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 #02**

**Description: Property/Equipment 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:

The technology department is working to combine several inventory lists into one master list for the school district to simplify the management of school property. Federal funding purchases have always been documented by the department that purchases them and each list has not always been formatted the same and documentation has not been consistent.

Going forward the master list will have all the required information; description, serial number, grant name, grant number, purchase date, cost, percentage of federal funding (if any), location, condition, disposal date, approval date by the board and type of disposal per policy. This inventory list will be reconciled at least every two years and conditions will be updated by physical reconciliation.

The technology department is working on procedures to go with the district’s current policy on our control systems to prevent loss, damage or theft and what happens when it occurs. Along with implementing maintenance procedures to keep the school’s property/equipment in good condition. The procedures will also include disposal procedures that match the district’s current policy and meet federal guidelines.

Moving forward all inventory listing will have all the required documentation listed, if needed, and a physical audit every two years to determine condition. Most equipment is already audited annually and conditions are determined at that time, documentation will be made of such actions on the master list by locations controlled by technology department.

These procedures and our master inventory list file will be provided to the NHDOE before April 1, 2022.

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

Below are the models and serial numbers for the items purchased with the grant last year that was audited. Please let me know if you need anything else to satisfy the requirements requested from the audit findings.

(2) DAHUA-DHI-NVR5216-4TB Network Video Recorder

S/N: 6G050B4PAZ8B9A3

S/N: 6G050B4PAZEC888

(2) DAHUA-DH-TPC-BF5421-T Thermal Temperature Camera

S/N:6F1000BPAJ315A6

S/N:6F1000BPAJ1BA61

(2) DAHUA-JQ-D70Z Calibration Black Body

S/N:6F08684GAZ00038

S/N:6F08684GAZ00036

The total amount that included installation should have been $33,150.

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