚ Includes current year expenditures supported by School Construction Progress Payments received, if applicable, from the state plus any local non-debt funding source for the applicable construction activity (Appendix C of the EFS User Guide). 		
<p>4. For the Transportation Schedule perform the following:</p> <p>a) Agree the amounts to underlying records.</p>		
<p>b) Re-compute the amounts reported on Lines RT101 and RT102 in accordance with EFS User Guide Section 3.7.</p>		
<p>5. Perform the following procedures for the Tuition and Transportation Revenue Schedule as follows:</p> <p>a) Perform procedures on 10% of tuition and transportation revenues by confirming such revenues with independent parties or, alternatively, agreeing the tuition or transportation revenue amounts to underlying records.</p>		
<p>b) For the items tested in Step 5a determine that the amounts were reported in the proper line in accordance with Section 3.12 of the EFS User Guide.</p>		

AGREED UPON PROCEDURES FOR 2022-2023 EFS DATA (Continued)

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>6. Procedures for the Federal Funding Schedule are as follows:</p> <p>a) Determine the correctness and appropriateness of the amounts reported by performing the following:</p> <ul style="list-style-type: none"> ✚ Starting from highest to lowest, select the amounts representing 10% of the total of Lines FR101, FR201, and FR303 and trace all amounts into audited financial records or audited financial reports. ✚ Starting from highest to lowest, select the amounts representing 10% of the total of Lines FR501, FR601, and FR703 and trace all amounts into underlying records. 		
<p>7. Procedures for the State Funding Schedule are as follows:</p> <p>a) Determine the correctness and appropriateness of the amounts reported by performing the following:</p> <ul style="list-style-type: none"> ✚ Starting from highest to lowest, select the amounts representing 10% of the total of Lines SR501, SR601 and SR703 and trace all amounts into audited financial records or audited financial reports. 		
<p>8. Procedures for the Private/Miscellaneous Funding Schedule are as follows:</p> <p>a) Determine the correctness and appropriateness of the amounts reported by performing the following:</p> <ul style="list-style-type: none"> ✚ Starting from highest to lowest, select the amounts representing 10% of the total of Lines PR101 through PR105 and PR109 and trace all amounts into audited financial records or audited financial reports. 		
<p>DR1 – District-Level Function/Object Report</p> <p>9. Obtain the supporting documentation for the amounts reported on the EFS DR1 – District-Level Function/Object Summary Report.</p> <p>a) From supporting documentation, select 40 Transactions, at a minimum 10 must be from the salaries object. Verify that the amounts have been properly classified by education type, function and object categories in accordance with Sections 4.3 – 4.5 of the EFS User Guide.</p>		

AGREED UPON PROCEDURES FOR 2022-2023 EFS DATA (Continued)

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>SR1 – School-Level Function/Object Report</p> <p>10. For one high school, one middle school, and three elementary schools, obtain the supporting documentation for the amounts reported on the EFS SR1 – School-Level Function/Object Summary Report.</p> <p style="padding-left: 20px;">a) From supporting documentation, select 20 Transactions for each school selected, at a minimum 5 must be from the salaries object. Verify that the amounts have been properly assigned/allocated to that school. Salaries can be verified via Teachers contracts, School Teacher/Grade Lists. Non-personnel costs can be verified via purchase orders and invoice documentation.</p>		
<p>DR7 – Expenditure Reconciliation Report</p> <p>11. Verify by inquiry and examination that total district “Expenditures (EFS Expenditure Detail Page)”, shown in Column 3, include applicable audit adjustments and do not include internal transactions.</p>		
<p>12. Obtain the desk audit correspondence referred to in Step 2c and confirm that all findings have been addressed by the RESC.</p>		

AGREED UPON PROCEDURES FOR PSIS DATA ELEMENTS

The CSDE uses the PSIS to collect data regarding student enrollment throughout the state of Connecticut. The PSIS data is used for federal and state grants; PSIS data also connects to other CSDE data collection systems and is used for public reporting and analysis as well. The following steps were developed to test and confirm certain data elements within this PSIS system.

The independent accountant is required to obtain and agree the documentation, which supports the September 30, 2022 enrollment data that was reported and certified to the CSDE through the PSIS system. For purposes of consistency and clarification, the following guidance as to adequacy of documentation is provided:

- ✚ School offices should provide adequate documentation to support student enrollment data contained in the PSIS system including but not limited to pupil personnel records, registration cards, report cards, class lists, invoices, etc.
- ✚ Proper coding of students such as Special Education, Pre-K, etc. should have adequate supporting documentation such as the items listed above.

