

Guam Department of Education

# Comprehensive Corrective Action Plan Quarterly Progress Report

For the Period Beginning January 1, 2015 and Ending March 31, 2015

Presented to the U.S. Department of Education in Fulfillment of the Federal Fiscal Year 2014 Special Conditions

This page is intentionally blank.

**Contents**

**Reports and Report Format.....4**

**Executive Summary.....4**

**Completion Risk Key:.....4**

**Employee Time Tracking.....5**

**Financial Management Information System (FMIS).....6**

**Intergovernmental Agency Arrangements.....13**

**Internal Controls and Procedures.....14**

**Procurement.....20**

**Property Management.....25**

## **Reports and Report Format**

As stated in the approved Comprehensive Corrective Action Plan (CCAP), the Special Conditions require GDOE to provide quarterly reports to the US Department of Education (ED) on the Guam Department of Education's (GDOE) progress in implementing measures required under the CCAP. While the Special Conditions do not specify a particular format for the progress reports, it is anticipated that each report will, at a minimum, include the implementation status for each activity, highlight any risks associated with successful completion, and also identify any changes which would require modifying actions and/or timelines. Feedback regarding format and content is not only welcomed, but encouraged.

## **Executive Summary**

GDOE has made significant efforts to complete the external audit in April, two months earlier than the prior two years. Additionally, improvements to GDOE's financial capabilities have been substantiated with a second year of unmodified audits for both the Financial and Single Audit. While a few Standard Operating Procedures are still in review, a significant portion has been completed with the balance due by the end of the next quarter. Management will be focusing on training and validation of the procedures over the summer months.

Tyler Munis, GDOE's financial management system, was successfully upgraded to version 10.5 and end user training is routinely provided. A team of GDOE professionals were sent to Tyler Connect 2015 in May to continue our exposure to available and upcoming features in Munis so that GDOE will optimize its use.

Staff build up in internal audit, procurement and property management will improve efficiencies and sustain improvements. The fixed asset modules of TPFA and GDOE were successfully integrated and fixed asset liaisons across the district were trained on accessing the module. The fixed asset inventory has been progressing successfully and is on target for completion with minimal delays due to a recent typhoon.

A transition plan to identify how TPFA tasks might migrate to GDOE is in development and will be aligned with the CCAP issued for the quarter ending June 30.

## **Completion Risk Key:**

Risk Level High – Deliverables / objectives will not be completed in a timely manner;

Risk Level Moderate – Deliverables / objectives may not be completed in a timely manner; and

Risk Level Low – Deliverables / objectives will be completed in a timely manner.

**Employee Time Tracking**

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>ETT-1:</b> GDOE will develop and implement effective policies and procedures that provide for an effective process for tracking and reporting time spent by all employees whose salaries are paid with US ED grant funds.</p> <p><b>ETT-2:</b> Ensure that the salaries of employees who work under more than one Federal program and/or grants are properly allocated among those programs/grants, in accordance with accurate time distribution records.</p> <p><b>ETT-3:</b> Research and implement an automated time collection system for federally funded employees.</p>	<p>For those employees who work on one grant program, a draft SOP has circulated to move from a biweekly certification to semiannual certifications.</p> <p>.</p>	<p>Validate procedures before finalizing SOP to move from biweekly certification to semiannual certifications for employees that are fully charged to one program.</p> <p>Testing validated some errors, incorporate a written procedure in the SOP for resolution.</p> <p>Errors occurred on the Pay Type for single/multi funded employees. Once a Pay Type is established it is Permanent. Solution is to do make adjustments through Accounting. All TDR activities worked on must be “after-the-fact”.</p>
Implementation Deliverables	Completion Risks	<p>TDR SOP will reflect requirements set forth in 2CFR 200.</p>
<p>Written and approved SOPs, including training for applicable GDOE personnel, to ensure:</p> <ul style="list-style-type: none"> <li>• accurate and up-to-date employee staffing lists based on notices of personnel actions (from Personnel Division and validated by FPD and LEA programs);</li> <li>• accurate and timely time distributions among funding sources for split-time employees, and proper allocation of salary costs among funding sources (from respective programs and validated by FPD and LEA programs);</li> <li>• accurate and properly executed time distribution reports and attendance records (from respective programs and validated by FPD and LEA programs);</li> <li>• properly executed and timely semiannual certifications (from respective programs and validated by FPD and LEA programs);</li> <li>• internal control checklists to ensure compliance with Circular A-87; and</li> <li>• identification of a computer-based and accurate time and attendance system, with documentation of requirements to support implementation, training and administration (validated by FPD and LEA programs).</li> </ul>	<p>System Risk – With the implementation of the Employment Self Service, FPD together with Payroll and Personnel will determine the validity of the employee tracking and reporting of time spent on US Education funded programs. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new service. Additionally, technology being introduced to all federally funded employees will require training. Risk level – Low.</p>	<p>Federal Programs Manual will be updated to reflect new forms and procedures.</p> <p>Institutionalize training on July 2015 for all federally funded employees and at least annually for federally funded employees and their supervisors on the policies and procedures to properly track and report time for federally funded employees.</p>
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Electronic TDR dependent on MUNIS update; adoption 30 days after form has been vetted.</p>		<p>Ignacio Santos, Federal Programs Administrator                      Taling Taitano, Deputy Superintendent</p>

**Guam Department of Education**  
**Comprehensive Corrective Action Plan Quarterly Progress Report**  
**Financial Management Information System (FMIS)**

**March 31, 2015**

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<b>FMIS-1:</b> Detail design of a FMIS with processing functionality that complies with Generally Accepted Accounting Procedures, U. S. governmental accounting standards, and the Government Accounting Standards Board.	Completed	Completed
Implementation Deliverables	Completion Risks	
Detail system design specifications approved by GDOE Finance and Administration management.	Completed	
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
Completed		Taling Taitano, Deputy Superintendent

