

## Bureau of Indian Education

**Bureau of Indian Education**  
**BIE School Operation**  
**BIE FISCAL ACCOUNTABILITY SELF-ASSESSMENT (FASA)**  
**SY2020-2021**

Page 1 of 1

**I. Purpose**

The Fiscal Accountability Self-Assessment (FASA) fulfills the monitoring and fiscal management responsibility for the education of children enrolled in BIE funded schools as mandated by Public Laws 100-297, Public Law 107-110, Section 1043; 25 CFR Part 276; and 2 CFR Part 200 to ensure that costs for Federal awards are allowable, necessary, and allocable.

The BIE Operated and Tribally Controlled Schools will demonstrate adherence to the laws, regulations, and policies.

1. 2 CFR Part 200 Subtitle A-F Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. Appropriations Act of 1981 (P. L. 96-526)
3. OMB Circular A-76 Performance of Commercial Activities
4. 34 CFR, Part 300, Subsection 300.707 - 300.716 Secretary of the Interior
5. 34 CFR, Part 300 Subsection 300.202(a)(1)-(3)(b)(i) Use of amounts
6. 20 U.S.C. 6301 et seq. (The Elementary and Secondary Education Act of 1965), P.L. 89-10, P.L. 103-382
7. 20 U.S.C. 7401 et seq. (The No Child Left Behind Act of 2001), P.L. 107-110, Authorized through 2007.
8. OMB Circular A-123 Managements' Responsibility for Internal Control
9. 43 CFR Subtitle A Administrative and Audit Requirements and Cost Principles for Assistance Programs
10. 43 CFR Subsection 12.60 Standards for financial management systems
11. Budget & Accounting Act of 1921, as amended (31 USC 16 & 53)
12. Budget and Accounting Procedures Act of 1950
13. GAO Policy & Procedures Manual of Guidance of Federal Agencies (Title 2 - Accounting)
14. 25 CFR, Chapter V, Part 900 Subpart F, Subsections 900.35-46, Standards for Tribal Organization Management Systems.
15. 25 USC 2503-Composition of Grants
16. OMB Circular A-50 Audit Follow-Up
17. P.L. 100-297, Title V, Part B for Tribal Controlled
18. P.L. 93-638 Sec. 5(a) Reporting Audit Requirements and Sec. 108 Model agreement

**II. INSTRUCTIONS FOR COMPLETING THE FORM**

- Upload local financial management policies and other requested documents in the FASA folder
- Complete all questions
- Provide descriptive narrative statements
- Provide policy citations in the school's narrative statements

**III. School:**

Tribally Controlled Schools	BIE-Operated School
<input checked="" type="checkbox"/>	<input type="checkbox"/>

**IV. School Information:**

<b>Education Resource Center (ERC)</b>	
<b>School name</b>	Wide Ruins Community School
<b>Date of completion</b>	January 29, 2021
<b>Name and title of person(s) completing this form.</b>	Jeannie Lewis, Principal Aurelia Tapaha, Interim Business Manager Stephanie Manning, Business Technician Rolanna Allison, Executive secretary/Facility Clerk

**V. School Leadership Team:** (Add rows as needed)

First and Last Name:	Position:	Contact Info:	Email Address:
Jeannie Lewis	Principal/Support Service Manager	928-652-3251 ext. 101	j.lewis@kinteelolta.org
Aurelia Tapaha	Business Manager	928-652-3251 ext. 103	a.tapaha@kinteelolta.org
Travis Yazzie	Information Technologist	928-652-3251 ext. 129	t.yazzie@kinteelolta.org

Lenora Shorty	Interventionist/Gifted & Talented Teacher	928-652-3251 ext. 136	l.shorty@kinteelolta.org
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## VI. FISCAL OVERSIGHT

### A. Name of Individual(s) responsible for the fiscal oversight.

First and Last Name:	Position:	Contact Info:	Email Address:
Jeannie Lewis	Principal	928-652-3251 ext.101	j.lewis@kinteelolta.org
Glenna Thompson	School Board President	928-651-3251	g.thompson@kinteelolta.org
Aurelia Tapha	Business Manager	928-652-3251 ext. 103	a.tapaha@kinteelolta.org

### 2020-21 Reviewer Comments (if necessary):

### B. FISCAL AUTHORITY

1. Does the school have written internal control procedures?

Yes  No (If no, proceed to question 2)

a. Briefly describe the process to prevent waste, fraud, and abuse in procurement.

