



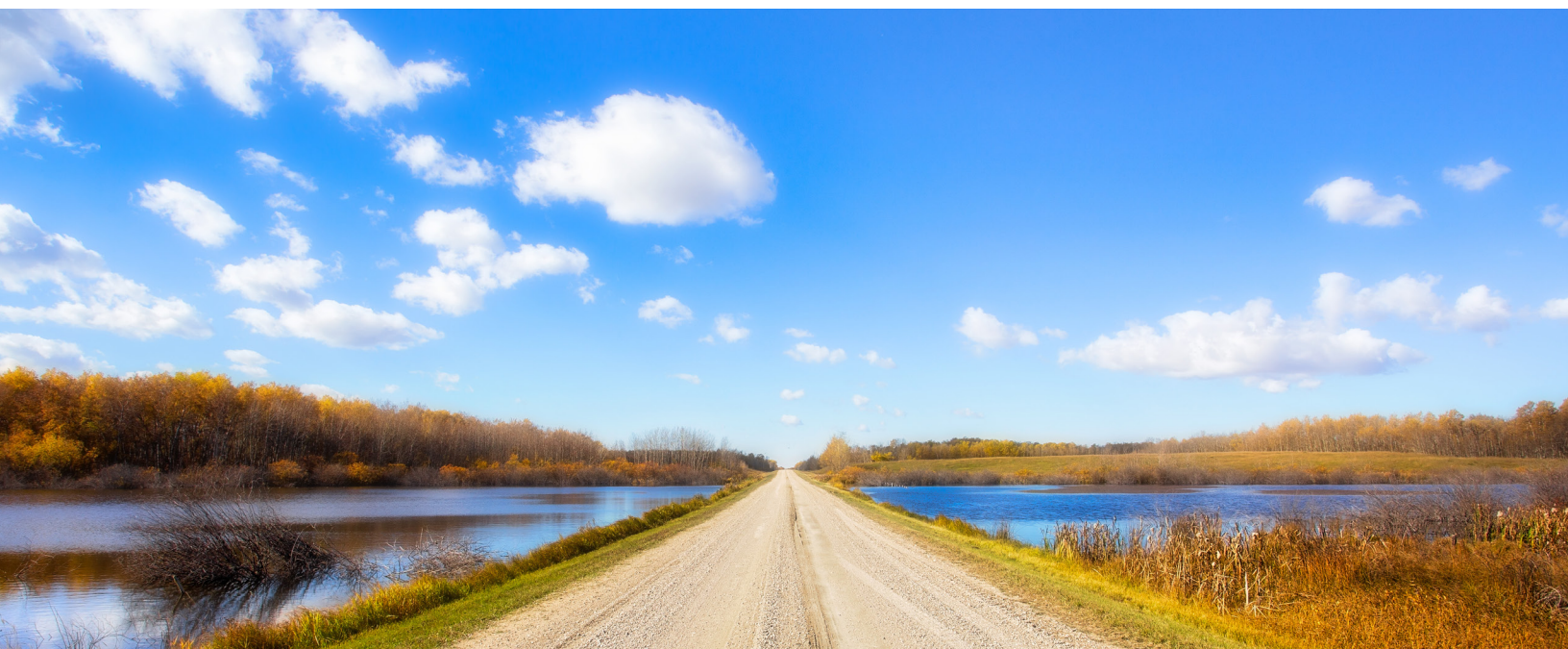
NORTH DAKOTA OFFICE OF THE STATE AUDITOR

State Auditor Joshua C. Gallion

North Dakota Vision Services/School for the Blind

Audit Report for the Biennium Ended June 30, 2023

Client Code 253





WHAT WE LOOKED AT AND WHY

North Dakota state law requires that our team perform an audit once every two to four years. This included a review of financial transactions and determining that expenditures are correct. Our audit reports any errors, internal control weaknesses or potential violations of law identified in significant or high-risk functions of the agency.