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>FMIS-2:</b> Basic installation is now complete. The routine maintenance and enhancement will be reported in this section. Items completed this period and open enhancements appear in the columns to the right.</p>	<p>System upgraded successfully to version 10.5 in February 2015.</p> <p><b>Human Resources Module</b>                      Staffing Pattern (custom form): Tyler reported that the errors were corrected and requested that GDOE perform testing. Testing was performed and additional errors found. To date Tyler does not have an estimated completion date.</p> <p><b>Payroll Module</b>                      A-87 (TDR) –Tyler reported that the errors were corrected and requested that GDOE perform testing. Testing was performed and additional errors found. Tyler estimated an April 2015 completion date.</p> <p><b>Procurement Module</b></p> <ul style="list-style-type: none"> <li>Commodity Codes—since July 2014, 88.53% of Commodity Codes were deleted, reducing the number of codes from 9,007 to 1,033. It was the intention to continue to reduce the total number of codes by an additional 9.4% or 850 commodity codes. An unexpected result of the upgrade to Munis version 10.5 prevents the deletion of commodity codes.</li> </ul> <p><b>Disaster Recovery</b>                      GDOE has created a Munis Disaster Recovery Plan to put into effect if the Munis should not be operational on the local network. Tyler will create a temporary Munis environment for GDOE which will be accessible through the internet. Testing of the environment was performed by various staff during the week of March 16<sup>th</sup>.</p>	<p><b>Human Resources Module</b></p> <ul style="list-style-type: none"> <li>Staffing Pattern: Finalization of the Staffing Pattern. Target date 10/15/15</li> </ul> <p><b>Payroll Module</b></p> <ul style="list-style-type: none"> <li>A-87 (TDR): Finalization of the A-87 (TDR). Target date 12/11/15</li> <li>Develop payroll audit reports.</li> </ul> <p><b>Procurement Module</b></p> <ul style="list-style-type: none"> <li>Commodity Codes—work with Tyler to reduce the number of type 4 Commodity Codes. Target number of commodity codes &lt;185.</li> <li>Bid Management: identify alternative ways to use the module without extensive use of the type 4 commodity codes by end users or limiting use for Buyers. Test the vendor notification function. Target date 2/29/16</li> <li>Vendor Self Service – education of vendors. Target date 10/15/2015</li> <li>Contract Management Module: continue to add contract information to the module in order to create an up-to-date contract database. Target date 6/30/16</li> </ul> <p><b>Financial Module</b></p> <ul style="list-style-type: none"> <li>Billing—Set up the module to allow for GDOE to issue Munis generated invoices for outstanding receivables. Target date 9/30/15</li> <li>Treasury Management (pending 100% bank account reconciliation with Munis Bank Reconciliation module. Target date 11/30/15)</li> <li>Cash receipts procedures for the schools.</li> <li>Salaries and Benefits projection—Set up module. Target date 11/30/15</li> <li>Fixed assets – perform quarterly imports of TPEFA and local fixed asset data into the GDOE Munis. Train end users on how to access, review, and report their fixed asset inventory.</li> <li>Employee Expense—Set up module. Target date 8/30/16.</li> </ul> <p><b>Build FMIS Section</b></p> <ul style="list-style-type: none"> <li>Hire additional staff to support the FMIS section. Target date: June 2015</li> </ul>

**Guam Department of Education  
Comprehensive Corrective Action Plan Quarterly Progress Report**

**March 31, 2015**

<b>Implementation Deliverables</b>	<b>Completion Risks</b>	<b>Next Steps / Comments</b>
<p><b>FMIS-2 Continued:</b> A secure, reliable and fully integrated FMIS that supports the financial management of US ED grant awards and complies with federal requirements. Detailed and up-to-date system and application documentation necessary to manage and sustain the FMIS and its applications on an ongoing basis. Sufficient qualified and trained accounting staff to manage all financial processing and reporting required by GDOE.</p>	<p>Build and Roll-out of Modules by target dates dependent on the hiring of additional staff to support FMIS, the availability of the division staff per respective module, and the responsiveness of Tyler Technologies. Risk Level—Medium.</p>	<p>Send GDOE team to Tyler Connect 2015 to network with other Munis users, follow-up with issues, and learn about existing and upcoming system features.</p>
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
<p>Next system upgrade to version 11.1 is projected for February 2016.</p>	<p>System upgraded to version 10.5 in February 2015</p>	<p>Jacqueline Mesa, Management Analyst IV</p>



Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>FMIS-3:</b> Continued activities of the Agent to oversee all US ED funds awarded to GDOE until a credible financial management system is implemented and fully operational, and GDOE has demonstrated that it can be accountable for US ED funds in accordance with all federal requirements.</p>	<p>TPFA continues to manage all federal grant funds from GDOE using an independent MUNIS system and separate bank accounts.</p> <p>GDOE procurement staff continues to use TPFA system for procurement processing. GDOE also provides accounts payable support.</p> <p>Weekly meetings with TPFA to coordinate activities and resolve any concerns. TPFA supporting audit by providing details as requested by auditors.</p> <p>GDOE PULSE reports continue to be used to update rosters needed for three way match of payroll.</p>	<p>Continued operation of the TPFA independent financial management system and bank accounts will continue.</p> <p>More detailed documentation of problems with three way match for payroll should assist in resolving issues. Training on TDRs for school administrators and project directors will be scheduled.</p> <p>Regular reports to ensure any outstanding receivables are resolved in a timely manner.</p> <p>GDOE and TPFA are looking into areas to transfer responsibilities to GDOE. For example, performing the three way match testing for personnel costs, and maintaining the fixed assets ledger.</p>
Implementation Deliverables	Completion Risks	<p>Plan for migration of historical data on TPFA system to GDOE system upon TPFA exit.</p>
<p>A stable and reliable financial information systems processing environment. US ED funds expended only for costs that are allowable under the respective grant programs. Allowable costs procured in accordance with applicable procurement requirements. Coordinated timing of US ED draws and reimbursements to ensure that payments to staff, vendors and providers are prompt and timely. Grant funds that are charged only for costs resulting from obligations that were properly made during the funds' period of availability, including any carryover period.</p>		
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
Continuing	Routine	Taling Taitano, Deputy Superintendent

