



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0023

PAUL R. LEPAGE
GOVERNOR

WILLIAM H. BEARDSLEY
DEPUTY COMMISSIONER

August 8, 2016

Jessica Clark
Special Education Director
Cape Elizabeth School Department

RE: Fiscal Monitoring Data Summary and Letter of Findings for Program Year 2013-2014

Dear Ms. Clark,

The Maine Department of Education (Maine DOE), Office of Special Services would like to thank you and your staff for your participation in the recent annual fiscal monitoring process. The Department has reviewed your School Administrative Unit's (SAU) fiscal data and other sources of information to determine compliance with the Individuals with Disabilities Education Act (IDEA) and federal Office of Management and Budget (OMB) Uniform Grant Guidance (UGG) fiscal components.

Attached is your School Unit's *Fiscal Monitoring Data Summary and Letter of Findings, Program Year 2013-2014*. This document outlines your SAU's level of compliance with all indicators reviewed. If your *Data Summary* demonstrates areas of noncompliance, those findings are noted numerically as well.

All findings must be addressed and resolved as soon as possible but no later than one year from identification. The Maine Department of Education will develop a corrective action plan that you will receive **within 90 days of this letter**. Webinars will be offered to facilitate correction of noncompliance within the necessary timeframe. You will be notified as webinars are scheduled.

For further assistance, please contact Ted Fournier at (207) 624-6845 or via email at Edward.Fournier@maine.gov.

Sincerely,

Janice E. Breton

Director of Special Services

c: Meredith Nadeau, Superintendent
Catherine Messmer, Business Manager

Attachment



**Fiscal Monitoring Data Summary and Letter of Findings - Program Monitoring Year 2014-2015
(FFY 2013-2014)**

Cape Elizabeth Public Schools

The following table summarizes your SAU level of compliance for all indicators tested and resulting findings of noncompliance. Noncompliance findings are noted numerically in the far right hand column of the table below. A Corrective Action Plan (CAP) which you will receive within **90 days** of this Letter of Findings will outline specific corrective actions and evidence of completion for all findings noted below. All SAUs issued a CAP must:

- Attend Instructional Webinars, dates TBD.
- Provide all evidence for the CAP no later than **December 01, 2017**.
- Achieve 100% compliance as soon as possible but in no case later than one year from the date of this Fiscal Monitoring Data Summary and Letter of Findings.

Fiscal Monitoring Compliance Item	Indicator Description	Data Reviewed to Support Finding	Compliance Status: (Yes, No, Meets, Partially Meets, Does Not Meet, N/A)	Noncompliance Finding #
II-1	Does the sub grantee's accounting record match the federal award notices?	General Ledger	Yes	
II-2	Does the sub grantee's accounting record match the approved application?	General Ledger, Application	Yes	
II-3	Does the sub grantee's accounting record match the year-end report?	General Ledger, Year-end Report (YER)	No	
II-4	Does the sub grantee's accounting's records match the upload to MEMDS?	General Ledger, MEDMS Reporting	Yes	
II-5	Did the sub grantee have any disallowed costs?	General Ledger	No	
II-6	If the sub grantee had disallowed costs, was a journal entry performed to move them to the proper account?	General Ledger	Not Applicable	
II-7	Do the sub grantee's accounting records verify that funds were not committed prior to submission of the application in substantially approvable form?	General Ledger, Application	No	1
III-1	Does the sub grantee have a Procurement Staff Code of Conduct on file including conflict of interest, gratuities, and violations?	Local Policy	Meets	
III-2	Does the sub grantee maintain financial and programmatic records for the period of time required by state law?	Financial Records	Meets	
IV-1	Does the sub grantee have adequate policy and procedures regarding regular reimbursement request submissions?	Local Policy, GEM Invoices	Meets	