WHAT WE FOUND

This audit did not identify any areas of concern.

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HAVE QUESTIONS? ASK US.

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Introduction

North Dakota Vision Services/School for the Blind

December 14, 2023

We are pleased to submit this audit of North Dakota Vision Services/School for the Blind for the biennium ended June 30, 2023. This audit resulted from the statutory responsibility of the State Auditor to audit or review each state agency once every two years. The same statute gives the State Auditor the responsibility to determine the contents of these audits.

The primary consideration in determining the contents of these audits is to produce informative audits to improve government. Statutory audit requirements are an important part of these audits and are addressed by our standard audit objective. Whenever possible, additional audit objectives are included to increase the responsiveness and effectiveness of state government.

Lindsey Slappy, CPA, was the audit manager. Inquiries or comments relating to this audit may be directed to the audit manager by calling (701) 328-2241. We wish to express our appreciation to North Dakota Vision Services/School for the Blind staff for the courtesy, cooperation, and assistance they provided to us during this audit.

Respectfully submitted,

/S/

JOSHUA C. GALLION
NORTH DAKOTA STATE AUDITOR

TERMS USED IN REPORT

Appropriation: An amount authorized by the North Dakota Legislative Assembly to be spent for a specific purpose.

ConnectND: The accounting system for North Dakota.

Emergency Commission: Group of elected officials that have the authority to transfer or expend money appropriated by the North Dakota Legislative Assembly. Additional information can be found in N.D.C.C. Chapter 54-16.

Internal Control: Policies and procedures that ensure reliable financial reporting, safeguard assets, promote accountability and efficiency, and prevent fraud.

North Dakota Administrative Code (N.D.A.C.): Codification of all rules of state administrative agencies.

North Dakota Century Code (N.D.C.C.): Collection of all the statutes passed by the North Dakota Legislative Assembly.

Performance Audit: Engagements that provide objective analysis, findings, and conclusions to assist management and those charged with governance and oversight to improve program performance and operations, reduce costs, facilitate decision making, and contribute to public accountability.

Session Laws: Published after each regular and special legislative session and contain the laws enacted during that session.



Audit Results

PRIMARY OBJECTIVE

Are there any errors, internal control weaknesses, or potential violations of law for significant or high-risk functions of the agency?

CONCLUSION

No errors, internal control weaknesses, or potential violations of law were identified.



Audit Procedures

Primary Objective

INTERNAL CONTROL

We obtained an understanding of internal control through inquiries, observations, and inspection of documentations and electronic data records. We planned our audit work to assess the design, implementation, and operating effectiveness of those internal controls that were significant to our audit objectives.

The specific internal control testing completed for this audit objective is identified below:

- Segregated preparation and approval of expenditures is tested statewide in the State of North Dakota Annual Comprehensive Financial Report.
- Expenditures were approved by an appropriate individual.
- Travel vouchers are appropriately signed by the employee requesting the reimbursement and approved by an appropriate individual.
- Ensured fixed assets were inventoried by an appropriate individual and adjustments were properly authorized by the Superintendent.

There were no deficiencies identified.

SCOPE

The North Dakota Vision Services/School for the Blind has its main office in Grand Forks and 4 outreach offices. The following offices were included in the scope of this audit:

- Grand Forks, School & Main Office
- Bismarck, Outreach Office

- Fargo, Outreach Office
- Jamestown, Outreach Office
- Minot, Outreach Office

METHODOLOGY

To meet this objective, we:

