

Guam Department of Education

# Comprehensive Corrective Action Plan Quarterly Progress Report

For the Period Beginning December 1, 2013 and Ending February 28, 2014

Presented to the U.S. Department of Education in Fulfillment of the Federal Fiscal Year 2013 Special Conditions

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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.

## **Executive Summary**

Successful upgrade to Tyler Munis Version 9.4 with Enhancements was completed in mid-February. The TPFA has also upgraded its system to the same software version. This should enable an electronic transfer of information between systems. The only issue raised as a result of the upgrade is the ability to download information from the BMI fixed asset scanners into the fixed asset module; we are working with BMI to resolve this issue.

FY13 was successfully closed on December 29, 2013, allowing the financial audit to commence. W-2s were printed and distributed in January and posted to the Employee Self Serve Portal, allowing employees to reprint their W-2 at will.

Training to prepare divisions and schools for the physical inventory was accomplished in December and the physical inventory, lead by GDOE, began in January 2014. All indications are that schools and divisions are better prepared this year than last year.

End user training was scheduled over the Christmas break. Preparation of SOPs stalled, partially due to shortages in staffing. Renewed efforts to complete SOPs have begun with the identification of a GDOE project manager. It is anticipated that critical vacancies will be filled before the end of the April.

**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 2/28/2014	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>Continue to next page</p>	<p>The Tyler MUNIS system was upgraded to version 9.4 with Enhancements on February 18, 2014. We have asked MUNIS to modify the A-87 report (time &amp; effort) to run by location and we have yet to receive the quote.</p> <p>Time entry into MUNIS has been distributed from the payroll office to all schools and to all but one division. All but two schools and one division submit digital copies of time sheets, time distributions reports (TDRs), and other payroll documents electronically, i.e., scanned documents, to Payroll.</p> <p>PULSE report is available that allows those with access, those with oversight over the programs, to validate personnel who are charged to each federally funded program. Federal Programs personnel were provided an overview of PULSE and the report.</p> <p>The Deputy Superintendent of Finance &amp; Administrative Services and the Comptroller participated in a webinar on the Omni Circular related to time and effort documentation. Information gathered from that webinar was shared with Federal Programs, the TPFAs, accounting and the program managers.</p>	<p>Finalize time distribution forms within Tyler MUNIS.</p> <p>Develop transition plan to move fully federally funded employees from biweekly certifications to semiannual certifications.</p> <p>Budget has created a schema for assigning the account numbers for the local staff and is continuing this process for the federally funded staff.</p> <p>FSAIS will continue to provide TDR test access to Senior State Officers. Testing should confirm the difference between employees who perform single versus multiple activities and should be reported correctly in the labor cost report.</p> <p>Federal Programs Manual will be updated to reflect new forms and procedures.</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>Determine feasibility of having employees enter and certify their time sheets electronically.</p> <p>Complete electronic submission of timesheets and TDRs for remaining schools and division.</p>

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	TDR test access was provided to Senior State Officers to confirm the difference between employees who perform single versus multiple activities to ensure they are reported correctly in the labor cost report.	
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	<b>Next Steps / Comments</b>
<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>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
April 30, 2014		Ignacio Santos, Federal Programs Administrator Taling Taitano, Deputy Superintendent

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 2/28/2014	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 2/28/2014	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>Upgrade to version 9.4 with Enhancements completed 2/18/2014.</p>	<p>Human Resources Module</p> <ul style="list-style-type: none"> <li>• Personnel Actions Form: GDOE had made the decision that with the delivery of the Additional PAF Fields in the 9.4 with Enhancements upgrade, a Customize PAF form would not be necessary, current format would be sufficient. Testing revealed that not all expected deliverables were available. Tyler communicated that those undelivered items will only be available in a customized PAF.</li> <li>• Staffing Pattern: Currently resides in the MUNIS Train environment. Various areas are not reporting correct information due in part to current benefit code structure. Errors in the restructuring are being addressed.</li> <li>• Department and location fields in the HR module were reviewed. Guidelines were established to ensure consistency in populating the fields. This will assist in the creation of the Staffing Pattern and A-87.</li> </ul> <p>Payroll Module</p> <ul style="list-style-type: none"> <li>• W-2 Processing Training 12/24/13 and 1/03/2014.</li> </ul>	<p>Human Resources Module</p> <ul style="list-style-type: none"> <li>• The following applications of the system still need execution:                             <ul style="list-style-type: none"> <li>○ Applicant Tracking; temporary environment will be dedicated to HR to build and test this function. FMIS Coordinator will attend training for this module in April 2014.</li> <li>○ Training Module; and</li> <li>○ Projections of salaries and benefits. FMIS Coordinator will attend training for this module in April 2014.</li> </ul> </li> <li>• Staffing Pattern (custom form): Finalization of deduction code structure and re-test SP.</li> <li>• Personnel Action Form: pursue the delivery of the undelivered additional PAF fields without creating a customized PAF form.</li> <li>• Review employee department and location codes to ensure they comply with the guidelines established.</li> </ul> <p>Payroll Module</p> <ul style="list-style-type: none"> <li>• Finalize Payroll Distribution Report and TDR form (Custom form), and review Payroll audit reports.</li> <li>• Employee Self Service (INTERACTIVE access): Training Module and Employee Expense.</li> </ul> <p>Procurement Module</p> <ul style="list-style-type: none"> <li>• Bid Management: pending the response of Tyler, utilize the module to increase efficiency in the procurement process.</li> <li>• Vendor Self Service – education of vendors.</li> <li>• Contract Management Module: continue to add contract information the module in order to create an up-to-date contract database.</li> </ul>

