

Guam Department of Education

Comprehensive Corrective Action Plan Quarterly Progress Report

For the Period Beginning December 1, 2012 and Ending February 28, 2013

Presented to the U.S. Department of Education in Fulfillment of the Federal Fiscal Year 2011 Special Conditions

Submitted March 18, 2013 - Fourth Draft for Review

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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.

Major Accomplishments

The Financial Management System has been installed and the out-sourced project managers have rolled off and transitioned the role to GDOE. GDOE's full time project manager is also becoming familiarized with the variety of reports on MUNIS, GDOE's financial management system, and will also shepherd the finalization of the related SOPs. Training continues to be scheduled during school breaks as we assist end-users become familiar with the system. We have performed a soft close of FY12 and issued W-2s on the new system.

We have used MUNIS to automate the Non-Appropriated Funds (NAF) and have trained school staff. This will allow the internal audit division to monitor these funds on a real time basis. In the FY14 budget, we specifically looked at ensuring that we budget for adequate school staff to support accounting for the NAF and other critical processes such as accounting for the custody of fixed assets.

As additional end users have joined the system we have had challenges with connectivity and response time. Additionally, the virtual desk top solutions have also presented similar issues. New electronic interactive whiteboards, teacher laptops and student laptops are also straining the system. We in the process of deploying servers at the schools to act as hubs and procuring fiber optics and wireless infrastructure to strengthen the system.

On top of the project manager listed above, over the last month we have been able to recruit and hire a supervisor for the budget section, an additional internal auditor, and an additional IT technician. We plan to transform current payroll vacancies into an analyst position to assist that division in creating and reviewing reports. Additionally, the recent retirement of our comptroller will create opportunities for realignment of the Business Office.

The Superintendent added a fourth Deputy of Assessment and Accountability to his team. One of this deputy's responsibilities will be to develop metrics that can be used for decision making. Additionally the new Board elected Dr. Jose Cruz, a long-time member, to be the Chair. Committee chairs will be selected at the March meeting.

While we have completed and reconciled the physical fixed asset inventory, we have begun to conduct weekly fixed asset inventories. We are in the process of aligning property tags between the TPFA and GDOE and using bar code scanners to conduct the inventory. We have developed a definition for vulnerable assets and are including these assets in the physical inventory.

Reorganization of the programs funded through the consolidated grant and the transition to the new USDOE grants created some payroll / personnel challenges related to the coordination between the program managers, federal programs, accounting, human resources and payroll divisions. We are working on procedures to minimize issues as we move from one grant year to another.

Employee Time Tracking

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>ETT-1: 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>Continued next Page</p>	<p>A significant amount of program restructuring was included in the 2012 Consolidated Grant. Coordination of all necessary personnel actions and records update will be coordinated by Federal Programs Office jointly with the Business Office, Payroll and Human Resources.</p>	<p>Once the preliminary forms are finalized by Tyler Tech., the Federal Programs Division & the Business Office will review and make suggestions as necessary for the use of the new Time Distribution Forms within the GDOE MUNIS.</p> <p>Develop transition plan to move fully federally funded employees from biweekly certifications to semiannual certifications.</p> <p>SOPs will be updated to reflect new forms and procedures. Federal programs will develop a checklist for supervisors and project directors.</p> <p>Institutionalize training for new 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> <p>The MUNIS forms are necessary for tracking the accurate time distribution as well as the Labor and Account expenditures associated to each distribution.</p> <p>Determine appropriate reports and access for project directors and program managers so that they can research and validate personnel who are charged to their respective programs and build, validate and maintain their roster.</p>

Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Written and approved SOPs, including training for applicable GDOE personnel, to ensure:</p> <ul style="list-style-type: none"> • accurate and up-to-date employee staffing lists based on notices of personnel actions (from Personnel Division and validated by FPD). • accurate and timely time distributions among funding sources for split-time employees, and proper allocation of salary costs among US ED grants (from respective programs and validated by FPD). • accurate and properly executed time distribution reports and attendance records. (from respective programs and validated by FPD). • properly executed and timely semiannual certifications. (from respective programs and validated by FPD). • internal control checklists to ensure compliance with Circular A-87. • identification of a computer-based and accurate time and attendance system, with documentation of requirements to support implementation, training and administration. (validated by FPD). 	<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. – 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. Risk level – LOW. Technology being introduced to all federally funded employees and will require training.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>November 30, 2012 May 31, 2013</p>		<p>Ignacio Santos Federal Programs Administrator Taling Taitano, Deputy Superintendent</p>

Employee Time Tracking

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>ETT-2: 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>Once the preliminary forms are received finalized by Tyler Tech., the Federal Programs Division & the Business Office will review and make suggestions as necessary to finalize the use of the new Time Distribution Forms within the GDOE MUNIS.</p> <p>Determine feasibility of having these employees enter and certify their time sheets electronically.</p>
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Written and approved SOPs, including training for applicable GDOE personnel, to ensure:</p> <ul style="list-style-type: none"> • accurate and up-to-date employee staffing lists based on notices of personnel actions (from Personnel Division and validated by FPD). • accurate and timely time distributions among funding sources for split-time employees, and proper allocation of salary costs among US ED grants (from respective programs and validated by FPD). • accurate and properly executed time distribution reports and attendance records (from respective programs and validated by FPD). • properly executed and timely semiannual certifications (from respective programs and validated by FPD). • internal control checklists to ensure compliance with Circular A-87. • identification of a computer-based and accurate time and attendance system, with documentation of requirements to support implementation, training and administration (validated by FPD). 	<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. – 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. Risk level – LOW. Technology being introduced to all federally funded employees and will require training.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>December 30, 2012 May 31, 2013</p>		<p>Ignacio Santos Federal Programs Administrator Taling Taitano, Deputy Superintendent</p>

Employee Time Tracking

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>ETT-3: Research and implement an automated time collection system for federally funded employees.</p>	<p>Work orders for preliminary forms have been submitted to Tyler Tech. Requests have been made to include the number of hours performed instead of percentages originally displayed.</p> <p>Awaiting response from Tyler Tech. regarding the requests to include the number of hours performed for multiple programs performed.</p>	<p>Once the preliminary forms are finalized by Tyler Tech., the Federal Programs Division & the Business Office will review and make suggestions as necessary to finalize the use of the new Time Distribution Forms within the GDOE MUNIS.</p>
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Written and approved SOPs, including training for applicable GDOE personnel, to ensure:</p> <ul style="list-style-type: none"> • accurate and up-to-date employee staffing lists based on notices of personnel actions (from Personnel Division and validated by FPD). • accurate and timely time distributions among funding sources for split-time employees, and proper allocation of salary costs among US ED grants (from respective programs and validated by FPD). • accurate and properly executed time distribution reports and attendance records (from respective programs and validated by FPD). • properly executed and timely semiannual certifications. (from respective programs and validated by FPD). • internal control checklists to ensure compliance with Circular A-87. • identification of a computer-based and accurate time and attendance system, with documentation of requirements to support implementation, training and administration. (validated by FPD). 	<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. – 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. Risk level – LOW. Technology being introduced to all federally funded employees and will require training.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>December 30, 2012 May 31, 2013</p>		<p>Ignacio Santos Federal Programs Administrator Taling Taitano, Deputy Superintendent</p>

