April 18, 2012

DR-12-126-902-01-2012

VIA UNITED STATES CERTIFIED MAIL
VIA ELECTRONIC MAIL: lori@burlesonisd.net

Mr. Richard M. Crummel
Superintendent
Burleson Independent School District
1160 S. W. Whilshire Blvd
Burleson, TX 76028-5719

Subject: Letter of Observations

Dear Mr. Crummel:

Auditors from the Division of Financial Audits conducted a review of Education Jobs Fund (NOGA ID #11550101126902) (the grant) awarded to Burleson Independent School District (CDN: 126-902) (the subrecipient). The review was conducted through written correspondence and was limited to the records provided by the subrecipient in response to the auditors' formal correspondence dated January 24, 2012 and other informal inquiries. This correspondence and its attachments constitute the auditor's letter of observations.

Although the records submitted by the subrecipient remain subject to review by appropriate federal and/or state oversight entities, auditors consider this review closed. You will be notified in the event a follow up to the review is scheduled. We appreciate your cooperation during the conduct of our correspondence review. Should you have any questions, please contact the Lance McMillan at (512) 463-9095.

Sincerely,

Lance McMillan
Grant Audits Unit
Division of Financial Audits

____/rh

cc: Karen Wiesman, Chief Financial Officer, Burleson Independent School District, (kwiesman@burlesonisd.net)
Roger Hingorani, Director, Grant Audits Unit, Division of Financial Audits
Sonya Etheridge, Director, Division of Financial Audits

Attachment A: Objectives, Scope, Methodology, Observations and General Conclusion

Objective, Scope, and Methodology

The review objective was to ascertain if the subrecipient complied with Parts 80.20 of Title 34 of the Code of Federal Regulations and other applicable federal statutes, regulations, and grant requirements. Auditors' focused on the fiscal practices developed and implemented by the subrecipient in support of the certain statutory, regulatory and other requirements pertaining to the grant noted in Table A, but their intention was not to examine every facet of the subrecipient's administration of the grant. Accordingly, the auditors' inquiry was limited to the records provided by the subrecipient.

Auditors reviewed the subrecipient's records to determine if the fiscal requirements applicable to federal awards were met. Auditors examined the financial records created and maintained by the subrecipient and assessed the subrecipient's internal controls over quality of data, budgetary process and the use of program funds.

TABLE A Individual NOGAs Selected for Review			
NOGA ID	**NOGA Title**	**Begin Date**	**End Date**
11550101126902	EDUCATION JOBS FUND	08/10/2010	09/30/2012

Summary of Auditors' Observations

Auditors examined the detailed general ledger, payroll journals, expenditures reports, quarterly reports and policies and procedures maintained by the subrecipient and assessed the subrecipient's internal controls over quality of data, budgetary process and the use of program funds. Based on their review of the documents provided by the subrecipient in response to their correspondence and other inquiries, auditors noted the following observations.

Description	Standard / Criteria	Observations
1. Financial Reporting – The subrecipient's accounting records demonstrate accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.	34 CFR 80.20 (b)(1)	None

2. Accounting Records – The subrecipient must maintain accounting records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income. The records must adequately comply with Section 1.4 of the Financial Accountability System Resource Guide (FASRG) and/or provide sufficient or adequate accounting data for the transactions recorded.	34 CFR 80.20 (b)(2) and/or Section 1.4 of FASRG	None
3. Internal Controls – The subrecipient must maintain effective control and accountability for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.	34 CFR 80.20 (b)(3)	Observation #1
4. Budgetary Control – The subrecipient must compare actual expenditures or outlays with budgeted amounts for each grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement.	34 CFR 80.20 (b)(4)	None
5. Allowable Costs - The subrecipient must comply with applicable OMB cost principles, agency program regulations, and the terms of grant and subgrant agreements. Subrecipients must ensure costs are reasonable, allowable, and allocable.	34 CFR 80.20(b)(5) and/or OMB-A87	None
6. Source Documentation – The subrecipient's accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.	34 CFR 80.20 (b)(6) and/or OMB-A87	None

7. Cash Management – The subrecipient must have in place procedures for minimizing the time elapsing between the transfer of funds from the U.S. Treasury and disbursement by grantees and subgrantees must be followed whenever advance payment procedures are used. Grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. When advances are made by letter-of-credit or electronic transfer of funds methods, the grantee must make drawdowns as close as possible to the time of making disbursements. Grantees must monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees.	34 CFR 80.20 (b)(7)	None
8. The subrecipient utilized the Education Jobs Fund grant funds, in accordance with Public Law 111-226, to fund jobs exclusively at the campus – level.	PUBLIC LAW 111–226	None
9. The subrecipient complied with Section 1512 of the American Recovery and Reinvestment Act (ARRA) which included: a) The number of jobs created/retained and funded by ARRA b) The description of jobs created/retained and funded by ARRA	Section 1512 of ARRA	None

General Conclusion

Based upon their review of the subrecipient's records, auditors observed that the subrecipient generally implemented certain fiscal controls to ensure the proper administration of the grant and to facilitate its compliance with the requirements promulgated by the United States Department of Education in Section 80.20 of Title 34 of the Code of Federal Regulations (34 CFR 80.20), Public Law 111-226, and/or ARRA reporting requirements. The auditors' observations are discussed in Attachment B.

