Los Angeles County Office of Education

INFORMATIONAL BULLETIN # 5437

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Debra Duardo, M.S.W., Ed.D., *Superintendent*

October 14, 2021

TO: District Security Administrators
                   Los Angeles County K-12 Districts
                   Los Angeles County Community College Districts
                   Los Angeles County JPAs and ROPs

FROM: Mark Yeoh, Financial Operations Consultant
                   Security and Workflow (SFS Security)
                   Division of School Financial Services (SFS)

SUBJECT: Biannual Security Audit

IMPORTANT INFORMATION – DISTRICT ACTION REQUIRED

This bulletin provides districts with a comprehensive timeline for the completion of their October 2021 Security Audit.

Biannual Agency Financial Platforms Security Audit

This bulletin addresses the second installment of the 2021 biannual security audit, which helps to maintain a standard of strong internal controls by keeping all user access current and minimizing unauthorized or outdated access countywide.

While existing policy requires all District Security Administrators report changes in agency user access as soon as possible, we understand that often due to the very busy pace of school finance, this requirement often gets overlooked. The majority of agencies responded to our April audit with numerous deletions of employees that are no longer with the agency yet still had access and roles. In addition to this, there were many instances where current employees had temporarily been granted extraordinary access to cover management roles during transitional periods which were not revoked timely.

The Security Audit workbook spreadsheet should be returned to the Security and Workflow Unit, Division of School Financial Services (SFS) via email to SFSSecurity@lacoe.edu by Friday, November 5, 2021. Each workbook includes detailed instructions for the review and update of all information contained within them. All agencies will receive a detailed listing of all their users within each of their Financial Platforms administered by SFS.

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<u>Agencies will also receive a current listing of all of their active District Security Administrators for validation</u>. SFS will update agency user access in their respective platforms and update DSAs within 5 business days of receipt.

SFS Assistance

If you have questions regarding the security audit process, please contact Mark Yeoh at (562) 940-1791 or Jy Laurenz Gabiola at (562) 922-6339, or send an email to SFSSecurity@lacoe.edu.

For regular security access to FIN, BUD, PeopleSoft or RAD, please send an email to Helpdesk@lacoe.edu.

For urgent requests please email SFSSecurity@lacoe.edu.

For all other general questions related to this bulletin, please contact me at (562) 940-1791 or email Yeoh_Mark@lacoe.edu.

Approved:
Nkeiruka Benson, Director
Division of School Financial Services

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