Intergovernmental Agency Arrangements

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>Intergovernmental Agency Procedure-1: GDOE will draft and implement a SOP specific to sub-recipient/sub-award arrangements between GDOE and other Guam governmental entities. The intent of the SOP is to provide clarification to each entity regarding the requirements and responsibilities for successful implementation of approved federally-funded projects.</p> <p>Continued next page</p>	<p>GDOE is implementing the SOP - The Federal Programs Division will be identifying methods to further streamline specific processes for sub-recipient/sub-award arrangements between GDOE and other Guam governmental entities to ensure a more efficient process internally.</p> <p>The Federal Programs Division is closely monitoring activities to ensure processes are in place and to identify successes and challenges. Any challenges identified will be addressed by proposing to revise the SOP accordingly.</p> <p>The Federal Programs Division is identifying a uniform method to address all sub-awardees (government agencies and organizations) external from DOE. Currently, Judiciary is a sub-awardee under the Inagofli'e'. However, GCC, DYA, and Guahan Academy are submitting project applications directly to Federal Programs. The Program Managers for these programs, GCC, DYA, and Guahan Academy, are external. The Consolidated Grant was awarded to GDOE to manage overall, which makes it problematic when the program managers for these program are external as their processes vary with regard to accountability and expectations.</p> <p>By identifying a DOE program manager, we will not only be able to better manage the programs and funds, but will allow to further streamline activities. The Program Manager will be responsible for identifying methods to ensure the sub-awardee activities are linked to the consolidated grant program goals and objectives.</p>	<p>Draft SOP will be routed for review internally. Finalized to use with the FFY13 application cycle.</p> <p>Communicate SOP to relevant GovGuam entities so they understand requirements.</p> <p>At least annually, document monitoring activities. Provide technical assistance as necessary to resolve any concerns.</p> <p>Update SOP as necessary based on feedback from GovGuam entities and results of monitoring.</p>

Intergovernmental Agency Arrangements Continued

Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
Written and approved SOP, including training for applicable GDOE personnel and sub-recipient/sub-grantees.	Adaptation Risk – acceptance by which all sub-recipients/sub-grantees adhere to the procedures is minimal. Risk level – LOW.	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
December 30, 2012 June 30, 2013		Ignacio Santos, Federal Programs Administrator

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>IC-1: 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>IAO continues work with the responsible individuals designated to resolve audit findings to update corrective actions.</p> <p>Re-assessment and evaluation of MIC to include validation of information and documentation of controls to include the validation of existing operational and FMIS SOPs within Divisions.</p> <p>Draft proposals of the following documentation have been forwarded to the Superintendent for review and comment:</p> <ul style="list-style-type: none"> • Audit Committee and strategic planning for IAO (core mission, goals and objectives) • Audit Plan to include monitoring of CCAP, Evergreen audit, and other external reviews (OPA, financial and compliance audit reports, and follow-up of IAO audit reviews and recommendations) • Audit Manual (including existing IAO SOPs and developing new policies/procedures as needed) • Establishment of a complaint hot line. IAO is collaborating with the Deputy Superintendent of Accountability and the FSAIS on the implementation of this project. <p>HR has developed a Code of Conduct form that requires each employee to read and sign relating to the ethical conduct and responsibilities of DOE employees (see attached form).</p>	<p>Develop monthly schedule of reconciliations and financial statement closing to ensure audit can begin on or before January after the fiscal year end.</p> <p>Identify or develop reports for use by program managers and project directors to monitor and track expenditures and train them on how to access these reports.</p> <p>Make revisions necessary to obtain Superintendent approval of various submitted documents and implement as appropriate.</p> <p>Proposed revamping of MIC and get feedback from various stakeholders.</p>

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Internal Controls and Procedures

Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>IC-1 Continued: TPFA implemented the Tyler-MUNIS ERP financial management system effective December 2010. GDOE is in the process of implementing a Financial Management Information System (FMIS), which will include functionality to support all GDOE financial applications.</p> <p>Procedures and processes to ensure that single audits are conducted, and audit reports issued within nine months after the end of each fiscal year as required by the Single Audit Act, as amended. This will be incorporated into a Management Internal Controls (MIC) program, including a SOP detailing specific internal control objectives, and internal control audit programs and checklists for all GDOE functional areas, including accounting for and reconciling financial records for Department grant funds in accordance with Federal requirements.</p>		
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>December 2013</p>	<p>Code of conduct signed annually by procurement, accounting and management and placed in employee jackets and is part of documents signed by incoming employees.</p> <p>Audit finding status report updated on a quarterly basis.</p>	<p>Lou Perez, Chief Auditor and Interim Comptroller</p>

