Dear Delta STEAM Academy,

Pursuant to O.C.G.A. § 20-2-2083 and SCSC rule 691-2-.03, State Charter Schools Commission of Georgia (SCSC) staff is monitoring the school’s performance based on the standards in the Comprehensive Performance Framework (CPF), Section II, Financial Performance, Indicator 2: Fiscal Management & Oversight.

**Monitoring Results:**

Using the information provided for the fiscal policy, procedure, and practice review, below, you will find the school’s fiscal monitoring results. As a reminder, compliance concerns fall into one of the following two categories:

* **Findings:** Violations of statutory, regulatory, or contractual requirements that result in loss of points on the Comprehensive Performance Framework (CPF) and require corrective action.
* **Adverse Practices:** Deficiencies that may impact but do not violate statutory, regulatory, or contractual requirements. Adverse practices do not require corrective action or result in the loss of CPF points but must be reviewed to ensure alignment with applicable requirements.

If monitoring results do not indicate a “finding” or “adverse practice,” then the SCSC did not identify compliance concerns within the scope of its review. SCSC staff evaluates school fiscal policies, procedures, and practices for specific components of compliance; the SCSC does not perform a comprehensive evaluation of compliance. Complete compliance remains the responsibility of each state charter school. Finally, fiscal monitoring results may indicate that a specific policy, procedure, or practice was not scored. An unscored indicator means that the results of the SCSC’s review will not affect the school’s CPF score.

**Disputing/Appealing Monitoring Results:**

If you believe that there is an error in the school’s fiscal monitoring results, you must submit a written appeal on or before 11:59 pm, Tuesday, January 16, 2024. The SCSC will only accept appeals submitted through the SCSC Administrative Portal. Schools are encouraged to submit disputes as early as possible to ensure adequate time to develop a Corrective Action Plan (CAP) and provide evidence of remediation.

The fiscal policy, procedure, and practice review is a “snapshot” of compliance. Generally, the SCSC will not review new documents or consider supplemental information submitted in an appeal to determine compliance.

* Disputes received later than 11:59 p.m. on January 16, 2024, will not be considered.
* Disputes that are not submitted through the SCSC Administrative Portal will not be considered.

**Corrective Action Plans:**

Schools must submit a Corrective Action Plan (CAP) in response to any finding(s) identified in the SCSC fiscal monitoring results. The SCSC will not review CAP submissions for adverse practice scores. CAPs are due on or before 11:59 p.m., Tuesday, February 20, 2024. Schools are encouraged to remain mindful of the dispute/appeal deadline when planning CAP submissions.

A CAP is a written plan that describes the steps a school will take to remediate a finding. A CAP should be detailed enough to provide a reasonable understanding of how the school plans to remediate the issue and when remediation will be complete. The contents of the CAP and the methods by which the school chooses to remedy noncompliance are within the discretion of the governing board. The SCSC will respect the school’s autonomy in devising and implementing its CAP while holding the governing board accountable for full compliance with applicable laws.

Because the SCSC may review multiple areas of compliance for a single measure or question, when reviewing monitoring results, evaluate both the “Score” and “Comments.” Each question has a score of “Finding” or “Adverse Practice.” The comments explain each area in which the school received a finding. Reviewing the score and comments is critically important for submitting CAPs and, thus, maximizing the opportunity for an award of partial CPF points.

Where appropriate, based on the CPF scoring guidelines, the SCSC may award partial CPF points on specific fiscal management and oversight CPF measures. To be considered for an award of partial CPF points, a school must develop and timely submit a CAP *and evidence of remediation for the findings identified in the SCSC’s monitoring results*. Evidence of remediation must be sufficient to demonstrate that the school has regained compliance in the area that received a finding.

For example, if the SCSC finds that a school's financial policy does not comply with regulatory requirements, evidence to remediate the finding *could* include:

* documentation showing that the governing board adopted a revised policy that fully complies with the applicable regulation;
* documentation demonstrating that the school community was notified of the policy change; and,
* documentation that training or guidance was provided to staff and/or governing board members responsible for implementing the policy.

All schools that receive findings in their SCSC fiscal monitoring results must submit a CAP. However, only schools seeking partial CPF points must submit evidence of remediation. **The SCSC will not review CAP submissions that are not submitted by the deadline and through the SCSC Administrative Portal.**

Sincerely,

Text, letter

Description automatically generated

Tiffany Leach

Associate General Counsel

Enclosures: SCSC Monitoring Results

**Indicator 2: Fiscal Management and Oversight**

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| --- | --- | --- |
| Measure 2(b): Adherence to Federal Financial Requirements | | |
| **Question** | **School Response** | **SCSC Score** |
| 3. Upload documentation showing that the school has a system for maintaining property records that meets Uniform Grant Guidance requirements.  Assigned to Principal Grier | Equipment Inventory.png | Finding: The school failed to produce documentation that it maintains property records that include all elements required by 2 CFR 200.313 (d)(1). Specifically, the following is missing:    \*The source of funding for the property, including the Federal Award Identification Number (FAIN)., \*Holder of the title (proof of ownership)., \*The percentage of Federal participation in the project costs for the Federal award under which the property was acquired. For example, if the property was purchased for use under IDEA 611 and Title IA, then the percentage must indicate 50% IDEA 611 grant funding and 50% Title IA. |
| Measure 2(c): Adherence to Local Units of Administration Manual (LUA) | | |
| **Question** | **Response** | **SCSC Score** |
| 1. Upload a copy of the school’s monthly revenue report, including the local five-mill share amount from its monthly QBE allotment for the 2023-2024 (FY24) school year  Assigned to Shawanda | Delta Steam - August Financial Update - Sent 09182023.pdf | Finding: The school’s documentation does not include the required evidence of local five-mill share pursuant to Local Units of Administration Manual, Revenue and Receipt Accounting, Section I, Chapter 1-9, I-9-11 and Section V, Charter Schools, Chapter 5, V-43A-4.    The August Financials Report submitted by DELTA STEAM Academy did not include the required evidence of local five-mill share. |
| 2. Upload the school’s most recent fund balance report shared with its Governing Board applicable to the 2023-2024 school year (FY24) for its General Fund.  Assigned to Shawanda / Finance Team | Delta Steam - August Financials - sent 09182023.xlsm | Adverse Practice  The SCSC recommends that when reporting fund balance for the General Fund at least one of the following components be included:  \*non-spendable fund balance \*restricted fund balance  \*committed fund balance  \*assigned fund balance \*unassigned fund balance  The SCSC also recommends that its Governing Board develop policies to detail how the fund balance for the school’s General Fund is managed, outlining both the constraints on how resources of the fund can be spent and the sources of those restrictions. |