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>FMIS-4:</b> Moving to the next level and sustaining the progress that has been made to date. A program of END User Training and routine review of Standard Operating Procedures will be established.</p>	<p><b><u>MUNIS End-User Trainings Conducted</u></b></p> <ul style="list-style-type: none"> <li>• <i>Pulse and Employee Self Service (5 Attendees)</i></li> <li>• <i>Requisition Entry (16 Attendees)</i></li> <li>• <i>Requisition Entry Hands-on (17 Attendees)</i></li> <li>• <i>Account Inquiry &amp; Munis Reports (15 Attendees)</i></li> <li>• <i>Maintenance Service Requests (5 Attendees)</i></li> <li>• <i>Munis Upgrade Testing (60 Attendees)</i></li> <li>• <i>Time Entry (8 Attendees)</i></li> <li>• <i>TCM EE Custom Templates (6 Attendees)</i></li> </ul> <p><b><u>Post Training Surveys</u></b>  <i>End Users commented that the process has been made easier not that they do not have to enter the Type 4 Commodity Codes.</i></p> <p><b><u>Other Surveys</u></b>  <i>In an effort to maximize support staff attendance, school administrators were surveyed regarding preferences for the scheduling of upcoming training. Their responses will be considered when creating the training calendar for the remainder of the year.</i></p> <p><b><u>Signed SOPs.</u></b></p> <p><b><i>Finance (7)</i></b></p> <ul style="list-style-type: none"> <li>• <i>SOP # 200-016 Capital Assets Accounting and Reporting</i></li> <li>• <i>SOP # 200-017 Month End and Year End Closing Policy</i></li> <li>• <i>SOP # 200-021 Off-Island Travel Procedures</i></li> <li>• <i>SOP # 200-022 Bank Reconciliation</i></li> <li>• <i>SOP # 200-028 General Ledger Policy and Procedures</i></li> <li>• <i>SOP # 200-029 Local Mileage Reimbursement</i></li> <li>• <i>SOP # 200-034 Accounts Payable and Cash Disbursement</i></li> </ul> <p><b><i>Payroll (1)</i></b></p> <ul style="list-style-type: none"> <li>• <i>SOP # 1500-006 Payroll Processing</i></li> </ul>	<p>Continuous Munis End User Training Related Activity</p> <ul style="list-style-type: none"> <li>• Training during and around Spring, Summer and Christmas breaks</li> <li>• Conducting post surveys to focus training and determine effectiveness</li> <li>• Conduct other Munis End User targeted surveys to determine how to structure future training and support.</li> </ul> <p>Submit all outstanding SOPs to superintendent for approval.</p> <p>Develop training schedule to rollout new and updated SOPs and established routine sessions for updates.</p>

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
	<p><b>Budget (2)</b></p> <ul style="list-style-type: none"> <li>• SOP # 200-023 Budget Preparation Process - Local Appropriation</li> <li>• SOP # 200-024 Budget Entry Process</li> </ul> <p><b>Personnel (5)</b></p> <ul style="list-style-type: none"> <li>• SOP # 800-006 Request to Fill Positions for Recruitment</li> <li>• SOP # 800-007 Employee Name Change Request</li> <li>• SOP # 800-008 Transfer and Voluntary Demotion</li> <li>• SOP # 800-009 Reclassification of Teachers</li> <li>• SOP # 800-010 Salary Increments and Detailed Diff. Pay</li> </ul> <p><b>Procurement (8)</b></p> <ul style="list-style-type: none"> <li>• SOP # 200-018 Sole Source Procurement</li> <li>• SOP # 200-020 Open Purchase Order Monitoring/Reporting</li> <li>• SOP # 200-025 Procedures for Maintaining the Procurement File</li> <li>• SOP # 200-026 Competitive Sealed Bidding – IQBs</li> <li>• SOP # 200-027 Competitive Sealed Bidding – IFBs</li> <li>• SOP # 200-030 Emergency Procurement</li> <li>• SOP # 200-031 Competitive Selection Procedures for Services – RFPs</li> </ul> <p>SOP # 200-033 Competitive Multi-Step Sealed Bidding</p> <p><b>Property Management (2)</b></p> <ul style="list-style-type: none"> <li>• SOP # 200-015 Fixed Asset Management - PMO &amp; CRW</li> <li>• SOP # 200-019 Fixed Asset Management for Schools/Div.</li> </ul> <p><b><u>SOPs in Management Review/Staff Development</u></b></p> <p><b>Finance (2)</b></p> <ul style="list-style-type: none"> <li>• Accounts Receivable</li> <li>• School Meals Collection</li> </ul> <p><b>Federal Programs (1)</b></p> <ul style="list-style-type: none"> <li>• Time Distribution Report</li> </ul> <p><b>Procurement (2)</b></p> <ul style="list-style-type: none"> <li>• Protest/Appeal Procedures</li> </ul>	

**Guam Department of Education  
Comprehensive Corrective Action Plan Quarterly Progress Report**

**March 31, 2015**

<b>Required Actions and Activities</b>	<b>Status Report as of 3/31/2015</b>	<b>Next Steps / Comments</b>
	<ul style="list-style-type: none"> <li><i>Request for Information Procedures</i></li> </ul>	
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
<p>End Establish End User Training</p> <ul style="list-style-type: none"> <li>End user training need to be established on each school breaks with the school's end users.</li> <li>End User Training for Central Office personnel should be scheduled each quarter to ensure compliance and the proper use of the system.</li> </ul> <p>Updated or new SOPs</p>	<p>Continued Training – Low</p> <p>SOP Development – High</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
SOPs updates and approvals are ongoing.	22 SOPs completed and approved by the Superintendent.	Jacqueline Mesa, Management Analyst IV Franklin Cooper-Nurse, Chief Auditor

**Intergovernmental Agency Arrangements**

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>Intergovernmental Agency Procedure-1:</b>                      Guidance from USEd’s Title V-A Program Office regarding Intergovernmental Agency. Based on Guidance, Title V-A does not authorize sub-grants to other agencies.</p>	<p>Guidance from USEd’s: Sub-Grantee is not authorized under Title V-A. However, GDOE has the authority to partner or collaborate through an existing Memorandum of Understanding (MOU) and/or Memorandum of Agreement (MOA) with Intergovernmental Agencies.</p>	<p>Based on Guidance provided by USDOE Program Office, the Federal Programs Division shall include within the respective Project Application, Intergovernmental Agency partnerships, if applicable. Also within the Budget Narrative, a new Object Code shall be established, object code 231, “Other Agencies, Partnerships, Collaboration, Intergovernmental Agencies”.</p>
Implementation Deliverables	Completion Risks	<p>Based on the Consolidated Grant application, USDOE will approve such activity (please refer to attached notes dated July 10, 2014).</p>
<p>Written Guidance provided by USDOE</p>	<p>Adaptation Risk – acceptance by which all partners are identified within the program application and subsequently approved within the Consolidated Grant Application by USDOE. Adherence to the procedures is minimal. Risk level – Low.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>To be finalized upon submission of respective Consolidated Grant Application and approved by USEDOE’s Program Office.</p>	<p>Evidenced: Approval by USDOE on the FY ’14 Consolidated Grant Application as noted within the respective Project and Budget Applications (Intergovernmental Agencies).</p>	<p>Ignacio Santos, Federal Programs Administrator</p>