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>IC-2: 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>Continued next Page</p>	<p>IAO continues to work with all parties involved to address any policy, procedural, or audit issue that arise from the review of the new FMIS to include technical assistance on the updating SOPs, division manuals, applicable laws, rules and regulations, etc.)</p> <p>Seek assistance in development and training of finance for report writer module.</p> <p>Continues to assist in the recruitment and hiring of personnel for finance/audit offices:</p> <ul style="list-style-type: none"> • Recruitment and hiring completed for upper level position in budgeting (February 2013). • Recruitment and hiring completed for two entry level positions in accounting and auditing (March 2013). <p>Continues to assist in the providing the necessary accounting/audit tools, equipment, and training for staff to perform their required tasks.</p> <ul style="list-style-type: none"> • Accounting for Governmental Entities held on February 4 to February 7, 2013 • Personal Financial Strategies for 2013 held on January 30, 2013 • Better Public Speaking held on October 19, 2012 • Career & College Planning held on October 17, 2012 • 2012 Procurement Fraud Investigations training held on September 25 to September 27, 2012 • Fraud/Performance Audit training held on August 27 to August 30, 2012 • Personal Accountability and Ethics in the Workplace held on August 30, 2012 • Guam Professional Development Conference (GPDC) from July 17 to July 19, 2012 <p>Continues to explore other funding options for technical assistance to build capacity in finance/audit offices.</p> <p>Chief Internal Auditor is point of contact with external auditor and is managing outstanding list of items for auditors. Team meets weekly for an update on the progress of the external audit.</p>	<p>Continue to encourage subcommittee structure to discuss:</p> <ul style="list-style-type: none"> • Personnel and payroll issues • Procurement, receiving, inventory, and payables issues • Budgeting and reporting issues • Cash receipts and account receivable issues <p>Schedule regular meetings to identify problems, develop solutions and identify opportunities for greater efficiencies</p>

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Internal Controls and Procedures

Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>IC-2Continued: 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>Auditors anticipate the completion risk is high for FY 2012 financial and single audit to be high due to GDOE's implementation of its new MUNIS.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>June 30 2013</p>	<p>Biweekly meetings scheduled to discuss concerns with TPFA regarding reconciliations and billings. Biweekly meeting scheduled with Human Resources and Payroll to resolve concerns.</p>	<p>Lou Perez, Chief Auditor and Interim Comptroller</p>

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>IC-3: The GDOE will develop a credible financial management system which records and accounts for all draws and expenditures of federal education funds.</p>	<p>IAO is currently conducting a cash management audit of the department.</p>	<p>Determine feasibility of using billing function on Munis to assist in tracking federal receivables and ensure draws downs are accurately tracked</p>
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<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>Failure to implement effective controls and effective audit procedures will extend the requirement for the presence of a TPFA.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Revised target date – April 30, 2013</p>		<p>Lou Perez, Chief Auditor and Interim Comptroller</p>

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>IC-4: Reliance on the credible financial management system by other Guam agencies and single auditors as accurate system of record.</p>	<p>GDOE has been providing regular reports to the Education Financial Supervisory Commission (EFSC) which consists of the Department of Administration, Bureau of Budget and Management Research, the Office of Public Accountability, the Office of Finance and Budget and the Department of Education.</p> <p>External auditor has been provided read only access to FMIS.</p>	<ul style="list-style-type: none"> • Continue to work with FMIS Project Manager and FSAIS to grant read-only FMIS access to relevant parties within other Guam agencies and contracted auditors. • Provide overview of system to the EFSC. • Work with EFSC to improve reports used to monitor GDOE.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<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>A Management Internal Controls (MIC) program, including a SOP detailing specific internal control standards, which will ensure the operation of internal controls over financial reporting. In addition, the MIC will provide for the prevention or detection of financial misstatements on a timely basis and ensure GDOE's ability to initiate, authorize, record, process, and report financial data consistently and reliably.</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>Medium to High based on staff's time spent to identify and work out errors and deficiencies of the GASB 34 reporting module.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>June 30, 2013</p>		<p>Lou Perez, Chief Auditor and Interim Comptroller</p>