- Interviewed appropriate agency personnel.
- Observed North Dakota Vision Services/School for the Blind's processes and procedures.
- Analyzed financial data in ConnectND to determine areas of risk.
- Selected a sample of operating expenditures to ensure expenditures were for lawful and official purposes and properly coded and supported (N.D.C.C. 44-08-05.1).
- Analyzed expenditures to determine the North Dakota Vision Services/School for the Blind did not expend more than appropriated (N.D.C.C. 54-16-03).
 - 2021 Session Laws House Bill 1013, Section 1, Subdivision 4.
- Tested compliance with the documented intent of appropriation laws funding restrictions, including one-time funding items.
- Determined the \$86,000 of appropriation funding was used for heating, ventilation, and air conditioning upgrades (2021 Session Laws House Bill 1013, Section 2).
- Determined the \$165,000 of appropriation funding was used for south wing electrical service (2021 Session Laws House Bill 1013, Section 2).
- Reviewed non-appropriated fund activity to ensure North Dakota Vision Services/School for the Blind had legislative approval for non-appropriated expenditures. (N.D.C.C. 54-44.1-09).

- Reviewed an appropriation adjustment that was approved by the emergency commission for compliance with the documented intent of the adjustment (N.D.C.C. 54-16-03).
- Selected a high-risk and judgmental sample of expenditures to ensure goods and services were properly procured (N.D.C.C. 54-44.4-05, N.D.A.C. Article 4-12, and OMB State Procurement Manual guidelines).
- Selected a random sample of travel related expenditures to ensure compliance with law (N.D.C.C. 44-08-03, N.D.C.C. 44-08-04, N.D.C.C. 54-06-09).
- Reviewed the annual physical inventory taken during the audit period to ensure compliance with the law (N.D.C.C. 44-04-07).

AUTHORITY AND STANDARDS

This biennial audit of the North Dakota Vision Services/School for the Blind has been conducted by the Office of the State Auditor pursuant to authority within North Dakota Century Code Chapter 54-10.

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

The standards used to evaluate internal control are published in the publication Standards for Internal Control in the Federal Government issued by the Comptroller General of the United States (Green Book, GAO-14- 704G).

Financials

Revenues and Expenditures

REVENUES AND OTHER SOURCES	JUNE 30, 2023	JUNE 30, 2022
Land and Building Leases	\$ 188,056	\$ 180,067
Concessions Sales	10,501	10,132
Donations	3,221	3,330
Admissions	2,825	7,397
Braille Services	448	196
Transfers In - from Common Schools	687,500	687,500
Transfers In - from Federal Funds	4,114	96,430
Total Revenue and Other Sources	\$ 896,665	\$ 985,052

Source: ConnectND Financials

Continued on the following page

Financials

Revenues and Expenditures

EXPENDITURES AND OTHER USES	JUNE 30, 2023	JUNE 30, 2022
Salaries and Benefits	\$ 2,459,180	\$ 2,367,824
Repairs	136,315	340,991
Utilities	105,354	112,120
Travel	86,706	69,400
IT Data Processing and Communications	62,647	60,826
Building, Grounds and Vehicle Supply	26,690	22,813
Furniture & Office Supplies	19,763	16,289
IT Equipment and Software	19,173	18,123
Rent	9,734	9,583
Food Supplies	7,319	5,449
Professional Development	6,517	11,028
Miscellaneous Supplies	6,210	5,793
Operating Fees and Services	5,328	24,672
Periodicals & Subscriptions	2,875	5,095
Total Expenditures and Other Uses	\$ 2,953,811	\$ 3,070,006

Source: ConnectND Financials

Appropriations

For the Biennium Ended June 30, 2023

	FINAL APPROPRIATION	EXPENDITURES	UNEXPENDED APPROPRIATIONS
Expenditures by Line Item			
Salaries and Wages	\$ 4,999,614	\$ 4,827,003	\$ 172,611
Operating Expenses	830,671	770,520	60,151
Capital Improvements	420,692	405,444	15,248
Totals	\$ 6,250,977	\$ 6,002,967	\$ 248,010
Expenditures by Source			
General	\$ 4,768,898	\$ 4,768,865	\$ 33
Other	1,482,079	1,234,102	247,977
Totals	\$ 6,250,977	\$ 6,002,967	\$ 248,010

Source: ConnectND Financials



Office of the
State Auditor


NORTH DAKOTA STATE AUDITOR
JOSHUA C. GALLION

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