Dallas Independent School District

Internal Audit Report
Superintendent Expenditure Audit
Fiscal Year 2016-2017

November 16, 2017

Office of Internal Audit
Executive Summary

In accordance with the FY 2016-2017 Audit Plan, the Office of Internal Audit has completed its review of the expenditures reimbursed to or paid on behalf of the Superintendent of Schools for the fiscal year 2016-2017. The types of expenditures included in the audit were the same categories reported in both the Financial Integrity Rating System of Texas (FIRST) report and the quarterly reports to the Board of Trustees (these include meals, lodging, transportation, motor fuel, other and employee allowances/benefits).

The audit revealed that the quarterly reports to the Board of Trustees did include all business expenses as delineated in the Superintendent’s contract which were paid to the Superintendent of Schools, Dr. Michael Hinojosa, as well as items paid on his behalf. All items reviewed were both allowable and reasonable.

Scope and Objective

The auditor examined the expenditures for fiscal year 2016-2017. The audit scope was limited to the expenditure categories included in the FIRST report and quarterly reports to the Board of Trustees as delineated above. The objective was to determine whether expenditures were allowable and reasonable as well as complete as reported to the Board of Trustees on a quarterly basis.

Methodology

The audit was conducted by reviewing the data compiled by the Superintendent’s Office to prepare the Quarterly Reports for the Board of Trustees and the District’s Payroll Department’s report entitled “Superintendent Salary 2016-2017” which is used to compile data for the annual FIRST report. This data was compared to the General Ledger data for Organization 701 for the expenditure categories meals, lodging, transportation, motor fuel, other and employee allowances/benefits. Other includes registration fees, telephone/cell phone, internet service, fax machine and other reimbursements (or on behalf of) as used by FIRST reporting.

In addition, the audit included a review of the fiscal year 2016-2017 FIRST report’s disclosed expenditures for the Superintendent to ensure they were accurately reported. These were also compared to the compiled data mentioned above. The audit was conducted in accordance with the Institute of Internal Auditors’ International Standards for the Professional Practice of Internal Auditing.
Conclusion

All audited expenditures were found to be allowable and reasonable. The fiscal year 2016-2017 FIRST report’s disclosed Superintendent expenditures were also found to be accurately reported. We would like to thank the Superintendent’s Office staff and the Payroll staff for the hospitality and courtesy extended to us during the audit.