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>IC-5: 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>Review of contracts by USDOE required by the GAN as well as losses of personnel in the C&I Division has resulted in delayed in processing of some procurements related to FFY12 consolidated grant.</p>	<p>IAO continues to work closely with all parties involved to address any grants management issues.</p> <p>See also P-2 Next Steps regarding development of procurement calendar to map federal grant spending timelines.</p> <p>Procurement meetings continue to be held weekly to monitor and manage key procurements.</p>
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<ul style="list-style-type: none"> • Program plans will serve as the basis for application disbursement; • Grant spending process will be supported by SOPs, internal control checklists, and training for all affected personnel; • Disbursements will tie to actions specified in program plans; • Funds will be expended for allowable purposes under the statutes; • No funds will be lost due to lapsing obligation periods. 	<p>Medium to High due to 2011 finding.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>December 2013</p>	<p>Biweekly stoplight report issued by procurement</p> <p>Monthly grant status reports issued by TPFA</p>	<p>Lou Perez, Chief Auditor and Interim Comptroller</p>

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>FMIS-1: 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.</p>	<p>Completed</p>	<p>Completed</p>
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Detail system design specifications approved by GDOE Finance and Administration management.</p>	<p>Completed</p>	
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>Completed</p>		<p>Taling Taitano, Deputy Superintendent</p>

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>FMIS-2: 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>Upgrades to the System Upgrade to version 10.2</p> <p>Continued Next Page</p>	<p>Payroll Module</p> <ul style="list-style-type: none"> Employee Self Service—has been activated with VIEW ONLY access. Employees can view their pay, tax, leave, and personal information records online. Time Sheet Entry—schools/divisions are entering Time Sheet information from their respective sites. W-2 Processing & Training--Tyler Consultant was on-island to perform hands on W-2 Processing Training with the Chief Payroll Officer. 2012 W-2's were processed. <p>Procurement Module</p> <ul style="list-style-type: none"> Contract Management Training—took place on February 21, 2013. Bid Management Training—took place on February 20, 2013. <p>Finance Module</p> <ul style="list-style-type: none"> Student Activity Funds – All schools have undergone training in the module and are currently inputting all December – January student activity data. Budget – Performance Base – a decision has been made by Management that GDOE will not be purchase the module at this time. 1099 Reporting—2012 1099's were processed. Month End Closing – soft closed was performed for FY2012/ Bank Reconciliations – in use. <p>Tyler Content Manager</p> <ul style="list-style-type: none"> Information indexing templates have been submitted to Tyler. 	<p>Human Resources Module</p> <ul style="list-style-type: none"> The following applications of the System still need execution <ul style="list-style-type: none"> Applicant Tracking Personnel Action Forms Projections of salaries and benefits Staffing Pattern Employee Address Corrections <p>Payroll Module</p> <ul style="list-style-type: none"> Installed and payroll checks have been issued but clarification and better understanding needs to be established for the following: <ul style="list-style-type: none"> Payroll Cost Reporting finalized Employee Self Service (INTERACTIVE access) <ul style="list-style-type: none"> Employee Expense Employee Travel Employee Time Sheet Entry Direct Deposit Payroll Audit Reports need to be reviewed. TDRs procedure developed and deployed. TDR form finalized. <p>Procurement Module</p> <ul style="list-style-type: none"> Contract Management – populate the module with current GDOE contract information. Vendor Self Service – education of vendors Bid Module – determine whether practical to use. <p>Finance Module</p> <ul style="list-style-type: none"> Cash Receipts procedures for the schools Fixed assets – upload physical inventory results <p>Tyler Content Manager</p> <ul style="list-style-type: none"> System configuration and uploading of templates—March 7, 2013 Training for end users and IT staff will follow configuration.