There are process maps and financial policy established for the initiation of requisitions. In order to incur any costs to initiate a requisition, employees must obtain all required documents to be attached such as quotations, W-9 for consultants and/or vendors. All required signatures need to be on the requisition - the requester, department head, principal and business manager. The documents are then forwarded to the business office to be logged in and reviewed by the business team. The log in process requires an assigned number to ensure time of receipt due to time frame of processing. Incomplete requisitions are returned to the requester informing them of missing or needed documents to be attached. When completed, the requisition is forwarded to the business manager for coding. Once coded the document is forwarded to the business technician for processing of a purchase order in the Ivisions accounting system. The purchase order is paid out when the invoice is received by the business office when services are provided or supplies delivered with a receipt from Facility Clerk indicating completion and close out of the purchase order. The final documentations are reviewed by the Business Manager to ensure accuracy. Any request of supplies or services in excess of \$4,999.00 required School Board Approval.

b. Describe how are fiscal policies and procedures in the school documented and communicated to the staff? (staff orientation, training, etc.)

All WRCS staff are trained, orientated and provided WRCS policies and procedures manual which includes all financial and workplace policies at the beginning of each school year. Any changes that are made to policies, staff are trained and provided with a copy of the changes and is a continuing practice. Any changes to policy are conveyed to the staff through written documentation from the Principal with approval from Governing School Board. To adhere to the policies, and an acknowledgement of understanding and adherence to policies is signed by each employee. In addition, finance, human resource, principal, and school board signs a financial responsibility and accountability acknowledgement and adherence is signed by each employee who are charged with direct finances and business of the school.

2. Does the school leadership and Business Office staff have adequate training and knowledge to comply with federal laws and regulations regarding funds management? Provide date, staff, topic, and trainer (Add rows as needed)

Date	Staff	Topic	Trainer
1/23/2020	Stephanie Manning	Reauthorization of schools	DODE
8/6/2020	Aurelia Tapaha	Payroll certification training	Tyler University
2/2/2021	Aurelia Tapaha	General Ledger Certification	Tyler University

2. Does the school leadership and Business Office staff have adequate training and knowledge to comply with federal laws and regulations regarding funds management? Provide date, staff, topic, and trainer (Add rows as needed)

Date	Staff	Topic	Trainer
2/2/2021	Stephanie Manning	General Ledger Certification	Tyler University
1/28/2021	Jeannie Lewis	Reauthorization Training 100-297	DODE
1/28/2021	Aurelia Tapaha	Reauthorization Training 100-297	DODE

2. Does the school leadership and Business Office staff have adequate training and knowledge to comply with federal laws and regulations regarding funds management? Provide date, staff, topic, and trainer (Add rows as needed)

needed)

Date	Staff	Topic	Trainer
2/4/2021	Aurelia Tapaha	GL – Budgeting and position budgeting	Tyler University
2/5/2021	Stephanie Manning	Reauthorization Training 100-297	DODE
2/5/2021	Jeannie Lewis	Reauthorization Training 100-297	DODE

**2020-21 Reviewer Comments** (if necessary):

**C. TECHNICAL ASSISTANCE**

1. Describe and or/list topics for which you need technical assistance.

Trainings on FASA, OMB super-circular A-130, FDD (Franchise Disclosure Documents), SF 425's, Native Star navigation, Updates on various grants allotted, Maximo training, ASAP, Budgeting 101 for all, allowable/disallowable costs.

