SCHOOL ADMINISTRATIVE UNIT #84

**LITTLETON SCHOOL DISTRICT**

65 Maple Street, Littleton NH 03561

Telephone (603) 444-5215 / Fax (603) 444-3015

[www.sau84.org](http://www.sau84.org)

*150 Years of Education*

 ***William I. Hart, Ed.D.***

 *Superintendent of Schools*

 *Patricia Brown Kelly Noland*

*Business Administrator Director of Student Services*

**NHDOE Federal Funds Monitoring Corrective Action Plan**

(Use a separate form for each Corrective Action Item)

**Subrecipient contact: Patricia Brown**

**Subrecipient: Littleton School District**

**Action Item: Finding #01**

**Description: Time and Effort Documentation**

**Date: September 28, 2021**

Please check the box that most appropriately matches the District’s status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District’s assertion that the CAP has been fully implemented.

* (1) Partially implemented
* (2) Revised CAP being implemented

**X (3) Fully implemented**

* (4) No further action required (provide detailed explanation below):

**Patricia Brown, Business Administrator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9.28.2021\_\_**

Name of person completing this form Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

Corrective Action Plan Update or other explanation as necessary, (status date: / / )

If option (3) is selected, please explain how this was implemented in the space below:

Immediately following the audit on May 6, 2021 all timesheets were updated with grant name, number, activity number and grant statement going forward (signed by both administrator and employee). Twice a year salaried positions receive a statement to sign verifying their time to their grant supported position (signed by both administrator and employee). Any stipend positions also have all the required information documented on the request for payment, along with the administrator’s signature.

All audited retroactive documentation has been corrected and is attached to this documentation, along with samples of time sheets and salary statements being used.

Human Resource/Payroll is creating procedures in detail to describe what type of position needs to use the type of time and effort documentation and the details needed on the document. Samples will be an important part of these federal funding time and effort procedures. These procedures will be provided to the NHDOE before April 1, 2022.

All other requested corrections have been made and supplied with this CAP.

**Please return to the Bureau of Federal Compliance within 30 days of receipt.**