**Internal Controls and Procedures**

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>IC-1:</b> Over the next two years, GDOE will develop and implement a credible financial management system. Management will ensure employees are properly trained on new system and trained on the new standard operating procedures as a result of the new FMIS. This will ensure the system would provide the correct amount of funds, in the correct accounts, in a consistent and timely manner. Credible financial management includes systems, policies and procedures that (1) provide access to reliable information when needed, (2) account appropriately for funds, (3) ensure timely deposits or draw down of funds, (4) ensure timely and accurate payments, (5) otherwise enable and support generally accepted government financial management and accounting standards and requirements.</p> <p>Additionally, the financial management system will record and account for all draws and expenditures of federal education funds</p>	<p>See FMIS Section for update on the FMIS and SOP status.</p> <p>Accounting and internal audit staff attended training sponsored by Association of Government Accountants on GASB updates as well as the new super circular.</p>	<p>See FMIS Section for next steps, comments.</p>
Implementation Deliverables	Completion Risks	
<p><b>IC-1:</b> TPFA implemented the Tyler-MUNIS ERP financial management system effective December 2010. GDOE has implemented a Financial Management Information System (FMIS), which includes functionality to support all GDOE financial applications (April 2012).</p> <p>A credible financial management system designed and implemented to meet the EDGAR and other federal reporting requirements in terms of timeliness of funds management and reporting. Additionally, custom reports designed to capture federal grant activity.</p>	<p>Lack of adequate staff needed to continue forward momentum may stall progress.</p> <p>Risk: Medium/High</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Ongoing –</p>		<p>Taling Taitano, DSFAS                      Jacqueline Mesa, FMIS</p>

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>IC-2:</b> GDOE Finance and Administration must demonstrate improved communication and cooperation to develop an integrated financial management system that meets the needs of the organization.</p>	<p>TPFA working with Federal Programs, Accounting, Payroll, Human Resources, Budget, Internal Audit, and Program Managers to map hiring process and develop new time and effort procedures.</p> <p>Fixed assets from the TPFA system has been uploaded into GDOE system. Quarterly uploads are scheduled.</p> <p>Meeting held with operational units to discuss year end, year beginning procedures to ensure timely closing and opening of the fiscal years. Review of account codes and work flows also performed to incorporate changes needed.</p> <p>Operational units invited to biweekly discussion of system concerns.</p> <p>More than eighty percent of employees have signed up with direct deposit. Employee Self Service allows employees to update addresses without Human Resources intervention.</p>	<p>Continue collaboration with schools and divisions to address:</p> <ul style="list-style-type: none"> <li>• Personnel and payroll issues;</li> <li>• Procurement, receiving, inventory, and payables issues;</li> <li>• Budgeting and reporting issues;</li> <li>• Cash receipts and account receivable issues; and</li> <li>• Non-Appropriated Funds.</li> </ul> <p>Benchmarks and stakeholder satisfaction surveys in process of adoption/development.</p> <p><b>Vendor EFTs/ACH Registry</b>                      Continue to encourage GDOE vendors to register for EFTs/ACH payment options.</p>
Implementation Deliverables	Completion Risks	<p>Resolve errors/discrepancies within 2 business days for employee and/or vendor information (i.e. if a vendor changes banks or other issues).</p>
<p><b>IC-2:</b> Department-wide subcommittee structure focused on each of the issue areas. The structure will drive collaboration, which is also necessary to support FMIS implementation which supports GDOE-wide financial management. GDOE departments working together on a daily basis to address implementation, compliance and other activities. Efforts to include direct Internal Audit support of external independent auditors in conduct of single audits as required by the Single Audit Act.</p>	<p>Adaptation Risk – acceptance of direct deposit by employees. Risk level – Low                      Vendor EFTs/ACH. Risk level – Moderate.</p> <p>Although IAO consists of only two employees, the division continues to move forward and accomplish duties and responsibilities. Maintaining sufficient staffing levels within the BO and IAO continues to be a challenge with the loss of personnel due to either retirement or detailed appointments. Awaiting the approval for two requests to fill vacancy positions in AP. Risk: Medium/High</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Ongoing</p>	<p>Labor Distribution and General Ledger Detail distributed to EFSC on monthly basis.</p>	<p>Taling Taitano, DSFAS                      Jacqueline Mesa, FMIS</p>

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>IC-3:</b> Reliance on the credible financial management system by other Guam agencies and single auditors as accurate system of record.</p>	<p>Monthly MUNIS reports continue to be provided to the Education Finance Supervisory Council (EFSC). The EFSC is made up of the Department of Administration, the Bureau of Budget &amp; Management Research, the Office of Public Accountability and the Guam Legislature’s Office of Finance &amp; Budget.</p> <p>The GDOE Fiscal Year (FY) 2014 Financial and Single Audit was initiated in October 1, 2014. The IAO is coordinating with the Financial Affairs division, Third Party Fiduciary Agent, GDOE’s external financial auditors, and the Office of Public Accountability (OPA) to complete GDOE’s FY 2014 Financial and Single Audit by March or April 2015.</p>	<p>Work with legislature to determine if GDOE will take over reports developed for review by EFSC.</p> <p>Regularly reconcile GDOE’s financial information with BBMR, DOA, and the TPFA to ensure information is accurate supports timely completion of audit.</p> <p>GDOE is in compliance with GASB 34 reporting requirements. The external auditors, Deloitte, review GDOE’s financial statements and express an opinion on the fair representation of the financial statements. GDOE received an unmodified opinion in FY 2013 and FY 2014.</p>
Implementation Deliverables	Completion Risks	
<p>A credible financial management system whose implementation is guided by Generally Accepted Accounting Procedures (GAAP) and supported by SOPs to ensure a system of internal controls over financial reporting that can be relied upon by external independent auditors for the purpose of expressing an opinion on the financial statements. Periodic examination and documentation of internal controls by internal audit staff to ensure that the controls are operating as intended without exception.</p> <p>Information management needs met by all users (e.g., custom reconciliation worksheet to support requirements and tracking of federal draw funds).</p>	<p>Low based on staff’s time spent to identify and work out errors and deficiencies of the GASB 34 reporting module.</p> <p>Lack of manpower continues to hinder progress. Risk level – Low.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Ongoing support to be provided to EFSC.</p>		<p>Taling Taitano, DSFAS                      Franklin Cooper-Nurse, Chief Auditor</p>