	<ul style="list-style-type: none"> <li>• 2013 W-2s printed January 2014.</li> </ul> <p>Procurement Module</p> <ul style="list-style-type: none"> <li>• Bid Management Module training 12/03/13. Modules uses Outlook Express (OE) as default email program to send vendor notification of bid (quotation) requests. GDOE is not utilizing OE and has submitted Tyler Support assistance in this matter.</li> <li>• Contract Management Module training 12/11/13.</li> </ul> <p>Financial Module</p> <ul style="list-style-type: none"> <li>• FY13 year-end closing successfully performed on December 29, 2013.</li> <li>• Teleconference with Tyler regarding Treasury Management 2/13/2014. Scheduled training.</li> <li>• Fixed Assets-Performed two additional tests of the TPFM MUNIS data transfer into the GDOE MUNIS Test Environment. Transfer did not populate all data into correct fields.</li> </ul> <p>Tyler Content Manager (TCM)</p> <ul style="list-style-type: none"> <li>• User roles and permissions issues worked out with Tyler Support assistance.</li> </ul> <p>Version Upgrade:</p> <p>Upgrade to version 9.4 with Enhancements loaded into Live environment February 18, 2014.</p>	<p>Financial Module</p> <ul style="list-style-type: none"> <li>• Billing</li> <li>• Treasury Management training scheduled for March 11-13, 2014.</li> <li>• Cash receipts procedures for the schools.</li> <li>• Fixed assets – Perform another test transfer of data, review to determine accuracy and completeness of data. Schedule for transfer into Live environment. Work with BMI and Tyler to resolve integration problems related to fixed asset scanners as a result of recent upgrade of MUNIS.</li> </ul> <p>Tyler Content Manager (TCM)</p> <ul style="list-style-type: none"> <li>• Custom template users to attend trainings and start utilizing the software in March 2014.</li> </ul> <p>Version Upgrade</p> <ul style="list-style-type: none"> <li>• Meetings will be scheduled between Tyler and FSAIS Manager to determine additional hardware and software needs for future upgrades.</li> </ul> <p>Tyler PULSE Solutions</p> <ul style="list-style-type: none"> <li>• Continued analytical page development.</li> <li>• Continue review of PULSE pages to identify desired modifications.</li> <li>• Upgrade PULSE Server, pending consolidated grant reconciliation by Federal Programs.</li> <li>• Roll out PULSE to Teachers.</li> </ul>
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**Financial Management Information  
 System (FMIS)**

Implementation Deliverables	Completion Risks	Next Steps / Comments
<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>Enhancements to system tied to Tyler MUNIS upgrades. Risk Level – Low.</p> <p>Central office is likely moving in May which may put some projects on hold until move is complete. Risk Level – Moderate.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Next system upgrade is projected for 2015 and then every other year thereafter.</p> <p>FMIS Project Leader will be attending training in April of 2014 in Texas. It is anticipated that the remaining modules will be functional and GDOE employees will be trained on them by May 31, 2014.</p>	<p>W-2s                      Year end close                      Software Upgrade</p>	<p>Jacqueline Mesa, Management Analyst IV</p>

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 2/28/2014	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>Proposal to use PULSE reports to update rosters needed for three way match of payroll has been circulated and looks like a viable solution.</p> <p>TPFA was able to successfully upgrade its system to Version 9.4 with Enhancements so that both the TPFA and GDOE systems are on the same version.</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> <p>Work towards electronic transfer of data between GDOE and TPFA systems.</p>
Implementation Deliverables	Completion Risks	
<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

