

**Michigan Department of Education
Office of Educational Supports-Financial Review Unit
Fiscal Monitoring Review Report**

District Name: Name
District Code: #####
Date of Review: Month Day, Year
PY Review: 2021-22

Overview

The Michigan Department of Education (MDE) – Office of Educational Supports (OES) conducted a fiscal monitoring review of Consolidated Application Grant Program funds and Title I, Part C-Summer Migrant, if applicable, during Program Year (PY) 2021-2022.

OES review includes the following areas:

- Staff (Appropriately Placed, Background Checks, Time & Effort)
- Policies and Procedures (including Internal Controls)
- Cash Management
- Payroll Expenditures (Salaries, Payroll)
- Budget
- Final Expenditure Report (FER) Verification
- General Expenditures
- Purchased Services
- Equipment

CORRECTIVE ACTIONS

Staff

The (ENTER NAME OF SCHOOL DISTRICT) provided documentation for (ENTER NUMBER) employees funded by Consolidated Application Grant Programs in PY 2021-2022. OES reviewed these personnel records during the Fiscal Monitoring Review.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

-

The district must implement the following changes:

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Payroll Expenditures

OES reviewed PY 2021-2022 payroll entries for the Consolidated Application Grant Programs.

District Name:
District Code:
PY Reviewed:
Date of Review:

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

-

The district must implement the following changes:

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Policies and Procedures

OES reviewed policies and procedures to ensure proper internal controls are in place, implemented, and properly monitored within the district. OES requested the internal policies and procedures for time and effort, cash management, allowability of cost, conflicts of interest, equipment management, procurement, and travel reimbursement.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

-

The district must implement the following changes:

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Cash Management

OES requested documentation for cash draws that occurred during the PY 2021-2022.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

-

The district must implement the following changes:

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Budget

OES compared the approved Consolidated Application budget, the district's Board approved budget and the district's actual expenditures.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

District Name:
District Code:
PY Reviewed:
Date of Review:

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Function Code/Object Code		General Ledger Budget	General Ledger Actual	Consolidated Application	Difference Budget vs. Consolidated Application	Difference Actual vs. Consolidated Application

The district must implement the following changes:

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Final Expenditure Report (FER) Verification

OES compared actual expenditures as recorded in the general ledger by function and object code with the Final Expenditure Report (FER) as filed.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

•

The district must implement the following changes:

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General Expenditures

OES reviewed expenditures charged to Consolidated Application Grant Programs.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

•

The district must implement the following changes:

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Purchased Services (Contracting)

Purchased services (contracting) were included in the OES general expenditure review. This review included obtaining and examining the actual contracts for contracted services and a review of payments.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

District Name:
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Summary of review (or findings):

-

The district must implement the following changes:

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Equipment

OES inquired (*insert complete school name*) regarding inventory purchased with Consolidated Application Grant Program funds. A physical inventory inspection is normally conducted for inventory, but due to COVID-19 restrictions set forth by the State Superintendent, which prevents physically visiting LEAs, an inventory listing check done for (*insert complete school name*) was conducted in its place.

OES noted exception(s) as a result of applying this procedure, or OES noted NO exception(s) as a result of applying this procedure.

Summary of review (or findings):

-

The district must implement the following changes:

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Other Observations – Administrative Staff

The district must implement the following changes:

- Comply with all requirements of this report.
- Comply with all requirements set by MDE – Office of Educational Supports to bring the federal programs into compliance.

Summary of the 2021-2022 Questioned/Misclassified Costs are shown in the chart below:

Questioned Costs		
Program and Grant No.	Area of Deficiency	Amount
Title I, Pt. A, 22-1530	(type of cost, i.e., expenditure)	(Total \$ amount)
Title I, Pt C-RY, 22-1890		
Title I, Pt C-SU, 22-1830		
Title I, Pt D, 22-1700		
Title II, Pt A, 22-0520		
Title III, Pt A-EL, 22-0580		
Title III, Pt A-IM, 22-0570		
Title IV, Pt A, 22-0750		
Title V, Pt B, 22-0660		
	Total Questioned Costs	(Total \$ Amount)
Misclassified Costs		

District Name:
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Program	Area of Deficiency	Amount
(Title Program)	(type of cost, i.e., expenditure)	(Total \$ amount)
	Total Misclassified Costs	(Total \$ Amount)

OES will provide the Regional Services Team Manager with documentation of these costs for final review to determine whether they are allowable within the program area.

Review Team: (Enter Review Team member name), Review Team Member (OES)

Disclaimer for FOSR Reports

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of this agency and the Michigan Department of Education and is not intended to be and should not be used by anyone other than the specified parties.