Internal Controls and Procedures

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>IC-4:</b> GDOE will develop a grant spending process that ensures that grant awards are based on specified program plans and spent on the programs in a timely manner. The grants system will be integrated with the FMIS.</p>	<p>FFY14 Consolidated Grant GAN signed February 19, 2015.</p> <p>GDOE has prepared FFY15 Consolidated Grant application and is awaiting invitation to submit from USDE.</p>	<p>Program managers are working to ensure that the FFY14 Consolidated Grant is being expended timely given the short amount of time left in the fiscal year.</p> <p>Special Education has a number of hard to fill positions and is looking at alternatives such as contracting, requesting above step recruitment and recruitment off-island. The recent increase in salaries through the Competitive Wage Act is requiring additional resources directed towards salaries and benefits.</p>
Implementation Deliverables	Completion Risks	
<ul style="list-style-type: none"> <li>• Program plans will serve as the basis for application disbursement;</li> <li>• Grant spending process will be supported by SOPs, internal control checklists, and training for all affected personnel;</li> <li>• Disbursements will tie to actions specified in program plans;</li> <li>• Funds will be expended for allowable purposes under the statutes; and</li> <li>• No funds will be lost due to lapsing obligation periods.</li> <li>• Legal review has been added to MUNIS approval workflow to help ensure smooth procurement process.</li> </ul>	<p>Delay in the issuance of the GAN as well as attachment T related approvals may delay hiring and procurement activities. Risk level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
Ongoing		Franklin Cooper-Nurse, Chief Auditor Ignacio Santos, Federal Programs Administrator

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>IC-5:</b> GDOE will reconstitute its IAO by developing an annual audit plan and hiring additional staff to conduct audit work, including the risk assessments (MIC, Audit Assessment, and CCAP), and coordinating GDOE’s external audits (OPA’s performance audits and the GDOE’s independent financial auditors’ financial and single audits, including NAF and resolution of prior audit findings).</p> <p>The Chief Auditor will update the MIC. The MIC consists of GDOE school administrators and division heads’ risk assessment, the IAO’s own risk assessment, and conducting fieldwork to test the internal controls of identified high risk areas.</p> <p>Procedures and processes to ensure financial and single audit reports are issued within nine months after the end of each fiscal year as required by the Single Audit Act, as amended.</p>	<p>The IAO has submitted its budget for an additional auditor to be hired in FY 2015. The IAO is working with the management team and HR to recruit an auditor by next quarter.</p> <p>The GDOE Fiscal Year (FY) 2014 Financial and Single Audit was initiated in October 1, 2014. The IAO is coordinating with the Financial Affairs division, Third Party Fiduciary Agent, GDOE’s external financial auditors, and the Office of Public Accountability (OPA) to complete GDOE’s FY 2014 Financial and Single Audit by April 2015.</p> <p>The IAO submitted draft reports of the MIC, Audit Plan, and Audit Assessment to the Superintendent for review and approval. Final report should be issued by May 2015. NAF reports have been drafted and submitted to independent auditors for inclusion in this year’s Single Audit.</p> <p>The IAO’s website and hotline has been established and pending approval for public launch. The website will contain the IAO’s annual audit plan and GDOE’s external audit reports.</p>	<p>The IAO will process its Request to Fill for auditor positions by April 2015.</p> <p>Draft financial and Single Audit reports are due by April 15, 2015. Target date for completion of the FY 2014 financial audit is April 30, 2015.</p> <p>The IAO initiated the Request for Proposal for GDOE’s independent financial auditors and is coordinating with the Supply Management Administrator to issue RFP by June 2015.</p> <p>The IAO followed-up and received MIC Assessments of all initially non-compliant divisions/schools. The IAO updated its MIC database and will be finalizing its MIC report by May 2015. Additionally, the Chief Auditor will be presenting the IAO’s Audit Plan to the Superintendent and, if permitted, the GDOE management team and TPFA. Upon presentation, the Chief Auditor will meet with the Superintendent for approval of any audit engagements. The IAO is also updating its Audit Assessment draft report submitted to the Superintendent in January 2015. The report is slated to be completed by May 2015.</p>
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	<p>The IAO has developed/updated SOPs for the handling of audits, MIC, NAF, charter schools, and hotline.</p>
<p>GDOE FY 2014 Financial and Single Audit reports, MIC Assessment Report, NAF Report, Audit Assessment and CCAP report</p>	<p>Success will hinge on successful staffing of the IAO. Proposed salary increases at the OPA pay make it difficult to recruit and retain staff.</p> <p>Lack of staffing and additional mandates. The IAO</p>	

**Guam Department of Education  
Comprehensive Corrective Action Plan Quarterly Progress Report**

**March 31, 2015**

	identified a net negative manpower hours vs. assigned tasks (CCAP and TPFA Transition Plan) and mandates (MIC, NAF, Charter Schools, and SOPs/Internal Controls) in its Audit Plan.  Risk level – High.	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
GDOE Fiscal Year (FY) 2014 Financial and Single Audit to be completed by April 2015.  The IAO submitted draft reports of the MIC, Audit Plan, and Audit Assessment to the Superintendent for review and approval. Final report should be issued by May 2015. IAO's drafted SOPs to be completed by June 2015.	MIC and Audit Plan have been completed and is pending final submission and approval from Superintendent.	Franklin Cooper-Nurse, Chief Auditor

**Internal Controls and Procedures**

<b>Required Actions and Activities</b>	<b>Status Report as of 3/31/2015</b>	<b>Next Steps / Comments</b>
<b>IC-6:</b> GDOE will develop reconciliation procedures to address audit finding 2013-004, reconciliation between federal expenditures and SEFA and audit finding 2013-005, reconciliation between general ledger and SEFA	SOP # 200-017 –Month End and Year End Closing Policy signed by Superintendent.	Conduct training on SOP to ensure staff understand procedures.  Develop and follow corrective action plan to address this repeat finding.
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
Standard Operating Procedures and related training. No repeat findings.	Lack of adequate staff. Risk level – High.	Follow month end close checklist and provide evidence that reconciliations are being performed on monthly basis.
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
December 31, 2014	Reconciliation documents	Franklin Cooper-Nurse, Chief Auditor Lourdes Perez, Comptroller