**D. BUDGET**

1. Describe the school's budget process: development; reconciliation; amendment.

E. The Business Manager provides budgets to departments for their review. The development of budget allocations for each is dependent on the goals for departments according to their needs assessment. The budget templates are used to reallocate funds within their department budgets. This is then approved by the department head and the Principal. After approvals received, then the funds are transferred. Bank accounts are reconciled at the end of each month to ensure accountability and accuracy.

2. Does the school board approve the budget?

<b>Yes</b>	<input checked="" type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>Monthly</b>	<input type="checkbox"/>	<b>Quarterly</b>	<input checked="" type="checkbox"/>

3. Upload the current school year's entire school-wide budget in Native Star.

a. Describe the established routine of how stakeholders, administration, leadership members, and program staff are informed of expenditures and balances.

Through monthly parent/student/stakeholder meetings, a monthly expenditures and balances report will be shared for input and recommendations. Each month, the budget with encumbrances, expenditures and balance is shared.

b. Check those that have a distinct budget:

<input checked="" type="checkbox"/>	ISEP (program management, basic instruction, language development, gifted and talented, residential (if applicable))
<input checked="" type="checkbox"/>	Transportation
<input type="checkbox"/>	FACE
<input type="checkbox"/>	Focus
<input type="checkbox"/>	Enhancement
<input checked="" type="checkbox"/>	Facility Operations
<input checked="" type="checkbox"/>	Facility Maintenance
<input checked="" type="checkbox"/>	Title I
<input checked="" type="checkbox"/>	Title IIA
<input checked="" type="checkbox"/>	Part B
<input type="checkbox"/>	21st Century
<input checked="" type="checkbox"/>	Rural Education
<input checked="" type="checkbox"/>	McKinney Vento Homeless Students
<input checked="" type="checkbox"/>	Tribal Grant Support
<input checked="" type="checkbox"/>	School Improvement Grant

4. **For Tribally Controlled Schools Only.** Upload a current trial balances report for all BIE funds received.

5. **For BIE schools Only.** Upload a current budget expenditure balance report.

6. Provide the carryover balances for all programs as of July 1.

Program	Carryover Amount	Undelivered Orders
Title I - Helping disadvantaged	279,586.45	
Title I - School improvement	43,103.74	
Title II - Eisenhower	19,983.17	
Title VI - Rural Ed	1,480.00	
Title IV - Needs Assessment	24,905.089	
Title VI - Innovative Ed Pgm	14,124.00	
ISEP - Bilingual	130,656.03	
IDEA, Part B	174,102.43	
ERATE	2,169.55	

6. Provide the carryover balances for all programs as of July 1.

Program	Carryover Amount	Undelivered Orders
ISEP - 30000 Basic School Operat	122,339.37	
ISEP Enhancement-Prof Dev	24,959.01	
ISEP - Transportation	437,823.83	
Facility Maintenance operations	330,807.57	
Administration	69,788.83	
ISEP - Residential	79,463.66	
USDA reimbursement	10,236.79	
ISEP - Special Education	0	

7. Explain the reason(s) for the carryover and describe a plan for the use of the funds.

According to our Needs Assessment for academic achievement, staff will analyze and triangulate student data to find Strengths, Weaknesses, Opportunities and threats to establish use of funds. This will guide our SMART goals for our school. Each department will align their goals to meet the school wide goals to ensure consistency for meeting the school wide goal.

Funds will be allocated according to SMART goals to ensure academic achievement. The goal to spend carryover funds will be at 80%.

8. How does the school leadership address deficit balances and high balances and how often?

School leadership addresses deficit balances and high balances each month to ensure expenditures are being completed. Any high balance is addressed at the department levels for resolution.

9. Is the school meeting their target rate/projection?

Yes  No

10. Describe the financial record software system in place that provides support for the budget and expenditure activities in the school?