**Financial Management Information System (FMIS)**

Required Actions and Activities	Status Report as of 2/28/2014	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>The following End User Trainings were held December 2013 – January 2014</p> <table border="1"> <tr><td>23-Dec</td><td>Requisition Entry (Beginners)</td></tr> <tr><td>23-Dec</td><td>Requisition Entry (Beginners)</td></tr> <tr><td>27-Dec</td><td>Requisition Entry (Intermediate)</td></tr> <tr><td>30-Dec</td><td>Maintenance Service Requests</td></tr> <tr><td>9-Jan</td><td>Requisition Entry (Intermediate)</td></tr> <tr><td>10-Jan</td><td>PULSE &amp; Employee Self Service</td></tr> <tr><td>13-Jan</td><td>MUNIS Reports</td></tr> <tr><td>14-Jan</td><td>NAF</td></tr> <tr><td>15-Jan</td><td>NAF</td></tr> <tr><td>21-Jan</td><td>MUNIS Reports</td></tr> <tr><td>22-Jan</td><td>Requisition Entry (Beginners)</td></tr> <tr><td>23-Jan</td><td>Time Entry</td></tr> <tr><td>24-Jan</td><td>PULSE &amp; Employee Self Service</td></tr> </table>	23-Dec	Requisition Entry (Beginners)	23-Dec	Requisition Entry (Beginners)	27-Dec	Requisition Entry (Intermediate)	30-Dec	Maintenance Service Requests	9-Jan	Requisition Entry (Intermediate)	10-Jan	PULSE & Employee Self Service	13-Jan	MUNIS Reports	14-Jan	NAF	15-Jan	NAF	21-Jan	MUNIS Reports	22-Jan	Requisition Entry (Beginners)	23-Jan	Time Entry	24-Jan	PULSE & Employee Self Service	<p>Continue training during and around Spring, Summer and Christmas breaks.</p> <p>Continue conducting pre and post training survey to focus training and determine effectiveness.</p> <p>Assignment of a GDOE Project Manager to oversee completion of SOPs.</p> <p>Review system SOPs with the department leads. Leads then review with their respective teams to confirm accuracy.</p> <p>Final sign-off and adoption of SOPs. SOPs will include both system and operational procedures.</p> <p>Survey MUNIS users to determine how to structure future training and support.</p>
23-Dec	Requisition Entry (Beginners)																											
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<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> <li>• Go to Meetings with Tyler personnel should be established as needed.</li> </ul> <p>Standard Operating Procedures.</p> <ul style="list-style-type: none"> <li>• Official approval by department.</li> </ul>	<p>Continued Training – Low</p> <p>SOP Development - Moderate</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
<p>Schedule for all departments to have Superintendent’s approval on SOPs is March 31, 2014.</p>	<p>Training over Christmas Break</p>	<p>Jacqueline Mesa, Management Analyst IV</p>

**Intergovernmental Agency Arrangements**

Required Actions and Activities	Status Report as of 2/28/2014	Next Steps / Comments
<p><b>Intergovernmental Agency Procedure-1:</b>                      GDOE will implement a SOP specific to sub-award arrangements between GDOE and other Public, Non-Profit &amp; Other Institutions. The intent of the SOP is to provide clarification to each entity regarding the requirements and responsibilities for successful implementation of approved federally-funded programs and activities.</p>	<p>Initial SOP review has been completed by TPFA and suggestions were provided to the Federal Programs. Federal Programs is meeting weekly with TPFA to discuss progress. It has been determined that Federal Programs will complete a Federal Programs Manual which will encompass a number of SOPs.</p>	<p>Federal Programs Manual is in final form and needs to be reviewed and approved internally.</p> <p>Communicate Federal Programs Manual to relevant Public, Non-Profit &amp; Other Institutions so they understand requirements.</p> <p>At least annually, document monitoring activities. Provide technical assistance as necessary to resolve any concerns.</p>
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	<p>Update Manual as necessary based on feedback from relevant Public, Non-Profit &amp; Other Institutions and results of monitoring.</p>
<p>Written and approved SOP, including training for applicable GDOE personnel and sub-recipient/sub-grantees.</p>	<p>Adaptation Risk – acceptance by which all sub-recipients/sub-grantees adhere to the procedures is minimal. Risk level – Low.</p>	
<p><b>Schedule Based upon Performance Plan</b></p>	<p><b>New Deliverables Completed</b></p>	<p><b>Responsible Person/Department</b></p>
<p>March 31, 2014</p>		<p>Ignacio Santos, Federal Programs Administrator</p>

