



RESPONSE TO 2017-18 AUDIT FINDINGS

January 30, 2019

Finding #2018-001 – Food Services Internal Control Compliance with Time & Effort Requirements (50000)

District Response:

The District concurs with the finding. As such, the new Director of Food Services has designed and implemented procedures that will ensure that all employees paid through federal grants submit the required documentation to support time worked. This procedure has been reviewed and approved by the District's Assistant Superintendent of Business Services as well as the external auditor. Lastly, this procedure is in compliance with the Standards for Charging Employee Compensation to Federal grants.

This procedure was implemented after the finding was cited in the audit and presented to the District management. While the follow-up for this procedure was with the Food Services department, the District has ensured that all other departments are following existing procedures to document properly. The Food Services department has received the 2017-18 documentation of time and effort and have verified use of the documentation for the current and future years. Attached is a sample form as requested in documentation request numbers 4 thru 7.

The responsible party named by the District to ensure compliance is the Director of Food Services, Richard Marchini.

Finding #2018-002 – Food Services Internal Control Compliance with Eligibility Requirements (50000)

District Response:

The District concurs with the finding. As such, the new Director of Food Services has designed and implemented procedures that will ensure that when a change in student meal application status occurs, the lunch code with the Food Services software is changed in conjunction with the status change. This procedure has been reviewed and approved by the District's Assistant Superintendent of Business Services as well as the external auditor.

This procedure was implemented after the finding was cited in the audit and presented to the District management.

The responsible party named by the District to ensure compliance is the Director of Food Services, Richard Marchini.