The school utilizes the Infinite visions general ledger, accounts payable, payroll, and fixed assets. General ledger provides the banking, journal transactions, chart of accounts, fund codes, checks are printed, and has different report; cash management reports, budgets are set up per funds. Accounts payables is where requisitions, invoicing, payables, vendors, and reports for 1099s, vendor reports. Payroll has all the contracts, employee leaves, deductions, benefits, salary schedules, quarterly and annual reports, W2 processing, 941 and reports related payroll. General fixed assets entails asset maintenance, cost limits, depreciation for assets, and reports.

a. Does the school outsource their Financial Accounting support?

Yes  No

11. Who has signatory authority over each federal program account? List each by program account.

Federal Program	Name	Position/Title
ISEP	Jeannie Lewis	Principal
IDEA and Part B	Jeannie Lewis	Principal
Title I, SIG, Title II, IV, VI and VII	Jeannie Lewis	Principal
CARES Act funds	Jeannie Lewis	Principal
Transportation/Facility/ERATE	Jeannie Lewis	Principal

12. Describe the school's segregation of duties policy. Indicate Name and Position for individuals responsible.

Function	Name	Position/Title
Example: Student banker	John Smith	Principal
<b>Requestor</b>	Staff	By Departments
<b>Approver</b>	Supervisors	By Departments
<b>Accounting Code Assignment</b>	Aurelia Tapaha	Business Manager/HR
<b>Property Certification</b>	Rolanna Allison	Exec Sec/Facility Clerk
<b>Placing orders with vendors</b>	Requestor	By departments
<b>Receiving Clerk</b>	Rolanna Allison	Exec Sec/Facility Clerk
<b>Inventory</b>	Rolanna Allison	Exec Sec/Facility Clerk
<b>Accounts Payable/COR</b>	Stephanie Manning	Business Technician
<b>Journal Entry Encoder</b>	Aurelia Tapaha	Business Manager/HR
<b>Reconciliation</b>	Aurelia Tapaha Stephanie Manning	Business Manager/HR Business technician
<b>Timekeeper</b>	Rolanna Allison Fanessa Ashley Stephanie Manning	Executive Secretary/Facility Clerk Receptionist/Registrar Business Technician

13. Describe the student bank program/fiduciary accounts. Are student activity funds bank statements reconciled every month and by whom? Attach copy of a Plan of Operations.  
Business Technician reconciles student accounts every month. The funds are bank statements which are received every month. Cash and checks are received by the receptionist then to given to Business Technician. Business Technician creates a deposit ticket. Business Manager or Executive Secretary verifies the deposit tickets. Business Technician or Business Manager complete the deposit into the student account.

14. Describe time and attendance process. How are approvals received for overtime or compensatory time? There a timeclock system in place where employees clock in and clock out. The time is recorded and at the end of each pay period then verified by employees for accuracy. Any overtime or compensatory time has to be pre-approved prior to work being conducted.

**2020-21 Reviewer Comments** (if necessary):

#### **E. PURCHASING**

1. Provide a detailed description of the school's procurement process.

According to the WRCS Policies and Procedures Manual; Section 11.12 Advertised Procurement Procedures For Purchases in Excess of \$50,000

A. General Statement of Process

There shall be two general types of advertised procurement procedures:

1. Advertised procurement by sealed bid requires that bids are publicly solicited and a firm fixed price contract providing for either a lump sum or unit price is awarded to the qualified vendor/bidder whose bid conforms to all the material terms and conditions of the invitation for bids and is the lowest in price. In order to utilize this process, the following conditions should exist:

- A complete, adequate and realistic specification or description of the item or items to be procured is available.
- Two or more responsible and qualified bidders are willing and able to compete effectively for the contract award.
- The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

2. Competitive proposal procurement is used when procurement by sealed bids is not appropriate because one or more of the above conditions do not exist which would, if present, justify the use of the sealed bid process.