**Internal Controls and Procedures**

Required Actions and Activities	Status Report as of 2/28/2014	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>MUNIS training has been continuous for fiscal year 2013 and the first quarter of 2014 whereby essential employees (both business office and at schools), have an understanding and usage of MUNIS in all educational programmatic aspects.</p> <p>Establishment, implementation and validation of all GDOE's SOPs continues to be a primary focus and element in GDOE's removal from high risk. Continued guidance from the third party in the implementation of all SOPs and Internal Audit Office involvement in validating SOPs through the MIC program is continually progressing.</p> <p>The MIC continues to be a success in the elementary and secondary level whereby schools are addressing the high risk issues in the areas of fixed assets, procurement, cash accountability, and personnel regulations. The evidence is the documentation and existence of SOPs. GDOE divisions such as Curriculum and Instruction, Chamorro Language, Headstart, and Student Support have established SOPs and validating each SOP is the next step.</p> <p>IAO has completed a 3-year Audit Plan for FY 14-16 in which audits have either been completed and/or are ongoing such as in the areas of MUNIS NAF cash management, MIC internal controls, charter schools audit and fixed assets.</p> <p>Findings and recommendations in the Single Audit, USDA Food and Nutrition and OPA's audit request have been completed.</p> <p>The process of the Single Audit for fiscal year 2013 is</p>	<p>Continue to performing monthly reconciliations on bank accounts and TPFA records.</p> <p>Training scheduled for March with accounting staff and Tyler consultant on Cash &amp; Treasury Management.</p> <p>Continue to resolve known errors on employee and/or vendor information (i.e. if a vendor changes banks). The goal is to resolve these issues within a 24-hr time frame and send out quarterly reminder notices to all employees and vendors to update profiles online.</p> <p>Continue to work with Tyler Support to resolve system errors that occur when generating reports.</p> <p>The Deputy Superintendent of Finance and Administrative Services had informed USDOE officials that they are working with Guam Education Board to upgrade the pay scale of the Chief Auditor position in order to hire a licensed CPA practitioner. This is still an ongoing process which includes human capital recruitment.</p>



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	<p>ongoing. This is inclusive of a USDA Food and Nutrition.</p> <p>Interviews for accounting and audit positions have been completed. Awaiting approval of candidates selected for positions (two accounting positions and one audit position) by management.</p>	
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
<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>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>	<p>Lack of manpower continues to hinder progress in Internal Audit and Business Offices. IAO still consist of two staffers. The Business Office continues to experience the loss of personnel due to retirement or other employment opportunities. Personnel in accounting decreased from six to five employees with an entry level accountant leaving for another government job and in Accounts Payable from eight to six with two Accounting Technicians retiring in May and September 2013. One Accounting Technician has been assigned to the TPFA. Chief Auditor was promoted to Comptroller leaving the IAO to two staffers. Risk level – High.</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
<p>Ongoing – MIC May 1, 2014</p>	<p>FMIS (Tyler MUNIS) was implemented (April 2012).</p>	<p>Al V. Erguiza, Acting Chief Auditor</p>

