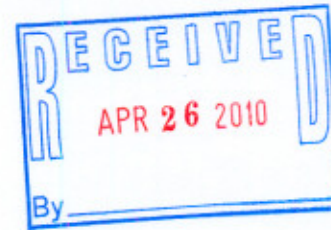




COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
333 MARKET STREET
HARRISBURG, PA 17126-0333
www.pde.state.pa.us

April 16, 2010



Dr. Robert E. Terrill
Superintendent
Warren County School District
185 Hospital Drive
North Warren, PA 16365-4885

Re: Auditor General's Performance Audit Report
Fiscal Years Ending June 30, 2006 and 2005

Dear Dr. Terrill:

In compliance with Governor's Office Management Directive #325.10, the Department of Education is required to secure a response to the Performance Audit Reports issued by the Office of the Auditor General. The main objectives of the Directive are to ensure that the responsive parties are cognizant of the findings and/or observations cited in these Audit Reports and that an official Corrective Action Plan has been instituted.

Please review, evaluate and respond to the Performance Audit Report following the attached Audit Review Procedures (Attachment A). Your response shall also include a **Corrective Action Plan** containing the following elements:

A description of the Finding or Observation.

A statement indicating the concurrence or non-concurrence with the Audit Report's Findings/Observations and Recommendations.

Specific steps to be taken to correct the situation or specific reasons why corrective action is not necessary.

A timetable for the implementation of each corrective action step.

A description of monitoring procedures performed to ensure implementation of the corrective action steps.

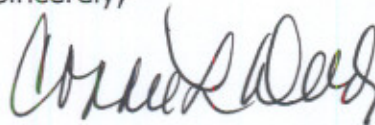
Dr. Robert E. Terrill
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The response along with the **Corrective Action Plan** is to be signed by you and the original and two (2) copies are to be transmitted on the LEA's official stationery within sixty (60) days of receipt of this letter to the following address:

Ms. Connie L. Derr
Audit Coordinator
Division of Budget
Bureau of Budget and Fiscal Management
Department of Education
333 Market Street – 4th Floor
Harrisburg, Pennsylvania 17126-0333

Audit Reports are available under the Pennsylvania Department of the Auditor General's website, www.auditorgen.state.pa.us. If you have any questions, please contact Judy Gastley at (717) 787-5993.

Sincerely,



Connie L. Derr, Audit Coordinator
Division of Budget
Bureau of Budget and Fiscal Management

CDL: drw

Attachment

cc: Mr. Arthur Stewart, Board President (No Attachment)
Ms. Ruth Huck, Board Secretary (Attachment)

**PENNSYLVANIA DEPARTMENT OF EDUCATION
AUDIT REVIEW PROCEDURES
AUDITOR GENERAL'S LOCAL EDUCATIONAL AGENCIES PERFORMANCE AUDIT REPORTS**

<u>ACTION BY:</u>	<u>STEP</u>	<u>ACTION</u>
Secretary of Education	1.	Receives copy of Performance Audit Report for each Local Educational Agency (LEA) from the Office of the Auditor General.
Audit Coordinator Department of Education	2.	Requests response/corrective action from the LEA when report contains findings, observations or recommendations to the auditee. Forwards request to the LEA Administrator ¹ with a copy to the President/Chair of the LEA's Board of Directors and the Secretary.
LEA Administrator ¹	3.	Forwards LEA Performance Audit Report for response to established Audit Review Committee or the Board acting as a whole.
LEA Audit Review Committee or Board of Directors	4.	Prepares response to each finding, observation and recommendation including a Corrective Action Plan addressing each determination. Forwards response to President/Chair of the Board for Board action.
LEA Board of Directors	5.	Passes resolution adopting and approving the response and the Corrective Action Plan . Forwards response and any supporting documentation to LEA Administrator ¹ .
LEA Administrator ¹	6.	Forwards ORIGINAL and TWO (2) copies of Audit Response Package to the Pennsylvania Department of Education, Bureau of Budget and Fiscal Management, Division of Budget, 333 Market Street – 4 th Floor, Harrisburg, Pennsylvania 17126-0333. The Audit Response Package should include: <ul style="list-style-type: none"> • Date of Board Meeting/Board Certification/Adopting the Response and Corrective Action Plan • Description of Finding or Observation • Statement of Concurrence or Nonconcurrence • LEA's Response, Corrective Action Plan, Resolution, Supporting Documentation • Implementation Dates of Each of the Corrective Action Steps • Description of Monitoring Procedures to Ensure Implementation of the Corrective Action • Signature of the LEA Administrator¹

The Audit Response Package is due at the Department of Education within 60 days of receipt of the PDE's request.

¹LEA Administrator is:

- Superintendent of a School District;
- Executive Director of an Intermediate Unit;
- Superintendent of Record for an Area Vocational Technical School;
- Chief Administrative Officer for Charter School;
- President of Postsecondary Educational Agencies.