IV-2	Does the sub grantee have adequate policy and procedures to ensure expenditures are made during their period of fund availability?	Local Policy, GEM Invoices	Does Not Meet	2
IV-3	Does the sub grantee have adequate policy and procedures to ensure appropriate grant reports are complete, accurate, and filed on time?	Local Policy	Partially Meets	
V-1	Does the sub grantee have adequate policy and procedures to ensure that grant money is spent only on allowable costs?	Local Policy, General Ledger, Equipment List	Meets	
V-2	Were federal funds expended in accordance with the approved application?	General Ledger, GEM Application, YER	Meets	
V-3	Does the sub grantee have financial and supporting documentation that verify expenditures are reasonable, allocable, and allowable under applicable OMB cost principles, agency program regulations, and the terms of the grant and sub grant agreements?	Invoices, Receipts, Warrants, Requisitions, Purchase Orders	Meets	
V-4	Did the sub grantee need to re-budget during the period covered by the year-end report?	GEM System Tracking Notes	Yes	
V-5	Did the sub grantee ask receive approval prior to making the expenditures?	General Ledger, GEM Application, YER	Yes	
V-6	Does the sub grantee charge for travel expenditures in accordance with local policy and allowable under federal regulations?	Local Policy, Travel Documentation	Yes	
VI-1	Does the sub grantee charge for personnel to Local Entitlement Funds?	General Ledger, GEM Application, YER	Yes	
VI-2	Does the sub grantee have adequate policy and procedures for charging employees to federal grants?	Local Policy, General Ledger	Meets	
VI-3	Does the sub grantee have employees who work solely on Local Entitlement activities?	General Ledger, GEM Application, YER	Yes	
VI-4	Does the sub grantee have those employees complete documentation properly?	Semi-annual Certification, Salary/Account Distribution Report	Yes	
VI-5	Does the sub grantee have employees who work on Local Entitlement activities and another activity?	General Ledger, GEM Application, YER	Yes	
VI-6	Does the sub grantee have those employees complete documentation properly?	Personal Activity Reports (PARs)	No	3
VI-7	Does the sub grantee make at least quarterly comparison of actual costs to budgeted distributions?	Budget to Actual Accounting Report	Yes	
VI-8	Does the sub grantee adjust the federal program charges when actual effort did not support budgeted distributions?	Budget to Actual Accounting Report	Yes	
VI-9	Does the sub grantee separately identify personnel charged to federal grants?	General Ledger, Salary/Account Distribution Report	Yes	
VII-1	Does the sub grantee buy property/ equipment with Local Entitlement dollars?	General Ledger, GEM Application, YER	Yes	

VII-2	Does the sub grantee have policy and procedures for purchasing, tracking, use, maintaining and disposition property/ equipment with federal dollars?	Local Policy/Procedures	Meets	
VII-3	Does the sub grantee maintain property/ equipment records that include a description, serial number or other identifier, source, and acquisition cost and date? Is the equipment properly labeled to easily cross-reference with property/ equipment records?	Equipment Records/Equipment	Meets	
VII-4	Has the sub grantee completed a physical inventory within the last two years with evidence that shows description, purchase price, location, condition, disposal data (if applicable), sale price and fair market value?	Local Policy, Federal Equipment Inventory, Staff Interviews, YER	Meets	
VII-5	Does the evidence indicate accuracy and consistency with policy and procedures and the property/ equipment records?	Equipment Records/Equipment	Yes	
VII-6	Does the sub grantee ensure sole use of property purchased with "federal" funds?	Local Policy	Yes	
VIII -1	Did the sub grantee contract for any services?	General Ledger, GEM Application, YER	Yes	
VIII-2	Does the sub grantee have adequate policy and procedures to ensure contracts are not awarded to vendors on the list of suspended & disbarred list?	Local Policy	Meets	
VIII-3	Does the sub grantee use procurement procedures that reflect State and local laws and regulations while conforming to Federal law?	Local Policy, Contracts	Yes	
VIII-4	Does sub grantee maintain a contract administration system that ensures contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders?	Local Policy, Contracts	Meets	
IX-1	Does the sub grantee have back-up documentation to support the amount of MOE reported in the Year End Report?	General Ledger, YER, Supporting Documentation	Yes	
IX-2	Did the sub grantee calculate MOE correctly?	General Ledger, YER, Supporting Documentation	Yes	
IX-3	Did the sub grantee take an exception to MOE?	General Ledger, YER	No	
IX-4	Was the exception appropriate and reported accurately?	General Ledger, YER	Not Applicable	
IX-5	Did the sub grantee take an adjustment to MOE?	General Ledger, YER	Not Applicable	
IX-6	Were freed-up funds from the adjustment spent in accordance with IDEA activities?	General Ledger, YER	Not Applicable	
X-1	Did the sub grantee calculate Excess Cost correctly?	General Ledger, GEM Application, YER	Yes	
X-2	Does the sub grantee meet the Excess Cost requirement?	General Ledger, GEM Application, YER	Yes	
XI-1	Did the school administrative unit submit the form?	EF-S-07	Yes	
XI-2	Did the school administrative unit have any high cost out of district children?	EF-S-07	No	4

XI-3	Did the school administrative unit properly account for expenditures for sample students?	EF-S-07, General Ledger, Invoices	No	5
------	---	-----------------------------------	----	---