B. Advertised Procurement by Sealed Bids

Advertised procurement by sealed bids shall conform to the following requirements:

- The invitation for bids will be publicly advertised and bids shall also be solicited from an adequate number of known vendors.
- A reasonable and sufficient time shall be provided between the time of advertisement and the time when all bids must be received by the School.
- The invitation for bids, which will include all specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond.
- All bids will be publicly opened at the time and place designated in the invitation for bids.

5. A firm fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in the invitation, such factors as discounts, transportation costs, and maintenance costs may be considered in determining which bid is lowest.

6. Any or all bids may be rejected if the cause, therefore, is reasonable, in the best interest of the School, consistent with this Manual, and is fully documented. The procurement may thereafter be re-advertised for additional bids or, if consistent with law and this Manual, be procured by other means.

#### C. Procurement by Competitive Proposals

The process of procurement by competitive proposals requires that more than one source or vendor submit an offer of either a fixed-price or cost-reimbursable contract to the School for the goods or services to be procured. Such procurement shall be conducted as follows:

1. Requests for proposals shall be advertised in and about the Navajo Nation and in metropolitan areas where such goods or services may be available and shall identify all evaluation factors by which the proposals will be evaluated and their relative importance in addition to a full description of the goods or services to be procured.

2. Proposals shall also be solicited from an adequate number of qualified sources previously known for their business with the School.

3. As a part of the process, criteria will be promulgated which afford a means of objectively evaluating all qualified proposals submitted. The criteria will be retained as a part of the documentation of the procurement. Such criteria may include such elements as bondability, experience, and history of providing like goods or services, qualifications of management and staff to be involved in providing the goods or services, price and pricing procedures, procedures and mechanisms for resolving disputes and such other evaluation criteria as may be appropriate to the particular procurement.

4. Award of a procurement contract will be made by the Board on the basis of the ranking of the proposals submitted based on the criteria established, price, and the advantage to the program to be served by the procurement.

#### Section 11.13 Emergency Procurement by Non-Competitive Proposal

Procurement by non-competitive proposal shall be used only when the award of a contract is not feasible under small purchase procedures, competitive proposals or advertised procurement by sealed bids and one or more of the following circumstances exist:

A. The item is available only from a single source.

B. The exigency or emergency necessitating the procurement will not permit a delay resulting from competitive solicitation.

C. The funding source authorizes non-competitive procurement.

D. After solicitation of at least three sources, competition is determined to be inadequate.

In the event that one or more of the above circumstances are found to exist, then the School may solicit a proposal from one qualified vendor without competition.

2. Who is responsible for determining if purchases are allowable, appropriate and allocable?

The Business manager and department supervisor will ensure all costs are allowable. Business Manager will provide guidance for allowable and unallowable costs.

3. Who is responsible for certifying that funds are available prior to purchasing?

The Business Manager will ensure funds are available prior to approving and signing the purchase request. The business manager shares a monthly expenditure report to all departments and funds managers to ensure they are aware of encumbrances, expenditures and balances.

4. Provide a detailed description of the school's Accounts Payable process.

2. The Accounts Payable Technician, under the supervision of the Business Manager shall:

a) Verify that the items requested are not in Central Supply. If the items are in Central Supply, notify the requestor and initiate delivery of the items from Central Supply. The procedures in Section VI-D, Supplies, Inventory, as found in the USFR and amendments thereto, are then to be followed in processing the requisition and maintaining inventory control.

b) The Accounts Payable Technician will work with the Business Manager to verify the sufficient budget capacity exists to make expenditures requested and verify the sufficient cash balances available to make expenditures.

c) Sign and date the requisition if sufficient budget capacity or cash balance is not available and return requisition to the requestor with a copy kept with the Accounts Payable Technician.

d) Select the proper purchase procedure, depending on the expected purchase amount.

e) Follow the guidelines concerning bids or quotes.

f) Attempt to ensure that all purchases are made at the best possible price and in accordance with the following provisions.

