

Non-Public Annual Audit Directions

Go to The Food and Nutrition Services webpage and login to web applications. Select Food and Nutrition Services, click on the Applications tab then click on Annual Audits.

The screenshot shows the 'School Nutrition Programs' web application interface. At the top, there is a navigation bar with tabs for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. Below this is a sub-menu for 'Applications >'. A table lists various items with their descriptions. A blue arrow points to the 'Annual Audits' row.

Item	Description
LEA Profile	SNP LEA's Profile Information
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by LEA Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for LEAs selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
Annual Audit Status Summary	Annual Audit Status Summary
Civil Rights Training Summary	Civil Rights Training Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
Fresh Fruit and Vegetable Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Capital Expenditure Request
Building Enrollment	Building Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
CEP Calculator	CEP Calculator
Generate Email Module	Application Contact Listing Summary

Go to Modify School Year 2017-2018(will be 2016-2017 information). Under that Status column it will read Error or Not Started.

The screenshot shows the 'Annual Audits' page in the web application. It features a table with columns for 'Action', 'School Year', 'Received Date', and 'Status'. A blue arrow points to the 'Modify' link in the first row.

Action	School Year	Received Date	Status
Modify	2017 - 2018		Not Started
View Modify Admin	2016 - 2017	11/29/2017	Approved
Modify	2015 - 2016		Not Started
Modify	2014 - 2015		Not Started
Modify	2013 - 2014		Not Started

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Read number 11 and check the box when completed. Click Save.

Certification

11. I understand that if I meet the requirements of the Single Audit Act, now or in the future, I must submit an audit as a condition of eligibility to participate in the Programs administered by the Missouri Department of Elementary and Secondary Education Division of Food and Nutrition Services, and that failure to do so as required could result in adverse action, including the withholding of my claim for reimbursement payments and termination of my contract. I also understand that if I am a private non-profit organization subject to the requirements of the Single Audit Act and have a financial audit performed annually, I must also obtain a single audit on an annual basis.

Internal Use Only

Date Submitted:

Status:

Audit Review

Audit Report Due Date:

Findings for Food Service Account? Yes No

Finding Comments:

CAP Resolution Date:

Internal Comments:

Comments to LEA:



If completed Click on the Finish button.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Annual Audits > Annual Audit > School Year: 2017 - 2018

Annual Audit For School Year: 2017 - 2018

The Annual Audit has been processed with errors.

Information entered is either incomplete or is not in compliance with the Missouri Department of Elementary and Secondary Education rules and regulations. All errors listed on the form must be corrected before the Annual Audit can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Annual Audit later.

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Once you are finished your status will be changed to Pending Approval. The State Agency will then reviews and approve the Annual Audit or contact you with any questions. If you exceed the \$750,000 total Federal Funds expended you will be notified to conduct an Audit that meets the Single Audit Act. If you do not exceed the threshold you are finished.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Annual Audits > School Year: 2017 - 2018

Annual Audits

Action	School Year	Received Date	Status
View Modify Admin	2017 - 2018	09/11/2017	Pending Approval ←
View Modify Admin	2016 - 2017	08/30/2017	Approved
View Modify Admin	2015 - 2016	09/29/2015	Approved
View Modify Admin	2014 - 2015		Error
View Modify Admin	2013 - 2014	02/04/2015	Approved