If the independent accountant encounters a situation involving the unavailability of adequate documentation, Tom Markoski of the Office of Internal Audit must be contacted at (860) 713-6538 for consultation.

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>13. Obtain the Magnet School Racial Survey by Town of Residence Report(s) for the October 2022 filing period as last revised. (See Step 2a)</p> <p>In order to ensure complete and current coverage of all prior adjustments, the independent accountant MUST request that the RESC run the reports ON THE DAY fieldwork is started. The print date/time of these reports will appear in paragraph #1 of the Independent Accountant’s Report to the CSDE.</p>		
<p><u>For Full-Time RESC Interdistrict Magnet Schools:</u></p> <p>14. a) For each Full-Time RESC Interdistrict Magnet School, select a sample for testing. The sample must include at least 5% of all students (minimum of 10 or maximum of 25) from the October Audit File Download for the October 2022 filing period which is reported on the Magnet School Racial Survey by Town of Residence Report(s).</p>		

AGREED UPON PROCEDURES FOR PSIS DATA ELEMENTS (CONT'D)

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>b) For each student selected for testing, agree information shown on the October 2022 Audit File Download to enrollment records or comparable documentation. Include confirmation of the following data elements:</p> <ul style="list-style-type: none"> ✚ First Name ✚ Last Name ✚ Resident Town ✚ Grade Code ✚ Special Program Status Code ✚ Student Enrolled at No Local Expense ✚ Race/Ethnicity ✚ Free/Reduced Meals 		
<p>c) Trace student sample to class attendance records for the September 30, 2022, snapshot date to confirm that students are enrolled and attending.</p>		
<p>d) <u>Any identified variances should be discussed with the RESC administrator, referenced in the report and corrected by the RESC, if necessary.</u></p>		
<p><u>For Part-Time RESC Interdistrict Magnet Schools:</u></p>		
<p>15. a) <i>For each Part-Time RESC Interdistrict Magnet School, select a sample for testing. The sample must include at least 5% of all students (minimum of 10 or maximum of 25) from the October Audit File Download for the October 2022 filing period which is reported on the Magnet School Racial Survey by Town of Residence Report(s).</i></p>		
<p>b) For each student selected for testing, agree information shown on the October 2022 Audit File Download to enrollment records or comparable documentation. Include confirmation of the following data elements:</p> <ul style="list-style-type: none"> ✚ First Name ✚ Last Name ✚ Resident Town 		


AGREED UPON PROCEDURES FOR PSIS DATA ELEMENTS (CONT'D)

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>c) Trace student sample to class attendance records for the September 30, 2022, snapshot date to confirm that students are enrolled and attending.</p>		
<p>d) <u>Any identified variances should be discussed with the RESC administrator, referenced in the report and corrected by the RESC, if necessary.</u></p>		

FOLLOW-UP, REPORT PREPARATION AND SUBMISSION

	Procedure Performed By	Comments, References to Analyses, Etc.
<p>Perform the following:</p> <p>16. Present all AUP findings to the preparer and/or the RESC's administrator. All parties should understand the reasons for these findings and agree that corrections should be made. In the event that an agreement cannot be reached, the independent accountant should report the issue in the Independent Accountant's Report. The CSDE will resolve.</p>		
<p>17. For data corrections, direct the preparer (or other appropriate RESC school personnel) to enter the required revisions into the CSDE's database via the internet application and print a copy of the revised reports which reflect AUP adjustments.</p>		
<p>18. Prepare the "Independent Accountant's Report" to the CSDE (See Page 14-15 for a Pro Forma Report). Appropriate modifications and/or notifications should be made if errors were noted or other unusual circumstances were encountered.</p>		
<p>19. If there are no adjustments, it is sufficient for the Independent Accountant's Report [first paragraph] to reference only the <u>print date and time</u> of the printouts that were reviewed. It is not necessary to attach printouts to the report, although copies of the applicable printouts must be retained with the AUP workpapers.</p> <p>If there are adjustments, printouts which incorporate all AUP adjustments must be referenced by <u>print date and time</u> in the Independent Accountant's Report [third paragraph].</p>		
<p>20. Submit a signed copy of the Independent Accountant's Report to:</p> <p>Roger Persson, Chief of Fiscal & Administrative Services Bureau of Fiscal Services Connecticut State Department of Education 450 Columbus Boulevard, Suite 404 Hartford, Connecticut 06103 Email Address: grants.sde@ct.gov (See Note 3 on Page 16)</p>		

 **FOLLOW-UP, REPORT PREPARATION AND SUBMISSION (CONT'D)**

 <u>REPORT CHECKLIST</u>	Yes	If No, Please Explain
21. Have all errors been corrected by using the internet application revision process?		
22. Has a copy of each final internet application printout which was prepared previously in Step 17 been referenced (print date and time) in the Independent Accountant’s Report and retained with the AUP workpapers? It is not necessary to attach copies of internet application printouts to the audit report, although copies of the printouts must be retained with the AUP workpapers.		
23. Have all corrections which resulted from AUP findings been reviewed with the magnet school’s administrator?		