g) Follow the Guidelines for Competitive Purchasing Below the Dollar Limits Required for Sealed Bids as found in the USFR at VI-G-8-9. Specific guidelines are as follows:

i. Purchases of \$5,000.00 or less: Purchase shall be made according to the best obtainable price.

ii. Purchases of at least \$5,000.00, but less than \$25,000.00: Purchase shall be made according to the best obtainable price, provided at least three (3) telephone or oral quotes from different vendors have been obtained for such purchases. The purchases are required to be documented on the requisition form, including at least the following information: Person contacted; time; date; and phone number.

iii. Purchases of at least \$25,000.00, but no more than \$50,000.00: Purchases shall be made according to the best obtainable price, provided at least three (3) bona fide written quotes are obtained and include the signature of the authorized person to bind the vendor's company.

iv. Purchases over \$50,000.00: All purchases over \$50,000.00 require formal bid procedures, after receiving Board approval to advertise for bid. Such purchases must be approved in the current budget.

v. Emergency Purchases: Emergency purchases are authorized purchases only in cases which are justifiably necessary and cannot be delayed until the standard purchasing procedures can be utilized. Purchases which could have been reasonably preplanned or anticipated shall not be considered as an emergency purchase. An emergency purchase is permissible when there is an existing condition which creates a threat to public health, welfare or safety. The existence of an emergency condition creates an immediate and serious need for the purchase of items or services or construction that cannot be met through normal purchasing methods and the lack of which would seriously threaten the functioning of the School, the preservation or protection of property, or the health, safety or welfare of any person. An emergency condition must be determined by the Principal. Written documentation of the basis for the emergency shall be maintained in the School files. Even under emergency conditions, price competition should be sought if it will not unduly delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances should be maintained on file in the School offices.

h) Re-verify budget capacity and cash balance, as applicable, if the actual cost exceeds the estimated cost recorded on the requisition. Prepare a four-part pre-numbered purchase order (see USFR VI-G-15 and 16). The School should issue purchase orders in sequential order and numerically account for them. Those initiated, but not issued, should be voided to prevent re-use and retained in the numeric purchase order file. Purchase orders must be signed by an individual authorized by the Governing Board.

i) Submit the requisition to the Business Manager.

Then this may be processed upon completion of all the steps followed according to policy.

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5. How does the school ensure Purchase Orders/Contracts for Services are in place prior to ordering goods/materials or services rendered?

This is in policy and not an option. All Purchase Requests with any quotes/contracts must be preapproved prior to any ordering or services rendered. The Business Manager must approve in order to produce a check or requisition with a Purchase Order Number to be sent with the purchase. No purchases are completed without prior approval.

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6. Are staff trained on the procurement process?

Yes  No

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7. Describe how staff are informed of requirement for descriptive justification statements on all purchase requests using Federal dollars?

The supervisors work with their staff to ensure justifications are in accordance to funding requirements and mandates. All staff are provided fund purpose and objectives for expenditures.

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8. For what purpose, if any, are cash disbursed to school personnel? For example, petty cash or cash on hand. Not applicable. This is not a practice of the school.

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9. What is the school's procedure if the school encounters "irregular" or excessive expenses (including overtime)?

For overtime, there must be preapproval according to policy and the justification must be of an essential need and not to complete regular work duties. For excessive expenses, that are beyond the school's control, we will adjust and monitor as needed, to ensure expenditures are limited for future reference.

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10. Does the school have a charge card program?

Yes  No

a. If yes, describe the school’s charge card program (purchasing and travel).  
Not applicable.

b. Does the charge card program include Fleet?  
 Yes  No

c. Does the charge card program include Student Activity cards or convenience checks?  
 Yes  No

11. Who reviews the card statements?

Name	Position

12. Describe the charge card reconciliation and review process.  
Not Applicable

13. Describe the school’s student and staff incentive plans and implementation.  
Staff and student incentive plans include attendance, academic achievement and year of service. These are awarded Middle of the year and end of the year. Funds used are Title funds where applicable and allowable and interest funds for unallowable. This will include carry over funds.