(FMIS)

Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>FMIS-2 Continued: 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>		
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Next system upgrade is scheduled for summer 2013. MUNIS version 10.2 will be installed at that time.</p>	<p>Various Tyler Technologies training sessions on preparation of yearend processing, monthly closing procedures and annual tax documents such as 1099 and W-2. Issued 1099 and W-2 for 2012. Performed month end closing and soft closing for FY2012.</p>	<p>Jacqueline Mesa, Management Analyst IV</p>

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>FMIS-3: 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>	<ul style="list-style-type: none"> • Continued operation of the TPFA independent financial management system and bank accounts will continue. • Biweekly meetings to coordinate activities and resolve any concerns. • Regular reports to ensure any outstanding receivables are resolved in a timely manner.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<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
<p>Continuing</p>	<p>Routine reports issued on regular basis.</p>	<p>Taling Taitano, Deputy Superintendent</p>

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>FMIS-4: 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>End-User Trainings—Account Inquiry, Requisition Entry and Purchase Order Receiving trainings were held for representatives from all schools and divisions on 12/26/12,12/28/12,1/02/13,1/17/13, 1/18/13, 2/08/13.</p>	<ul style="list-style-type: none"> • Training to be scheduled over Summer, Christmas and Spring breaks. • Conduct pre and post training survey to focus training and determine effectiveness. • Reviewing the SOPs with the Department Heads and they review it with their Team • Final sign off and adoption of SOPS.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>End Establish End User Training</p> <ul style="list-style-type: none"> • End user training need to be established on each school breaks with the school’s end users. • End User Training for Central Office personnel should be scheduled each quarter to ensure compliance and the proper use of the system. • Go to Meetings with Tyler personnel should be established as needed. <p>Standard Operating Procedures.</p> <ul style="list-style-type: none"> • Official approval by department. 		
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Training is on-going</p> <p>Schedule for all departments to have Superintendent’s approval on SOPs is May 31, 2013.</p>	<p>End-User Trainings—Account Inquiry, Requisition Entry and Purchase Order Receiving trainings were held for representatives from all schools and divisions on 12/26/12,12/28/12,1/02/13,1/17/13, 1/18/13, 2/08/13.</p>	<p>Jacqueline Mesa, Management Analyst IV</p>

Procurement

Required Actions and Activities	Status Report as of 02/28/2013	Next Steps
<p>P-1: GDOE will develop and implement effective procurement policies and procedures that ensure:</p> <ul style="list-style-type: none"> • Delivery of ordered supply items within specified timeframes for correct type of supply from selected vendor; • Delivery of supplies and equipment, tagged and entered into a property management system, to schools within three days of receipt; • Recording of when items are ordered, when orders arrive and are entered into the financial management system, and when they are delivered. 	<ul style="list-style-type: none"> • Bid Management and Contract Management training were conducted in February 2013. Process is not intuitive. Staff will continue to increase familiarity in the Test environment. • GDOE Annual Physical Inventory of Federally and Locally funded fixed assets currently in progress February – June 2013. • Reconciliation for USDOE- and locally-funded assets ongoing during Feb-June 2013 inventory. 	<ul style="list-style-type: none"> • SOPs are still in review process. • Clean asset records to be entered to GDOE MUNIS system after reconciliation. • Procurement Calendar in development to map fiscal year, federal grant, local funding, and physical inventory timelines. Will also include periodic and regularly scheduled training. • Populate contract module and identify reports to assist in contract management. • Determine feasibility of using bid module.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<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>	<ul style="list-style-type: none"> • System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – LOW. • 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. 	
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>May 31, 2013</p>	<p>First full physical inventory completed in November 2012. Bid Management and Contract Management training were conducted in February 2013.</p>	<p>Marc Pido - Supply Management Administrator</p>

