

# Administrative Review Report

Hope Christian School-Caritas

## Commendations:

Due to the unprecedented COVID-19 related school closures beginning in March 2020, the State Agency (SA) was not able to perform the on-site portion of this Administrative Review (AR). The SA has, to the maximum extent feasible, continued to assist School Food Authorities (SFAs) with items that would normally be addressed in the on-site portion to ensure all SFAs are given the most thorough guidance and technical assistance possible. The SA appreciates the SFA's flexibility and willingness to complete the offsite review during this challenging time. We also appreciate the SFA's patience in finalizing this administrative review.

## Findings and Corrective Action:

<b>Site Name</b>		
<b>Form Name</b>	Maintenance of Non-Profit School Food Service Account (700 - 705)	
<b>Question #</b>	700	
<b>TA Log #</b>	TA Log# exists	
<b>Due Date</b>		
<b>Corrective Action Status</b>	Flagged	
<b>Corrective Action History</b>	<p>Flagged 06/09/2020 02:37 PM</p>	<p><b>Finding:</b> The 18-19 SY CN Report/Annual Financial Report (AFR) is not correct. On your AFR, the beginning balance must match the previous year's ending balance. The ending balance of 17-18 SY was \$0.00; therefore, the beginning balance for 18-19 SY should be \$0.00.</p> <p>Currently the 18-19 SY CN Report/AFR Grand Totals shows: Beginning Fund Balance \$933.94 Revenue \$336,944.63 Expenses \$337,878.57 Ending Balance \$0.00</p> <p>The correct 18-19 SY CN Report/AFR Grand Totals should be: Beginning Fund Balance \$0.00 Revenue \$336,944.63 Expenses \$337,878.57 Ending Balance -\$933.94</p> <p>This now shows that an additional \$933.94 should have been transferred to the food service account to cover this negative balance (you can also see that expenses exceeded revenues).</p> <p><b>Corrective Action:</b> 1. Watch the short Annual Financial Report webcast to ensure an understanding of completing this report. Upload confirmation that this was watched.</p> <p>2. Transfer \$933.94 to the non-profit food service account that should have been transferred in the 18-19 SY. This will change your beginning and ending balance for 18-19 SY to \$0.00. Upload the ledger entry showing the fund transfer was</p>

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		made to the non-profit food service account.						
Technical Assistance Entries:								
TA Date	TA Log #	Question #	TA Area	Site	SFA Contact	Email	Phone	User Name
08/25/2020	2209		Administrative Review		FSD			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
Technical Assistance: Please be sure to consistently use the updated production record template that includes the portion sizes for milk.							8/25/2020 7:59:27 AM	
06/09/2020	2102	700	Administrative Review	ALL	Erica Samz			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
TA: Due to a correction in the 18-19 SY AFR, the Beginning Fund Balance in the AFR for the 19-20 SY should be \$0.00.							6/9/2020 2:38:01 PM	
06/09/2020	2101	1211	Administrative Review	ALL	Erica Samz			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
This is a reminder that James Degnan is listed under the Food Service Director (FSD) in the 19-20 school nutrition contract. As the FSD, James is required to meet hiring requirements, food safety requirements and receive 12 hours of annual training. James is currently meeting these requirements. As the authorized representative, Erica Samz is required to complete 4 hours of training per year including USDA Civil Rights.							6/9/2020 11:44:18 AM	
06/09/2020	2100	1005	Administrative Review	ALL	Erica Samz			
<b>Comments</b>					<b>Created By</b>		<b>Created Date</b>	
The SFA's Wellness Committee completed an assessment and updated the Local Wellness Policy in May of 2018. A copy of the Report Card is uploaded in SNACS. This is also posted on the website for the public to view. The next Triennial Assessment is due three years from the last which is May/June of 2021. The USDA waiver due to COVID-19 will not be required since an assessment and report card were completed 2 years ago. Please see the Local Wellness Policy section of our webpage for instructions on completing the next Triennial Assessment.							6/9/2020 11:36:02 AM	