PRO FORMA ACCOUNTANT'S REPORT

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES (AUP)**

Date:

Administrator
Regional Educational Service Center
Town of XX, CT 06000

We have performed the procedures included in the Connecticut State Department of Education's (CSDE's) AUP Package, which were agreed to by the CSDE and the XX Regional Educational Service Center (RESC), solely to assist the CSDE in evaluating certain school year grant data as printed on CSDE's internet application in connection with education reimbursement claims submitted by the RESC for the year ended June 30, 2023. The school year grant data is reported on the following CSDE forms and data systems:

- ✚ **10/2022 PSIS (Magnet School Racial Survey by Town of Residence Report(s)) (LIST EACH SCHOOL and specify print date and time of the report for each school)**
- ✚ **2022-2023 EFS DR3 - Schedule Report** [specify print date and time of the internet application report]
- ✚ **2022-2023 EFS DR1 - Function/Object Summary Report (District-Level)** [specify print date and time of the internet application report]
- ✚ **2022-2023 EFS SR1 - Function/Object Report (School-Level)** [specify print date and time of the internet application report]
- ✚ **2022-2023 EFS DR7 - Expenditure Reconciliation Report** [specify print date and time of the internet application report]

The RESC has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of assisting the CSDE in evaluating certain school year grant data. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The RESC's management is responsible for the school year grant data as printed on CSDE's internet application in connection with education reimbursement claims submitted by the RESC for the year ended June 30, 2023. The sufficiency of the procedures is solely the responsibility of CSDE. Consequently, we make no representation regarding the sufficiency of the procedures described in the CSDE's AUP package either for the purpose of this report has been requested or for any other purpose.

(Option 1) Refer to Appendix A for a listing of procedures in the CSDE AUP Package. As a result of performing the procedures included in the CSDE's AUP Package, no exceptions were noted.

(Option 2) Refer to Appendix A for a listing of procedures in the CSDE AUP Package. As a result of performing the procedures included in the CSDE's AUP Package, certain matters came to our attention that caused us to believe that adjustments contained in Schedule 1 should be recorded to the October 2022 PSIS Report(s) **(Step(s) XX) (See Note 1)**. Additionally certain matters came to our attention that caused us to believe that adjustments should be recorded to the school year grant data reported in the EFS printout(s) **(Step(s) XX)**. The adjustments are incorporated in the following internet application printouts: **(Specify print date and time of day for the EFS printout(s) and the PSIS printout (See Note 2) as appropriate)**. [We were unable to (describe scope limitation, if applicable.)] **(See Note 4)**.

The listing of procedures as described in Appendix A, with the exception of the steps mentioned above, were performed with no exception.

This agreed upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion or conclusion on compliance. Accordingly, we do not express such an opinion. Had we been able to (refer to scope limitation) or had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the RESC and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the CSDE and the RESC and is not intended to be and should not be used by anyone other than these specified parties.

EXAMPLE - SCHEDULE 1 (SCHEDULE OF AUP FINDINGS)

Reference the revised PSIS report(s), which included the October 2022 PSIS adjustment(s) in paragraph 3 of the Independent Accountant’s Report AND complete Schedule 1 (Schedule of AUP Findings). The report and schedule of findings will be submitted to CSDE’s BFS.

(Name of RESC)

The following findings pertain to our performance of procedures specified in the CSDE's AUP Package for PSIS Data Elements.

October 2022 PSIS Data

Finding #1: The resident town was misreported for 3 students.

Recommended Revisions:

<u>SASID</u>	<u>Resident Town Per PSIS Data System</u>	<u>Proposed Adjustment</u>	<u>Adjusted PSIS Data System</u>
XXXXX	XXXXXXX	XXXXXX	XXXXXXXXX
XXXXX	XXXXXXX	XXXXXX	XXXXXXXXX
XXXXX	XXXXXXX	XXXXXX	XXXXXXXXX

Appendix A

CSDE Agreed Upon Procedures (Rev. 8-2023)

The CSDE Agreed Upon Procedures (Rev. 8-2023) must be attached to the Independent Accountant’s Report.