Procurement

Required Actions and Activities	Status Report as 3/31/2015	Next Steps / Comments
<p><b>P-1:</b> GDOE will develop and implement effective procurement policies and procedures that ensure:</p> <ul style="list-style-type: none"> <li>• Delivery of ordered supply items within specified timeframes for correct type of supply from selected vendor;</li> <li>• Delivery of supplies and equipment, tagged and entered into a property management system, to schools within three days of receipt; and</li> <li>• Recording of when items are ordered, when orders arrive and are entered into the financial management system, and when they are delivered.</li> </ul>	<p>Training on requisition entry and hands on requisition entry was held in January, February and March. This training includes how to enter receiving reports.</p> <p>Standard Operating Procedures approved for the following areas:                  200-025 Procedures for Maintaining the Procurement File                  200-026 Competitive Sealed Bidding – Indefinite Quantity Bid                  200-027 Competitive Sealed Bidding – Invitation for Bid                  200-030 Procedures for Emergency Procurement                  200-031 Competitive Sealed Bidding – Request for Proposals                  200-033 Competitive Multi-Step Bids</p> <p>Provided overview of approved SOPs to buyers.</p> <p>Supported external audit requests for FY14. No question costs or audit findings.</p> <p>Munis upgrade to v10.5 completed. No issues in requisition processing and conversion.</p>	<p>Review immediate and long-term staffing needs of the Procurement office.</p> <ul style="list-style-type: none"> <li>• Fill buyer vacancies</li> <li>• Hire shared staff with Property to assist with end of year procurement</li> <li>• Plan for staff retirements</li> <li>• Formalize staff training</li> </ul> <p>Review OMB Super circular to determine if policies and/or procedural changes may be necessary.</p> <ul style="list-style-type: none"> <li>• Increase small purchase threshold to \$150,000</li> </ul> <p>Resolve with Legal office which set of procurement regulations (2GAR or GDOE’s as issued in 1994) apply to GDOE Procurement activities.</p> <p>Finalize remaining SOPs:</p> <ul style="list-style-type: none"> <li>• Requisition Entry</li> <li>• Purchase Order Change Order Process</li> <li>• Request for Information</li> <li>• Protest and Appeal</li> </ul>
Implementation Deliverables	Completion Risks	
<p>Written policies and procedures to ensure that US ED funds are used only for allowable costs, including costs that are necessary, reasonable, and allocable to the respective grants as required by OMB Circular A-87, and that are procured in accordance with applicable procurement requirements in 34 CFR §§ 80.36(b)-(j).</p>	<p>System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium.</p>	<p>Schedule training on Procurement SOPs over the summer for end users and Procurement staff. Include training on the following:</p> <ul style="list-style-type: none"> <li>• 2 CFR part 200</li> <li>• Guam Procurement Laws and Regulations</li> </ul> <p>Review and adjust workflow to ensure SMA has ultimate sign-off on PO modifications (local).</p> <p>Establish protocol and training to confirm and alter work flow if needed to perform final checks before requisitions are converted to P.O. Checks include</p>

**Guam Department of Education  
Comprehensive Corrective Action Plan Quarterly Progress Report**

**March 31, 2015**

		ensuring procurement efforts are appropriately documented, vendor selection rational is included and ensuring the fixed asset tag is selected when needed (local)
Schedule Based upon Performance Plan	<b>New Deliverables Completed This Quarter</b>	<b>Responsible Person/Department</b>
Quarterly Training	Completed SOPs and related training	Carmen Taitano, Supply Management Administrator

Procurement

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>P-2:</b> Implement reporting system that will track requisitions and open Purchase Orders. The system will reflect when items are ordered, when orders arrive and are logged into the system, and when they are delivered to the proper location.</p>	<p>Re-established routine reports from buyers on procurement status. Distributed open requisition report (local) to end users.</p> <p>Supported late liquidation process to Fed Programs. Includes preparing late liquidation requests &amp; following up w/ vendors and end users.</p> <p>Continue to monitor adjustments made to the workflow and requisition distribution to ensure changes have improved efficiencies.</p> <p>Continuous monitoring of assigned requisitions to ensure requisitions are turned around in a timely manner.</p>	<p>Internal processing procedure to be implemented:</p> <ol style="list-style-type: none"> <li>1. Establish timelines for requisition turn around and hold buyers accountable for meeting these targets.</li> <li>2. Develop contract listing to track expiration and renewal dates.</li> </ol> <p>Reestablish regular staff (procurement) meetings on updates and status regarding procurement issues or pending program activities that need to be address.</p> <p>Refresher training for end user receiving processes in MUNIS system must reiterate attachment of appropriate receiving documents. Identify procurement staff who can take over the regularly scheduled training of end users.</p>
Implementation Deliverables	Completion Risks	<p>Establish protocol to reach-out to vendors who have Open PO's (local).</p> <p>Create a detailed district-wide procurement calendar.</p> <p>Refine PULSE reports pertaining to purchasing.</p> <p>Develop contract listing to track expiration and renewal dates. Still a work in progress.</p> <p>Regularly send out open requisition and purchase order reports to end users.</p> <p>Supply Management Administrator to identify system content, as well as Tyler online user-community and knowledge base, for available report development capabilities. Research is ongoing in conjunction with resolution of adaptation of TPFAs reports. The GDOE Munis can run its own reports similar to TPFAs and they are as follows: Requisition in Progress, Requisitions in Progress Summary, Requisition in Progress including account data, PO receiving.</p>
<p>Monthly summary of completed purchases and procurement actions; Established process for routine review of federally funded requisitions and purchase orders.</p>	<p>System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium.</p>	

**Guam Department of Education  
Comprehensive Corrective Action Plan Quarterly Progress Report**

**March 31, 2015**

		GDOE to resolve with Tyler adaptation of TPFA MUNIS reports to track requisitions/POs, including aging reports. GDOE Munis has the capability to run reports and is being utilized to run the stoplight reports for both Federally funded programs and locally funded programs
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
Weekly & Monthly	Open requisitions report distributed by GDOE staff on regular basis to those whose requisitions are in workflow	Carmen Taitano - Supply Management Administrator