Procurement

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>P-2: 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>	<ul style="list-style-type: none"> On February 5, 2013, to build the computer skills of the Warehouse staff, an assessment was conducted of their basic skills utilizing an online assessment tool. Basic computer literacy training sessions are planned for March-April 2013. The Office of Supply Management has conducted Munis End-User training sessions during the school breaks, covering Requisition Entry and Purchase Order Receiving. During training for Purchase Order Receiving, emphasis is placed on the requirement of the Three Way Match – Purchase Order, Receiving Document, and Invoice. A Receiving Document, signed as true, must be attached by the End User when receiving in Munis PO Receiving as a required element of the Three Way Match. 	<ul style="list-style-type: none"> Supply Management Administrator to identify system content, as well as Tyler online user-community and knowledge base, for available report development capabilities. Develop a Gatekeeper assignment within the Supply Management Office to assign individual requisitions to the proper workflow stream. Building capability for the Warehouse personnel in use of technology is ongoing – computers, BMI scanning system, and Munis FMIS. For proper internal controls, receiving processes will be updated to include attachment of appropriate documents in the FMIS receiving records.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Monthly summary of completed purchases and procurement actions; Established process for routine review of federally funded requisitions and purchase orders.</p>	<ul style="list-style-type: none"> System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – LOW. 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. 	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
	<p>Report – Requisitions in Progress is sent weekly to end users to remind them of requisitions in process.</p> <p>Report and Collaboration – Bi-weekly Procurement Stoplight progress meeting of divisions’ top dollar end users regarding procurements in the process.</p>	<p>Marc Pido - Supply Management Administrator</p>

Procurement

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>P-3: Improve departmental procurement processes beyond those responsibilities directly related to the modules of the Financial Management Information System (FMIS).</p>		<ul style="list-style-type: none"> • DTPs must be updated as procedures and policies are adjusted. • A comprehensive Policy and Procedures manual for the Supply Management Office will be developed by May 31, 2013. • Resolve which set of procurement regulations (2GAR or GDOE's as issued in 1994) apply to GDOE Procurement activities, by May 31, 2013. • Procurement staff enrolled in 18 hour procurement class at GCC.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Development and publication of procurement policies and procedures, and external verification of compliance with SOPs.</p>		
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>May 31, 2013 with the publication of the new Policy and Procedures Manual.</p>	<p>In collaboration with Budget and Accounting offices, Procurement conducted Munis Approvers (principals and division heads) training session during Christmas break (Dec 26 & 28, Jan 2); included training topics Requisition Entry (what to look for when approving requisitions) and Account Inquiry (balances and movements).</p>	<p>Marc Pido - Supply Management Administrator</p>

Property Management

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>PM-1: 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>	<ul style="list-style-type: none"> GDOE continues to increase familiarity with the Fixed Assets Module in the Test environment. GDOE has determined to keep separate GDOE Fixed Assets SOPs (roles, responsibilities and tasks) and Munis system SOPs (system processes). Updating of GDOE Fixed Assets SOP will be completed by June 30, 2013. New tags are replacing old GDOE tags as physical inventory is conducted. Second district wide physical inventory (First Annual) began Feb. 19 and is scheduled to be completed June 2013. Reconciliation is ongoing. 	<ul style="list-style-type: none"> Schedule basic computer skills training for Warehouse and Property personnel in March-April. Continue assessment of readiness for additional training for Warehouse and Property personnel for Purchasing and Fixed Assets Module for to increase staff ability to access asset information and reports. Develop a formal Policy and Procedures Manual for Property Management by May 31, 2013. Based on physical inventory findings, develop training for fixed asset custodians in schools and divisions to review findings, SOPs and Munis tools. Training sessions to be scheduled Summer 2013.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Replace all local DOE property tags with type and make identical to those currently in use by TPFPA 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>	<ul style="list-style-type: none"> System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – LOW. 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. 	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>May 31, 2013 with publication of the new Policy and Procedures.</p>		<p>Marc Pido - Supply Management Administrator</p>