NOTES

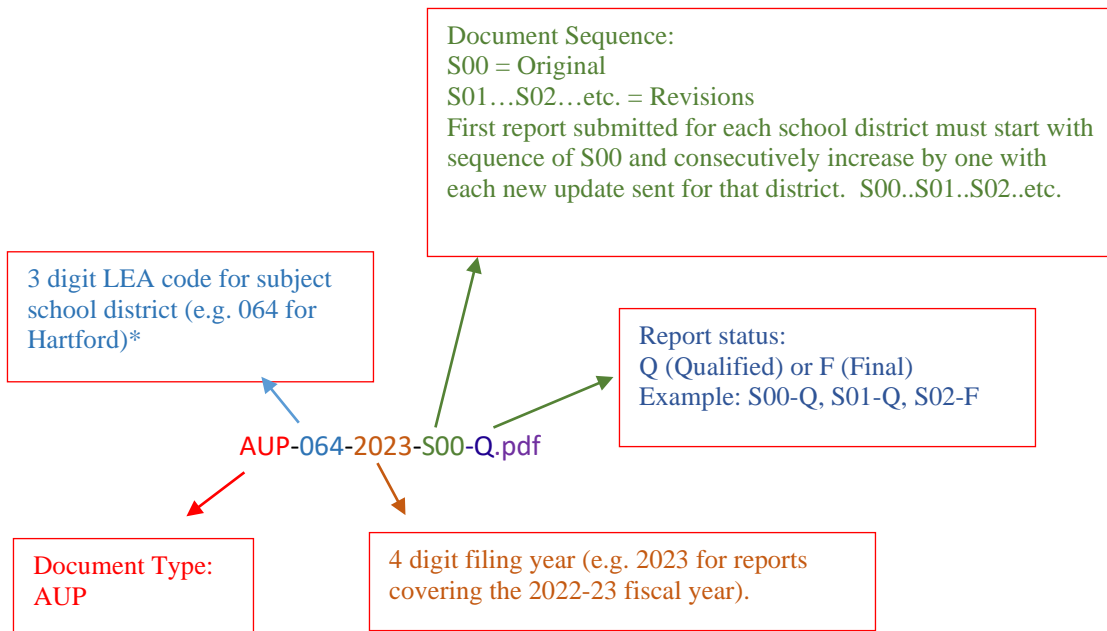
NOTE (1)	<u>October 2022 PSIS data revision(s) must be listed separately in the Schedule of Findings.</u>
NOTE (2)	Only the forms being revised should be referenced in this sentence.
NOTE (3)	If the Independent Accountant intends to submit an electronic version of the Independent Accountant’s Report, please email the report by Tuesday, January 2, 2024 to the BFS at grants.sde@ct.gov . Submittal instructions are included on page 17 of the package. When an email is received, the account will send an automated response, which will serve as your confirmation of receipt.
NOTE (4)	<p><u>For EFS procedures only</u>; upon completion of the RESC audit, a revised (unqualified) Independent Accountant’s Report along with any additional adjustments should be forwarded to the BFS at grants.sde@ct.gov following the instructions included on page 17 of this package.</p> <p>Procedures outlined in this AUP Package associated with the testing of PSIS, PSIS Summer School FTE Credit and SEECG data must be completed by January 2, 2024. Any scope limitation reported related to these procedures could result in a fine to the LEA. For example, a scope limitation contained in the AUP report that states these procedures (PSIS, PSIS Summer School FTE Credit or SEECG) could not be completed because the RESC’s financial statement audit is not complete, may be deemed a late filing and subject the LEA to penalty.</p>

Instructions for Email Submission of the Independent Accountant’s Report on Agreed-Upon-Procedures to the Connecticut State Department of Education (CSDE)

Email address: grants.sde@ct.gov

Subject line of the email **must** contain “AUP 20XX” where XX is the end year of the fiscal year being reported. This wording is necessary for the report to be routed properly for record of receipt and filing. You may also include the school district name(s) or other information for reference. Example: [AUP 2023: Andover.](#)

Reports **must** be attached as .pdf files; multiple reports, in separate attachments, may be sent in one email. Each attachment **must** be named as follows:



*The 3-digit LEA code for the subject school district can be found in Table H at <https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/PSIS-Help-Site/Documentation>, be sure to add leading zeroes if necessary for the 3-digit format.

We will send an automated message confirming receipt in response to acceptable submissions per above guidelines. Please note that emails with subject lines or attachment file names not formatted as specified above will not be considered received by the CSDE.