Procurement

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>P-3:</b> Improve departmental procurement processes beyond those responsibilities directly related to the modules of the Financial Management Information System (FMIS).</p>	<p>Procurement checklist updated for procurements that require AG review.                      New attorney to begin in April.</p>	<p>Develop comprehensive policy and procedures manual based on approved SOPs.</p> <p>Establish a program to evaluate vendor performance and take steps to end vendor relationships if history of non-performance exists.</p>
Implementation Deliverables	Completion Risks	<p>Establish a program to evaluate contract performance to ensure professional services contracts are satisfactorily performed.</p> <p>Further research ongoing of training systems and certification for procurement staff. Additional training is a necessity for the procurement office.</p> <p>Formalize training program for all current and future procurement staff – to including content development and training materials</p> <p>Train procurement staff on 2 CFR Part 200, Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards</p> <p>Continued Training for procurement staff on Guam Code Annotated, Title 5, Division 1, Chapter 5, Guam Procurement Law &amp; Guam Administrative Rules and Regulations, Title 2, Division 4, Guam Procurement Regulations</p>
<p>Development and publication of procurement policies and procedures, and external verification of compliance with SOPs.</p>	<p>Additional attorney is exiting Department; recruitment of attorney and additional buyer ongoing. It has been recommended that the department hire an additional buyer and a contract manager. Risk Level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>SOPs updates and approvals are ongoing.</p>	<p>Various SOPs completed</p>	<p>Carmen Taitano - Supply Management Administrator</p>



Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>PM-1:</b> GDOE will develop and implement effective property management policies and procedures that ensure compliance with Federal regulations, to include tagging and tracking of inventory and prompt delivery of property purchased with federal funds to the appropriate location, so that items may be used for the purpose for which they were purchased.</p>	<p>The fixed asset transfer of TPFA and GDOE fixed assets to the GDOE Live environment was completed on December 12, 2014. This achievement allows all Munis users to view a single fixed asset listing for a particular location code, where previously there were multiple Excel lists for each location.</p> <p>Property Management (PMO) and Receiving Warehouse (RW) staff are increasing their computer literacy and skill level after training in beginner level Excel and Munis Fixed Assets Module, conducted by TPFA in December 2014 and January 2015. Continued utilization and training will reinforce and increase their skill level.</p> <p>Training of school administrators, division heads and property liaisons conducted in January on the Fixed Asset Module so they can run fixed assets listing for the physical inventory and ensure that the listing is updated and accurate.</p> <p>The annual physical inventory began on February 10. By the end of March, inventories of all divisions, Guam Community College, 20 public schools and 5 private non-public schools were completed.</p> <p>RW staff are skilled in receiving orders in the Munis Purchase Order Receiving program, bringing RW and Accounting closer in communication and cooperation.</p> <p>Internal Audit, Accounting and Receiving Warehouse are continuing to develop policies and assign responsibilities regarding the documenting, monitoring and reporting of capital assets maintenance.</p> <p>Three Property Control Officers were hired in January to fill existing vacancies as well as augment existing staff; however, one individual resigned after less than a week. The remaining individuals will staff the physical inventory that began in February. Staff was trained on physical</p>	<p>Two additional Property Control Officers (PCO) were hired in April. These staff will be trained of the physical inventory procedures to provide additional resources to the team as necessary. Their main responsibilities will be to assist with the survey of surplus equipment. Recruitment of additional PCOs in process. These employees will staff the physical inventory from January thru June and then work with procurement from July through December.</p> <p>New hires will be trained, guided and monitored in the BMI scanning systems and GDOE MUNIS Fixed Assets Module.</p> <p>Identify resources for new staff, e.g., computer systems, vehicles. Invitation for Bid for new vehicles closed on June 5 with no bids; to be reannounced.</p> <p>Additional computer training opportunities being sought to elevate skill level for Warehouse and Property staff.</p> <p>Resolution of missing assets is ongoing during the physical inventory process. Develop protocol to elevate concerns regarding missing and stolen assets to the appropriate supervisory level.</p> <p>Development of policies and procedures to monitor the maintenance of capital assets is ongoing. Inclusion of the Facilities and Maintenance and FSAIS in this discussion is vital.</p> <p>Annual physical inventory was originally scheduled to conclude on May 14, 2015. Typhoon Dolphyn has pushed back the completion of the 2015 physical inventory. May 29, 2015 is the target completion date.</p> <p>With the physical inventory set to be completed by May 29, inventory teams will conduct one-on-one evaluations beginning June 29 with administrators, division heads and property liaisons. These discussions reinforce that the ultimate accountability of each site's fixed assets rests with the school administrator or division head.</p>

**Guam Department of Education  
Comprehensive Corrective Action Plan Quarterly Progress Report**

**March 31, 2015**

<b>Required Actions and Activities</b>	<b>Status Report as of 3/31/2015</b>	<b>Next Steps / Comments</b>
	<p>inventory procedures, use of the BMI scanning system, and use of the system. Recruitment for additional applicants continued.</p> <p>Vehicles were rented for the inventory teams, while an Invitation for Bid for vehicles were issued for more permanent vehicles. Computer equipment was obtained for the new staff.</p> <p>The vacant storekeeper position was filled in March. This position assists with receiving and delivery items. He also enters receiving reports into the MUNIS system.</p>	<p>Upon conclusion of the reconciliation, reports will be prepared for USDOE and GDOE senior management, including recommendations and commendations no later than June 29.</p> <p>At the end of this physical inventory, documentation of the reconciliation will be captured. As evidence that staff aren't in compliance develops, corrective action will be taken.</p> <p>Review new Super circular and related guidance to determine if SOPs need to be updated and proposed staffing levels adjusted.</p>
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
<p>Replace all local DOE property tags with type and make identical to those currently in use by TPFAs for federally purchased assets; result is the removal of probable convergence of numbers in MUNIS system. Written Property Management SOPs. Comprehensive physical inventory resulting in detailed fixed asset ledger and ability to perform depreciation expense accurately and efficiently.</p>	<p>System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training.</p> <p>Manpower issues being addressed. Risk level – Low to medium</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
<p>July 31, 2015.</p>	<p>Fixed Asset Training</p>	<p>Marc Pido - Program Coordinator III</p>

