

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Inspector General



October 22, 2018

Amanda Alexander, Ph.D.
Interim Chancellor
District of Columbia Public Schools
1200 First Street, N.E., Suite 1230
Washington, D.C. 20002

Dear Interim Chancellor Alexander:

The Inspections and Evaluations (I&E) Unit will soon start an inspection of the District of Columbia Public Schools' (DCPS) administration of Student Activity Funds (SAFs). I&E projects are conducted under *Quality Standards for Inspection and Evaluation* promulgated by the Council of the Inspectors General on Integrity and Efficiency. As a matter of standard practice, our inspections pay particular attention to the quality of internal control.¹

The objectives of this review, which is part of the OIG's *Fiscal Year 2019 Audit and Inspection Plan*,² is to assess schools' compliance with SAF policies and procedures established by DCPS and the Office of the Chief Financial Officer (OCFO).

Please provide Edward Farley, Assistant Inspector General for Inspections and Evaluations, with the name and telephone number of the person who will serve as the primary point of contact at DCPS during the review process. You can reach Mr. Farley at 202-727-9249 or edward.farley@dc.gov.

In addition, Mr. Farley will need the following information no later than November 2, 2018 so the I&E team can prepare its inspection plan:

- all DCPS policies and procedures that apply to the administration of SAFs; and
- a list or table of the following information for each DCPS SAF account:
 - name of the DCPS school or entity³ associated with the account

¹ "Internal control" is defined by the U.S. Government Accountability Office (GAO) as comprising "the plans, methods, policies, and procedures used to fulfill the mission, strategic plan, goals, and objectives of the entity" and is not one event, but a series of actions that occur throughout an entity's operations. Furthermore, internal control is a process that provides reasonable assurance that the objectives of an entity will be achieved, serves as the first line of defense in safeguarding assets, and is an integral part of the operational processes management uses to guide its operations. U.S. GOVERNMENT ACCOUNTABILITY OFFICE, STANDARDS FOR INTERNAL CONTROL IN THE FEDERAL GOVERNMENT 5-6, GAO-14-704G (Sept. 2014).

² Available at oig.dc.gov

- account number
- account balance as of October 1, 2018
- date on which the account was opened
- name and contact information of the individual responsible for administering the account (e.g., the principal)
- name and contact information of the School Banker
- name and contact information of the SAF Business Manager
- the name and contact information of all authorized signatories

Also include any additional documentation or information (e.g., any recent internal or external audits of DCPS SAFs) that you believe would assist the review team as it plans the inspection.

Mr. Farley will schedule an entrance conference with the point of contact you identify. Thank you in advance for your cooperation, and I look forward to working with DCPS in our joint efforts to improve the quality of services provided to District stakeholders.

Sincerely,


Daniel W. Lucas
Inspector General

cc: The Honorable Muriel Bowser, Mayor, District of Columbia
Mr. Rashad Young, City Administrator
The Honorable Phil Mendelson, Chairman, Council of the District of Columbia
The Honorable Brandon T. Todd, Chairperson, Committee on Government Operations,
Council of the District of Columbia
The Honorable David Grosso, Chairperson, Committee on Education, Council of the
District of Columbia
The Honorable Kathy Patterson, D.C. Auditor, Office of the D.C. Auditor, Attention:
Cathy Patten (via email)

³ We understand that some SAF accounts may not be tied to a DCPS school, e.g., the SAFs at the D.C. Interscholastic Athletic Association. Please include such SAF accounts in your response.

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Office of the Inspector General



October 22, 2018

Jeffrey S. DeWitt
Chief Financial Officer
Office of the Chief Financial Officer
1350 Pennsylvania Avenue, N.W., Suite 203
Washington, D.C. 20004

Dear Chief Financial Officer DeWitt:

The Inspections and Evaluations (I&E) Unit will soon start an inspection of the District of Columbia Public Schools' (DCPS) administration of Student Activity Funds (SAFs). I&E projects are conducted under *Quality Standards for Inspection and Evaluation* promulgated by the Council of the Inspectors General on Integrity and Efficiency. As a matter of standard practice, our inspections pay particular attention to the quality of internal control.¹

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Please provide Edward Farley, Assistant Inspector General for Inspections and Evaluations, with the name and telephone number of the person who will serve as the primary point of contact at OCFO during the inspection process. You can reach Mr. Farley at 202-727-9249 or edward.farley@dc.gov.

In addition, Mr. Farley will need the following information no later than November 2, 2018, so the I&E team can prepare its inspection plan:

- all OCFO policies and procedures that apply to the administration of SAFs;³ and

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² Available at oig.dc.gov


³ The OIG team reviewed OCFO's District of Columbia Public Schools Standard Operating Procedure Manual [-] Student Activity Fund, effective Sept. 6, 2016, available at <http://m.wtulocal6.org/usr/2017/pdf/SAF%20Policy%20Manual%20Revised%20as%20of%20%20September%206%202016.pdf>. Please confirm whether this is the most current Manual available.

- a list or table of the following information for each DCPS SAF account:
 - name of the DCPS school or entity⁴ associated with the account
 - account number
 - account balance as of October 1, 2018
 - date on which the account was opened
 - name and contact information of the individual responsible for administering the account (e.g., the principal)
 - name and contact information of the School Banker
 - name and contact information of the SAF Business Manager
 - the name and contact information of all authorized signatories

Also include any additional documentation or information (e.g., any recent internal or external audits of DCPS SAFs) that you believe would assist the review team as it plans the inspection.

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Sincerely,


Daniel W. Lucas
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