Required Actions and Activities	Status Report as of 2/28/2014	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><b><u>Status of Employee Direct Deposit Program</u></b>                      As of February 2014 approximately 2,476 or 63.6% of the employees are utilizing direct deposit.</p> <p><b><u>Status of Vendor Registry (EFTs/ACH)</u></b>                      The Vendor Registry allows vendors access to GDOE’s MUNIS Vendor Self-Service module. By registering online, vendors can set up user ID &amp; password, submit general contact, and remittance information, view messages and links on the home page, access documents to place a bid, check current and past purchase order detail, or create or update their profile. Vendors can search for bid requests based on commodity code, bid number or vendor-specific description, view summary and detail bid, PO, invoice and check information, like vendor direct deposit (DD) forms (EFTs/ACH) and catalogues, etc.</p> <p>As of February 2014, approximately 174 vendors have selected EFTs (or 22.6%) of 771 active vendors.</p> <p><b><u>IMPLEMENTATION OF TREASURY MANAGEMENT</u></b>                      As of February 2014 Financial Affairs had Go-To Meeting with Tyler consultant for Treasury Management to determine what pre-requisite information is needed to implement module. A follow-up Go-To Meeting is being arranged with Tyler.</p> <p>Training scheduled for March 11 - 13 for Cash &amp; Treasury Management.</p> <p><b><u>NAF</u></b>                      The MUNIS system continues to be successful in the GDOE NAF program. In this particular area internal controls are stringent whereby a) monitoring is done by Internal Audit Office to all schools, b) checks and balances exists thru the financial reports submitted by schools to IAO, c) continuous relationship between schools and IAO in regards to training whether it be a group or individual and d) any corrective action plan needed is immediately addressed. These types of internal controls also establishes consistent application of accountability to the areas of operations such as fixed assets, procurement, personnel issues, and budgeting because the school</p>	<p>Continue work in progress with subcommittee structure 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><b><u>Status of Direct Deposit (DD) Enrollment for Employees and Vendor Registry (EFTs/ACH)</u></b>                      This is an on-going process. The goal of the GDOE should be to have 75% of employees paid by DD by the end of 2014. Ideal situation would be 100% but many employees are hesitant to be paid electronically for various personal reasons. Likewise the GDOE should strive to have 75% of vendors paid via EFTs/ACH by the end of 2014.</p> <p>Continue to resolve known errors on employee and/or vendor information (i.e. if a vendor changes banks. The goal is to resolve these issues within a 24-hr time frame and send out quarterly reminder notices to all employees and vendors to update profiles online.</p> <p><b><u>UOG SBPA Internship Program</u></b>                      Continue to work with UOG SBPA to improve and expand program. The GDOE would like to add similar programs for the Procurement Department.</p>

	<p>administrators and staff are also the same individuals who are responsible for each operation.</p> <p><b><u>UOG School of Business and Public Administration (SBPA) Internship Program</u></b>                  The UOG Internship program continues to deliver positive results whereby potential future accountants and auditors are trained and assist with duties of the Internal Audit Office and Financial Affairs – Business Office. The internship program is a success by offering UOG students the opportunity to gain practical public accounting and audit experience and earn university credits.</p> <p>Two student interns completed their internship for the Fall 2013 semester (in IAO and Business Office over the Christmas break).</p> <p>GDOE has one student intern currently assigned to the Business Office through the Spring of 2014.</p> <p>GDOE continues to be challenged with the ability to retain interns after post-graduation. Financial Affairs experienced a recent loss of an entry level Accountant (former intern) who transferred to another government agency in mid-November 2013.</p> <p>Interviews for accounting and audit positions have been completed. Awaiting approval of candidates selected for positions (two accounting positions and one audit position) by management.</p>	<p>Goal is to have at least 2 UOG interns work at GDOE every semester.</p> <p>Initiate contact with Guam Community College Administration to develop feasibility of a similar internship with GCC’s accounting program.</p>
Implementation Deliverables	Completion Risks	
<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 / vendors being paid via EFTs / ACH will take time. Risk level – Moderate.</p> <p>Lack of manpower continues to hinder progress in Internal Audit and Business Offices. IAO still consists of two staffers. The Business Office continues to experience the loss of personnel due to retirement or other employment opportunities. Personnel in accounting decreased from six to five employees with an entry level Accountant leaving for another government job and in Accounts Payable</p>	

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	from eight to six with two Accounting Technicians retiring in May and September 2013. One Accounting Technician has been assigned to the TPFA. Risk Level - High	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
Ongoing	Direct Deposit Program initiated in December of 2012.  Initiative to pay vendors by EFTs / initiated in April of 2012.	Al V. Erguiza, Acting Chief Auditor

**Internal Controls and Procedures**

<b>Required Actions and Activities</b>	<b>Status Report as of 2/28/2014</b>	<b>Next Steps / Comments</b>
<b>IC-3:</b> The GDOE will develop a credible financial management system which records and accounts for all draws and expenditures of federal education funds.	<p>Due to staff shortage and unanticipated extended leave of staff members, reassignment of staff workload occurred and subsequently has made meeting SOP deadlines difficult.</p> <p>Met with Tyler representative to discuss implementation of Treasury Management module in mid-February 2014.</p> <p>IAO continues to do cash management audits of the department's NAFs. The results have been consistently successful as most GDOE schools were able to produce monthly financial reports using MUNIS. The MUNIS system has already demonstrated its success by the increase of internal controls at the school level.</p> <p>Interviews for accounting and audit positions have been completed. Awaiting approval of candidates selected for positions (two accounting positions and one audit position) by management.</p>	<p>Complete SOPs. Identification of a GDOE Project Manager to oversee completion of SOPs will assist in meeting timelines.</p> <p>Continue using MUNIS generated NAF reports to establish continuity with other reporting requirements.</p> <p>Creation of financial reports to mirror reports prepared by the TPFA is under discussion with Tyler &amp; GDOE's FMIS project manager.</p> <p>Set timeline and designation of personnel for implementation of MUNIS Cash Management System to include disbursement and check reconciliation functions from Accounts Payable and Payroll; a separate file for recording bank account transactions, including pooled cash, an investments detail file, and a debt detail file; cash flow forecasting, etc.</p>

