



New Hampshire

Department of Education

Bureau of Federal Compliance

June 2, 2023

Welcome to the June 2023 Newsletter!

The Bureau of Federal Compliance (BFC) oversees activities of federal grant programs to determine whether organizations are in compliance with federal fund related fiscal requirements. Additionally, we provide technical assistance, guidance documentation, and other educational opportunities to assist subrecipients in understanding how to manage federal grants and maintain compliance.

Who We Are

The BFC consists of three employees: Lindsey Labonville, Administrator; Katelyn Komisarek, Agency Audit Manager; and a third vacant position, Internal Auditor.



If your District or Charter would like to request one-on-one technical assistance, please email the BFC at [**FederalCompliance@doe.nh.gov**](mailto:FederalCompliance@doe.nh.gov).

Helpful Links:

[Federal Fund Fact Sheets](#)

[Federal Fund Information Sheets](#)

[Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations](#)

[Uniform Guidance and Training FAQ](#)



Website: [**Bureau of Federal Compliance**](#)



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FY24 General Assurances were sent on April 3, 2023. GA's are due to the BFC no later than **June 30, 2023.**

FY23 Subrecipient Federal Monitoring Summary

During the FY23 subrecipient federal fiscal monitoring for FY22 (July 1, 2021-June 30, 2022), the BFC monitored twenty-six (26) Districts and six (6) Charter Schools considered high-risk, as determined by the **FY23 Subrecipient Fiscal Risk Assessment Report**. Schools are given six months from the date of the final report to complete corrective action plans (CAPs) and meet federal compliance standards.

As a result of the monitoring, the BFC identified the following findings:

| | Number of Districts/ Schools Monitored in FY23 | Policy and Procedure Finding | Procurement Finding | Time and Effort Finding | Record Retention Finding | Equipment/ Supplies Finding | Use of Funds Finding | Cash Management Finding | Food and Nutrition |
|---------------------|--|------------------------------|---------------------|-------------------------|--------------------------|-----------------------------|----------------------|-------------------------|--------------------|
| High Risk Districts | 26 | 23 | 24 | 18 | 8 | 3 | 8 | 4 | 0 |
| High Risk Charters | 6 | 5 | 5 | 5 | 2 | 2 | 2 | 3 | 1 |



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FY23 Monitoring Type of Findings Summary

Policy & Procedure findings indicate either missing entirely or having noncompliant policies and/or procedures.

Procurement findings indicate a lack of procurement documentation, missing or noncompliant contracts or PO's.

Time & Effort findings indicate not having the appropriate time and effort documentation for employees and/or missing or insufficient documentation.

Record Retention findings indicate that sufficient records were not kept; including communication between Schools and Vendors, price analysis, quotes, receipt of product, etc.

Equipment and Supply findings indicate missing or insufficient inventory tracking of equipment and/or pilferable items.

Cash Management findings indicate that the School did not have an adequate accounting system in place for general ledgers.

Food & Nutrition findings indicate the School did not have the required food service license and retail food inspection report.

Use of Funds/Allowability findings indicate an unallowable purchase, as determined by the program. In FY23 the NHED was reimbursed \$1,879.02 from Charters and \$7,136.78 from Districts.

For federal compliance standards see, [Uniform Guidance Training & FAQ](#)



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