Property Management

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>PM-2:</b> GDOE's inventory policy will include an established procedure for replacement or reimbursement of any items in the inventory that cannot be located, consistent with federal regulations.</p>	<p>Internal Audit, Accounting and Property Management continue to meet weekly to further develop and unify policies and procedures relating to financial liability for property that is lost, damaged, destroyed or stolen.</p> <p>These divisions assisted in responding to requests from the external auditors for the FY14 audit. No questioned costs or findings were issued for fixed assets.</p>	<p>Development ongoing for policies and responsibilities relating to financial liability for government property that is lost, damaged, destroyed or stolen will be updated. The section should include accounting procedures for lost, damaged, destroyed or stolen property, how to determine responsibility and the amount of financial liability to those found responsible. Methods of inquiry, research and investigation into the causes of the lost, damaged, destroyed or stolen government property will also be discussed.</p> <p>Several versions of personal responsibility forms have been developed and are in use. However, standards for attaching signed personal responsibility forms to the employee personnel record need to be developed. Development of an SOP no later than July 31, with subsequent training for PMO staff.</p>
Implementation Deliverables	Completion Risks	<p>Amendment being drafted for the Fixed Assets SOP to include procedures for verification on a quarterly basis of fixed asset inventory by school administrators and division heads or their designated fixed asset custodians. Having gone Live with the GDOE Fixed Asset Module on December 12, 2014 facilitates the development of these procedures. Amendment to be proposed to Superintendent no later than August 31.</p> <p>Review new Super circular and related guidance to determine if SOPs and personal responsibility forms need to be updated.</p>
<p>Written lost and stolen item policy which would serve as the basis for any reimbursement. Training programs for principals, assistant principals, and administrative personnel at the school level to increase awareness and ownership of the policies and improve safeguarding of assets.</p>	<p>System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training.</p> <p>Manpower issues being addressed. Risk level – Low to medium</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>August 31, 2015</p>		<p>Marc Pido - Program Coordinator III</p>

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>PM-3:</b> The inventory policy and management system will ensure that Property Management, Procurement, Finance and Administration, Schools and School Administration act as an integrated team on procurement issues.</p>	<p>The fixed asset transfer of TPFA and GDOE fixed assets to the GDOE Live environment was completed on December 12, 2014. This achievement allows all Munis users to view a single fixed asset listing for a particular location code, where previously there were multiple Excel lists for each location.</p> <p>Training of school administrators, division heads and property liaisons conducted in January on the Fixed Asset Module so they can run fixed assets listing for the physical inventory and ensure that the listing is updated and accurate.</p> <p>PMO and the Fixed Asset Accountant worked with program offices to address external auditor questions as well as ensure all parties were working from the same list.</p>	<p>After the conclusion of the 2015 physical inventory and reconciliation, PMO staff will continue to train and improve their skills on BMI software, Munis fixed assets module, and Excel/Word computer applications as they relate to inventory management. Their proficiency level will be sufficient to conduct internal GDOE trainings for administrators and property liaisons by 11/09/2015.</p> <p>Accounting will develop SOP to ensure appropriate capitalization related to CIPs are made timely and that coordination with Program staff is done at least quarterly to ensure all fixed assets are captured, including those related to CIPs and related installation or engineering costs.</p> <p>Workflow procedures being developed for adjusting fixed asset records in Munis NLT 07/31/2015.</p>
Implementation Deliverables	Completion Risks	<p>Work with schools and program managers to ensure all are using the Fixed Asset Module for the fixed asset listing and communication protocols are in place to ensure the listing is accurate and updated. Amendment being drafted to Fixed Asset SOP to include procedures for verification on a quarterly basis of fixed asset inventory by school administrators and division heads or their designated fixed asset custodians.</p>
<p>Inventory policies adopted by GDOE will reflect coordination and review of established policies from GDOE Property Management and Procurement.</p>	<p>System Risk – Issues with FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the system, associated technology and processes will impact efficacy of the FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training.</p> <p>Manpower issues being addressed. Risk level – Low to medium.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Ongoing for other matters</p>		<p>Marc Pido - Program Coordinator III                      Lourdes Perez – Comptroller</p>

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>PM-4:</b> GDOE will ensure that US ED is reimbursed, as appropriate and consistent with federal regulations, when equipment damage results from inappropriate use.</p>	<p>Guidance sought from US ED during their visit in July 2014. The GDOE recommended implementing activities to resolve PM-2 is more appropriate to achieving grant objectives than reimbursing US ED. Awaiting response.</p>	<p>GDOE recommends removal of PM-4 by next quarter's submission of this CCAP.</p>
Implementation Deliverables	Completion Risks	
<p>Additional training to ensure front line leadership (i.e., principals and other administrators) is aware of and responsible for supporting Property Management policies and procedures as well as for the proper level of oversight related to the management of property purchased with federal funds.</p>	<p>Manpower issues being addressed. Risk level – Low to medium</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>See comments above</p>		<p>Marc Pido - Program Coordinator III</p>

Property Management

Required Actions and Activities	Status Report as of 3/31/2015	Next Steps / Comments
<p><b>PM-5:</b> Corrective Action pursuant to Finding No. 10-02 contained in the program determination letter (PDL) from the Office of Special Education regarding Audit Control Number 09-10-110764 for the Audit Period October 1, 2009 - September 30, 2010.</p> <p>Finding has been closed; request deletion of PM-5. Components of this section are included in PM-1 through PM-3.</p>	<p>Fixed asset definition part of Fixed Assets SOP.</p> <p>With the update of the fixed asset SOPs, training of fixed asset liaisons, and the upload of the fixed asset module, GDOE can better establish responsibility for the custody of fixed assets.</p> <p>Having gone Live with fixed assets in Munis on December 12, 2015, school administrators, division heads and property liaisons now have view to their respective asset records in Munis.</p>	<p>See PM-1 for next steps.</p>
Implementation Deliverables	Completion Risks	
<p>Per Finding No. 10-02:</p> <ul style="list-style-type: none"> <li>• Evidence that GDOE has a uniform definition of "fixed assets" that is utilized consistently across GDOE central office managers and school sites;</li> <li>• Evidence that GDOE has developed enforcement actions that are reasonably designed to enforce established procedures and address noncompliance identified at the school or division level;</li> <li>• Evidence that it has performed the reconciliation of fixed asset data as between the property management and financial management systems; and</li> <li>• Further examples of documents and records used in the property management process, including fixed assets reports generated from the automated fixed assets system, that contain all details required for accurate management of the property, including, but not limited to, acquisition date, acquisition cost, and the source of funds used to acquire the property.</li> </ul>	<p>System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low.</p> <p>Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training.</p> <p>Manpower issues being addressed. Risk level – Low to medium.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>See PM-1</p>		<p>Marc Pido - Program Coordinator II</p>