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<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
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>Failure to implement effective controls and effective audit procedures will extend the requirement for the presence of a TPFA. Risk level – High.</p> <p>Lack of manpower in Internal Audit and Business Offices continues to hinder progress. Risk level – High.</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
Ongoing – SOPs March 31, 2014	NAF cash management audit.	Al V. Erguiza, Acting Chief Auditor

**Internal Controls and Procedures**

<b>Required Actions and Activities</b>	<b>Status Report as of 2/28/2014</b>	<b>Next Steps / Comments</b>
<b>IC-4:</b> Reliance on the credible financial management system by other Guam agencies and single auditors as accurate system of record.	<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>GDOE has made significant efforts to perform year end closing for FY13 sooner than FY12 and resolve identified deficiencies within divisions affected and meet milestone set for completion of FY13 audit.</p> <p>As part of the USDOE special conditions, Internal Audit Office (IAO) has initiated MIC to all division heads,</p>	<p>Continue to work with FMIS project manager and FSAIS to grant read-only FMIS access to relevant parties within other Guam agencies. Work with management to determine what level of access is acceptable.</p> <p>Target completion of FY13 audit by April 2014.</p> <p>Continue to offer overview of new FMIS system to the Education Finance Supervisory Council.</p>

	<p>school principals and GDOE management. The results were positive whereby school principals, division managers, and key staffers responded to the new simplified version of the internal control questionnaire. It also validates each manager on how they operate by having them self-evaluate their strengths and weaknesses. IAO will cross-reference their success against the IAO's actual validation of their operation.</p>	
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
<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> <p>Lack of manpower continues to hinder progress. Risk level – High.</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
MIC – May, 1 2014		Al V. Erguiza, Acting Chief Auditor

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 2/28/2014	Next Steps / Comments
<p><b>IC-5:</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>Procurement meetings held biweekly to address critical procurements.</p> <p>TPFA provides monthly reports to keep program managers and project directors informed of program balances.</p> <p>New buyer hired 9/10/13 to replace vacant position. TPFA assisted with procurement efforts over 3<sup>rd</sup> quarter.</p>	<p>IAO continues to work closely with all parties involved to address any grant management issues.</p> <p>Awaiting approval by management to hire third attorney and at least one additional buyer.</p> <p>Procurement management seeking additional opportunities for training on grant fund procurement.</p>
Implementation Deliverables	Completion Risks	<p>Procurement management should be involved sooner in the grant application process in order to anticipate and plan procurement.</p>
<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>Procurement vacancies hinder ability of procurement to complete tasks. Required preapprovals by USDOE have added additional time to the procurement cycle. Additionally, lack of adequate pool of personnel may delay program implementation. Risk level – High.</p> <p>Lack of manpower continues to hinder progress. Risk level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
Ongoing		Al V. Erguiza, Acting Chief Auditor

Procurement

Required Actions and Activities	Status Report as of 2/28/2014	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>Review and update of procurement SOPs ongoing.</p> <p>Performance benchmark development ongoing and will be incorporated into workflow as described in the SOP.</p> <p>Entry of contracts into Contract Management Module is ongoing.</p> <p>Procurement Module</p> <ul style="list-style-type: none"> <li>• Bid Management Module training 12/03/13. Modules uses Outlook Express (OE) as default email program to send vendor notification of bid (quotation) requests. GDOE is not utilizing OE and has submitted Tyler Support assistance in this matter.</li> <li>• Contract Management Module training 12/11/13.</li> </ul> <p>Small Purchases SOP completed.</p>	<p>SOPs will be completed by March 31, 2014.</p> <p>Procurement Calendar will be refreshed and updated based on input from customers.</p> <p>Based on refresher training on bid and contract module, develop strategies on how to integrate into procurement processes. Staff training in Test environment on bid module scheduled for March 2014.</p>
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. Technology being introduced to Receiving Warehouse where users will require training.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
<p>March 31, 2014 for finalization of SOPs</p>	<p>Small Purchases SOP</p>	<p>Marc Pido - Supply Management Administrator</p>