Questioned Costs

None

Recommendations

Please review this letter carefully and take appropriate corrective actions to address the auditors' observations, recommendations and required actions. If corrective actions are taken, the subrecipient should maintain documentation to support the corrective actions taken, and make the documentation available for auditors and/or other over-sight entities if requested.

Attachment B: Auditors Observations

Based on their review of the documents provided by the subrecipient in response to their correspondence and other inquiries, auditors observed the following issues:

Observation # 1: The subrecipient did not demonstrate that it adequately complied with the standards for financial management systems promulgated in 34 CFR 80.20(b)(3). The subrecipient's policies and procedures did not adequately describe the processes, authorizations, records and other internal controls required by the subrecipient to ensure accurate, current, and complete disclosure of the financial results of each federally-sponsored project.

Specifically, auditors reviewed the policies and procedures maintained by the subrecipient and observed the subrecipient did not or inadequately addressed the following policies and procedures.

Description of Policy and Procedure		Inadequately Documented	Not Documented
01	The subrecipient permits the use of grant funds through corporate accounts and/or revolving lines of credit, a specific administrative procedure that described the process that subrecipient personnel were required to follow for the expenditure of grant funds through corporate accounts and/or revolving lines of credit.	✓	

Recommendation

The subrecipient should review its existing policies and procedures and update and/or implement adequate internal control policies and procedures to ensure reasonable assurance that it is managing federal awards appropriately and is complying with laws, regulations, and the provisions of grant agreements.

Federal Requirements

As part of their planning activities and during the course of their review, auditors identified certain requirements applicable to the grants. Specifically, auditors referenced the following requirement during the course of their review.

Section 80.20 of Title 34 of the Code of Federal Regulations, Standards for financial management systems.

(a) A State must expand and account for grant funds in accordance with State laws and procedures for expending and accounting for its own funds. Fiscal control and accounting procedures of the State, as well as its subgrantees and cost-type contractors, must be sufficient to:

(1) Permit preparation of reports required by this part and the statutes authorizing the grant, and

(2) Permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

(b) The financial management systems of other grantees and subgrantees must meet the following standards:

(1) Financial reporting. Accurate, current, and complete disclosure of the financial results of financially assisted activities must be made in accordance with the financial reporting requirements of the grant or subgrant.

(2) Accounting records. Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially- assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and income.

(3) Internal control. Effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

(4) Budget control. Actual expenditures or outlays must be compared with budgeted amounts for each grant or subgrant. Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement. If unit cost data are required, estimates based on available documentation will be accepted whenever possible.

(5) Allowable cost. Applicable OMB cost principles, agency program regulations, and the terms of grant and subgrant agreements will be followed in determining the reasonableness, allowability, and allocability of costs.

(6) Source documentation. Accounting records must be supported by such source documentation as cancelled checks, paid bills, payrolls, time and attendance records, contract and subgrant award documents, etc.

(7) Cash management. Procedures for minimizing the time elapsing between the transfer of funds from the U.S. Treasury and disbursement by grantees and subgrantees must be followed whenever advance payment procedures are used. Grantees must establish reasonable procedures to ensure the receipt of reports on subgrantees' cash balances and cash disbursements in sufficient time to enable them to prepare complete and accurate cash transactions reports to the awarding agency. When advances are made by letter of-credit or electronic transfer of funds methods, the grantee must make drawdowns as close as possible to the time of making disbursements. Grantees must monitor cash drawdowns by their subgrantees to assure that they conform substantially to the same standards of timing and amount as apply to advances to the grantees.

(c) An awarding agency may review the adequacy of the financial management system of any applicant for financial assistance as part of a pre-award review or at any time subsequent to award.

Education Jobs Fund - Guidance

Please refer to the following TEA website:
http://www.tea.state.tx.us/index4.aspx?id=%202147500359&menu_id=934&menu_id2=941

Office of Management and Budget (OMB) Guidance on Section 1512 Reporting

Updated Guidance on the American Recovery and Reinvestment Act – Data Quality, Non-Reporting Recipients, and Reporting of Job Estimates "ARRA section 1512 Reporting" issued by the OMB is located at **http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-08.pdf.**

Federal Provisions and Assurances:

The General Provisions and Assurances, the Debarment and Suspension Certification, the Lobbying Certification, and the Program-Specific Provisions and Assurances related to ARRA Section 1512 reporting, including reporting jobs paid with the Education Jobs Fund, in the 2009-2010 and/or 2010-2011 ARRA Title XIV State Fiscal Stabilization Fund (SFSF) grant applications are herby incorporated by reference and the grantee is obligated to comply with them in total. Guidance related to ARRA Section 1512 quarterly reporting is available at:
http://www.tea.state.tx.us/index4.aspx?id=7860&menu_id=934&menu_id2=941

Public Law No. 111-226 - TITLE I EDUCATION JOBS FUND:

For requirements and guidance on the EDUCATION JOBS FUND please refer to:
http://www2.ed.gov/programs/educationjobsfund/public-law-no-111-226.doc