14. Does the school use gift cards?  
 Yes  No

a. Describe process for approval, distribution to recipients and reconciliation.  
Interest funds were used for the gift cards for the students as an incentive. Staff also received gift cards as an incentive.

b. Describe the school’s incentive program to issue gift cards?  
An incentive plan is approved for students and staff, to meet requirements and criteria in order to receive gift cards. The gift cards are purchased using undesignated funds – interest funds of the school.

**2020-21 Reviewer Comments** (if necessary):

**F. TRAVEL & TRAINING FOR CURRENT SCHOOL YEAR**

1. Describe policies or guidelines relating to travel including business meal, lodging, per diem expense reimbursements.  
We use the GSA.gov meals, lodging and mileage criteria. Only 80% is provided then the 20% is given upon return with a Travel Expenses report and receipts. All travel must be preapproved and all documentation are attached to the travel request.

2. How often are the staff trained to follow these policies and guidelines?  
Once a year during orientation, training is provided and also if there are any changes, amendments or additions to policy, then the staff are trained in that policy.

**2020-21 Reviewer Comments** (if necessary):



**G. PROPERTY MANAGEMENT**

1. What is the school's property management policy for determining when (what type and dollar threshold) and how are acquired items recorded, inventoried, safeguarded, or disposed, and accounted for in financial records? Inventoried items are input into asset safeguard software. Internal inventory documents are kept on file every year. A physical inventory is completed annually. The disposition of property are disposed of when in excess or depreciated. Fixed assets are input in Ivisions for accountability.

2. When was the last physical inventory completed? Were there any issues found as a result of the process? Last physical inventory was completed May of 2020; using the safeguard software and also written documentation of items in the classroom and buildings. This is part of the check-out process for each employee. These records are kept and upon return of staff, an inventory is conducted by the employee again to ensure all items are accounted for each room.

a. If so, please describe how it was resolved.  
Not applicable

3. Does the school lease GSA vehicles?

Yes  No

a. If yes, are there vehicles usage logs and/utilization form (DI-120)? Provide most recent report. There is a WRCS request for vehicle usage form used and also the authorization to use GSA vehicles form. All employees are required to turn in their DMV record report to Human resource for insurance purposes. This indicates staff are authorized to drive GSA and school owned vehicles.

4. Please upload the school's fleet inventory into Native Star.

5. Please indicate the following individuals for the Fleet Management program:

Function	Name	Position/Title
<b>Accountable Property Officer</b>	Jeannie Lewis	Principal/Support Service Manager
<b>Custodial Property Officer</b>	Rolanna Allison	Executive Secretary/Facility Clerk
<b>Utilization Clerk</b>	Rolanna Allison	Executive Secretary/Facility Clerk

**2020-21 Reviewer Comments** (if necessary):

**H. RECORDS RETENTION**

1. Describe the school's records management plan.

The records management plan includes year of keeping records on file for a number of years. There is also a disposition of records depending on the type of records they are. These are specifically listed in the policy. It includes, student records, child abuse reports, corporate records, accounting records, corporate tax records, bank records, legal records, press releases/public filings and IRS 1099's. Each have a status as to the amount of time to be kept all the way to permanent.

(Attached as WRCS Policy Section 14.09 to table of records status. In Native Star)

2. Describe the school's document retention plan.

The records management plan includes year of keeping records on file for a number of years. There is also a disposition of records depending on the type of records they are. These are specifically listed in the policy. It includes, student records, child abuse reports, corporate records, accounting records, corporate tax records, bank records, legal records, press releases/public filings and IRS 1099's. Each have a status as to the amount of time to be kept all the way to permanent.

(Attached as WRCS Policy Section 14.09 to table of records status.)

**2020-21 Reviewer Comments** (if necessary):

**THANK YOU FOR COMPLETING THE FASA**

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**2020-21 Reviewer Comments** (if necessary):

Close