**Procurement**

Required Actions and Activities	Status Report as of 2/28/2014	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>Adjustments were made at the beginning of FY14 to the distribution of requisitions based on volumes for each commodity code as well as to the workflow. Legal review inserted into the requisition workflow to monitor progression of requisitions thru the process. Added BUYERX as a final approver in GDOE system in anticipation of hiring.</p> <p>Review of PULSE reports is ongoing to determine usefulness in reporting and tracking of procurement activities.</p>	<p>Monitoring of adjustments made to the workflow and requisition distribution to ensure changes have improved efficiencies is ongoing.</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 TPFA reports.</p>
Implementation Deliverables	Completion Risks	<p>Development for Gatekeeper system within the Supply Management Office to assign individual requisitions to the proper workflow stream is ongoing.</p> <p>Refresher training for end user receiving processes in MUNIS system must reiterate attachment of appropriate receiving documents.</p> <p>Refine PULSE reports pertaining to purchasing.</p> <p>GDOE to resolve with Tyler adaptation of TPFA MUNIS reports to track requisitions/POs, including aging reports.</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. Technology being introduced to Receiving Warehouse where users will require training.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>March 31, 2014</p>	<p>Revised procurement workflow to include legal review and redistribution of workload</p>	<p>Marc Pido - Supply Management Administrator</p>

**Procurement**

Required Actions and Activities	Status Report as of 2/28/2014	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>Biweekly meetings to review status of outstanding procurement ongoing.</p> <p>As of Feb 28, 2014 procurement staff attended and participated in the following:</p> <ul style="list-style-type: none"> <li>• Government procurement training conducted by Guam Community College:                             <ul style="list-style-type: none"> <li>○ Mod I: Nov 18 – Dec 6</li> <li>○ Mod IV: Oct 4 – Oct 25;</li> <li>○ Mod II: Jan 10 – Jan 31, 2014</li> <li>○ Mod III: Feb 17 – Mar 7.</li> </ul> </li> </ul> <p>Procurement checklist updated for procurements that require AG review.</p>	<p>Update Desk-Top Procedures and policies as process is refined.</p> <p>Develop comprehensive policy and procedures manual by March 2014 based on approved SOPs.</p> <p>Working with Legal office to resolve which set of procurement regulations (2GAR or GDOE’s as issued in 1994) apply to GDOE Procurement activities.</p> <p>Further research ongoing of training systems and certification for procurement staff.</p>
Implementation Deliverables	Completion Risks	<p>Assessing funding for augmentation of procurement staff with additional buyers and a contract manager.</p>
<p>Development and publication of procurement policies and procedures, and external verification of compliance with SOPs.</p>	<p>Lack of manpower continues to hinder progress. Procurement is looking to hire additional resources and it has been recommended that the department hire three additional buyers and a contract manager. Risk Level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>Training and process improvement ongoing. SOP completion by March 31, 2014.</p>	<p>GCC Training – Module II</p>	<p>Marc Pido - Supply Management Administrator</p>

Required Actions and Activities	Status Report as of 2/28/2014	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>Fixed Asset SOP for Property Management Office and Central Receiving Warehouse has been signed. Fixed Asset SOP for Schools and Divisions is undergoing the Superintendent’s review.</p> <p>Mapping for fixed asset codes in the TPFA and GDOE MUNIS systems have been completed. The fixed asset transfer to the GDOE test environment was completed with errors. Resolution of errors is ongoing.</p> <p>Fixed Assets Management Training held for GDOE and PNP school administrators, division heads and their property liaisons regarding thresholds and procedures from Dec. 2 - 16. Preparation for 2014 physical inventory began in January 2014.</p>	<p>Research ongoing for additional training opportunities on computer skills for Warehouse and Property staff.</p> <p>Resolution of missing assets is ongoing.</p> <p>Continue assessment of readiness for additional training for Warehouse and Property personnel for Purchasing and Fixed Assets Module to increase staff ability to access asset information and reports.</p> <p>Familiarization with BMI scanning systems and GDOE MUNIS also continues.</p> <p>2014 Physical Inventory ongoing for GDOE public schools, private/non-public schools PNPs, and GDOE divisions.</p>
Implementation Deliverables	Completion Risks	
<p>Replace all local DOE property tags with type and make identical to those currently in use by TPFA 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>Lack of manpower continues to hinder progress. Risk level – High.</p>	

Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
March 31, 2014 for SOPS	Fixed Asset Training Fixed Asset SOP for Property Management / Warehouse	Marc Pido - Supply Management Administrator

**Property Management**

Required Actions and Activities	Status Report as of 2/28/2014	Next Steps / Comments
<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.	Initial SOP review has been completed by TPFAs and suggestions were provided. Draft incorporates procedures on replacement or reimbursement of inventory. Property Management team is meeting weekly with TPFAs to discuss progress. Approval and sign-off is expected by March 31, 2014.  GL account has been set up to receive reimbursements and to expend for replacement of laptops.	Research 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.  Finalize SOP for replacement, reimbursement, and determination of responsibility will be completed by March 31, 2014.
<b>Implementation Deliverables</b>	<b>Completion Risks</b>	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.
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.	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.  Lack of manpower continues to hinder progress. Risk level – High.	While half of the Fixed Asset SOPs guiding fixed asset inventory are complete, a procedure for verification on a quarterly basis of fixed asset inventory by school administrators and division heads or their designated fixed asset custodians will be added by March 31, 2014.  Schedule training on SOPs and new forms once approved.

Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
March 31, 2014		Marc Pido - Supply Management Administrator

**Property Management**

Required Actions and Activities	Status Report as of 2/28/2014	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>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.</p> <p>Property team building continues as physical inventory has necessitated consistent communication between Property Management office and property liaison officers at schools and divisions.</p> <p>Meetings with property liaisons officers and school administrators or division heads and the Property Management office were held in early December to prepare for the upcoming physical inventory. The meeting was used to go thru the proposed fixed asset SOP before it is finalized.</p> <p>GDOE Property Management staff has led the 2014 physical inventory of both locally and USDOE grant funded assets beginning in January. TPFA has been monitoring the progress and assisted when needed.</p>	<p>Training for end-users and property-related functions on Fixed Asset Module will be scheduled after transfer of assets is completed from TPFA to GDOE MUNIS.</p> <p>A policy and procedures Manual will be developed for Property Management by March 31, 2014.</p> <p>An assessment of GDOE Property Management staff's performance related to the physical inventory will be made upon completion of reconciliation in July 2014.</p> <p>Fixed asset accountant will be hired to assist in the reconciliation efforts.</p>

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<b>Implementation Deliverables</b>	<b>Completion Risks</b>	
<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>Lack of manpower continues to hinder progress. Risk level – High.</p>	
<b>Schedule Based upon Performance Plan</b>	<b>New Deliverables Completed</b>	<b>Responsible Person/Department</b>
<p>March 31, 2014 for SOPs. Ongoing for other matters</p>		<p>Marc Pido - Supply Management Administrator</p>

**Property Management**

Required Actions and Activities	Status Report as of 2/28/2014	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>Further guidance for this action / activity is being researched.                       Reviews of the proposed SOPs were conducted with school administrators, division heads and their property liaisons conducted in Dec 2013.</p>	<p>In addition to determining personal responsibility and financial liability, procedures and policies for reimbursing US ED will be researched and developed by March 31, 2014.</p>
<p><b>Implementation Deliverables</b></p>	<p><b>Completion Risks</b></p>	<p>SOP for replacement, reimbursement, and determination of responsibility for all fixed assets will be finalized and implemented by March 31, 2014.</p>
<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>Lack of manpower continues to hinder progress. Risk level – High.</p>	
<p><b>Schedule Based upon Performance Plan</b></p>	<p><b>New Deliverables Completed</b></p>	<p><b>Responsible Person/Department</b></p>
<p>March 31, 2014</p>	<p>Procurement Calendar developed and distributed in August 2013. Additions and refinement ongoing.</p>	<p>Marc Pido - Supply Management Administrator</p>

Property Management

Required Actions and Activities	Status Report as of 2/28/2014	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>Calendar which includes fixed asset activities over the upcoming fiscal year has been developed and distributed.</p> <p>Performance benchmarks are also being developed. 2014 physical inventory has begun.</p>	<p>Property Management performance benchmarks to be developed by March 31, 2014.</p> <p>Property Management SOPs (including definition of “Fixed Assets”) targeted to be reviewed and signed March 31, 2014.</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>Lack of manpower continues to hinder progress. Risk level – High.</p>	
Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
<p>March 31, 2014</p>	<p>Procurement Calendar developed and distributed in August 2013. Additions and refinement ongoing.</p>	<p>Marc Pido - Supply Management Administrator</p>