Property Management

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>PM-2: 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>	<ul style="list-style-type: none"> The guide will be included as part of the SOP for replacement, reimbursement and responsibility, to be completed by May 31, 2013. Teachers were required to sign for laptops and acknowledge responsibility for safeguarding the device. 	<ul style="list-style-type: none"> This section will be updated to include policies and responsibilities relating to financial liability for government property that is lost, damaged, destroyed or stolen. 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. SOP for replacement, reimbursement, and determination of responsibility will be drafted by April 30, 2013 and implemented by May 31, 2013. Items will be addressed in the Policy and Procedure Manual scheduled for completion by May 31, 2013. Develop standard for attaching signed personal responsibility forms to the employee record. Verification on a quarterly basis of fixed asset inventory by school administrators and division heads or their designated fixed asset custodians.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<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>	<ul style="list-style-type: none"> System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – LOW. 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. 	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>May 31, 2013 with publication of the new Policy and Procedures.</p>	<p>Recent distribution of Teacher Laptops included signed receipt indicating responsibility and reimbursement requirements.</p>	<p>Marc Pido - Supply Management Administrator</p>

Property Management

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>PM-3: 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>	<ul style="list-style-type: none"> Annual Physical Inventory for Federally and locally funded fixed assets is currently under way, February – June 2013. 	<ul style="list-style-type: none"> While procurement and end-users are becoming more proficient with requisition entry and PO processing and monitoring, additional Fixed Asset Module training for Warehouse, Property, procurement, and accounting staff will be scheduled to ensure proper receiving, recording, and accounting of assets. End-user training to follow to allow visibility to location of asset and movement of assets. A Policy and Procedures Manual will be developed for Property Management by May 31, 2013. The relative frequency to just-completed full physical inventory is to build on collaborative effort with schools and divisions as well as maintain freshness among Property personnel of processes and procedures.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Inventory policies adopted by GDOE will reflect coordination and review of established policies from GDOE Property Management and Procurement.</p>	<ul style="list-style-type: none"> System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – LOW. 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. 	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>May 31, 2013 with publication of the new Policy and Procedures.</p>	<ul style="list-style-type: none"> Full physical inventory completed November 2012. 	<p>Marc Pido - Supply Management Administrator</p>

Property Management

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>PM-4: GDOE will ensure that US ED is reimbursed, as appropriate and consistent with federal regulations, when equipment damage results from inappropriate use.</p>		<ul style="list-style-type: none"> • In addition to determining personal responsibility and financial liability, procedures and policies for reimbursing US ED will be researched and adopted, as appropriate. • Routine training for principals and division heads regarding oversight of property of purchased with federal funds will be included in Procurement calendar. • SOP for replacement, reimbursement, and determination of responsibility will be drafted by April 30, 2013 and implemented by May 31, 2013. • Items will be addressed in the Policy and Procedure Manual scheduled for completion by May 31, 2013.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<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>		
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>May 31, 2013 with publication of the new Policy and Procedures.</p>		<p>Marc Pido - Supply Management Administrator</p>

Property Management

Required Actions and Activities	Status Report as of 2/28/2013	Next Steps
<p>PM-5: 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 No. 10-02 has been resolved and closed.</p>	<ul style="list-style-type: none"> • Training for school principals, property liaisons, and division heads regarding compliance and enforcement will be part of the regular Procurement calendar. • A letter from the Supply Management Administrator to the Superintendent will be prepared to document the new definition of fixed assets and the tracking requirement for effective property management. This is an interim step prior to the finalization of the Property Management Policy and Procedure Manual scheduled for May 31, 2013.
Implementation Deliverables	Completion Risks	Reviewer Notes and Comments
<p>Per Finding No. 10-02:</p> <ul style="list-style-type: none"> • Evidence that GDOE has a uniform definition of "fixed assets" that is utilized consistently across GDOE central office managers and school sites; • 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; • Evidence that it has performed the reconciliation of fixed asset data as between the property management and financial management systems; and • 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. 	<ul style="list-style-type: none"> • System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – LOW. • 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. 	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>May 31, 2013 with publication of the new Policy and Procedures.</p>	<p>PDL from OSEP clearing GDOE of Finding No. 10-02.</p>	<p>Marc Pido - Supply Management Administrator</p>

Recommended CCAP Additions, Deletions, Modifications

Focus Area	Recommendations