



SNP Administrative Review Findings

Bartholomew Consolidated Schools (0365)

Program Year 2020

Bartholomew Consolidated Schools (0365)

1200 Central Ave
Columbus, IN 47201-6001

Food Service Contact

Nancy Millsbaugh
Director of Food Service
(812) 376-4462

Executive Contact

Dr. Jim Roberts
Superintendent
(812) 376-4220

No. of Sites / Reviewed: 19 / 3
Month of Review: January 2020

Technical Assistance

* The 2, 3, 4 & 5 grades eat in their classrooms because there isn't enough space in the cafeteria. The serving carts need to include offer vs serve poster and civil rights poster

Resource Management Comprehensive Review - Bartholomew Consolidated Schools (0365)

773. Proper Classification of Costs (Direct/Indirect)

Finding 9000: Indirect costs charged at the beginning of the school year

The indirect costs are not to be charged until total food service expenses have been determined at the end of the school year. Because it is being done at the beginning of the year, the current direct cost rate is not being figured correctly. Last year the school corporation was approved for 15.06% and this year it was approved at 14.72%

Corrective Action:

The School Corporation needs to refund the overcharge to the food service account. It appears that the finance department staff in the School Corporation needs to work more closely with the Food Service Director and the food service financial specialist. It is imperative that this be resolved and the results confirmed with the State Agency field specialist. If these steps are taken, no further action is necessary.

Technical Assistance:

The reviewer provided Indiana's Department of Education School Nutrition Updates for Administrators which explains allowable and indirect costs.

774. Verification of Indirect Cost Documentation

Finding 9140: Indirect cost calculation errors.

It was noted during the review that a portion of the Director of Operation's salary is paid by the food service. It was higher than amount allowable as an indirect cost.

Corrective Action:

Please evaluate the time the Director of Operation spends on specific duties related to food service, such as staff meetings with the Food Service Director and other duties. Since he is Director of Operations, it would only be correct to charge food service if the other departments are also charged a fair share of the amount of his salary. Charges for labor must either be charged per hour, through a detailed accurate PARS report completed daily if time is spent among many programs, full salary if all time is spent on food service, or calculated as an indirect cost using the appropriate rate.

Technical Assistance:

It was discussed at the exit by the State Agency reviewer that the School Corporation needs to be more accurate with their indirect costs.



SNP Administrative Review Findings

Bartholomew Consolidated Schools (0365)

Program Year 2020

**Lillian Schmitt Elementary School
(0369)**

1200 Central Ave
Columbus, IN 47201-6001

Food Service Contact

Janie McCrory
Manager
(812) 376-4308

Month of Review: January 2020

Date of Onsite Review: February 25, 2020

General Program Compliance - Lillian Schmitt Elementary School (0369)

811. The USDA "And Justice for All" poster is displayed in a prominent location and visible to recipients of benefits

Finding 9101: Justice For All poster not displayed in prominent location.

The USDA "And Justice for All" poster was not displayed in a prominent location where it is visible to recipients of benefits.

Corrective Action:

A new poster will be ordered and placed where it is visible to the public.

Technical Assistance:

TA was provided to the school office staff

1406. The most recent food safety inspection report is posted in a publicly visible location

Finding 9147: Most recent food safety inspection report is not posted in a publicly visible location.

There wasn't a food safety inspection report posted for the public.

Corrective Action:

The cafeteria manager made a copy of the most recent health inspection and provided it to the school office to post.

Technical Assistance:

The reviewer spoke with the school office staff.



SNP Administrative Review Findings

Bartholomew Consolidated Schools (0365)

Program Year 2020

Rockcreek Elementary School (0366)

1200 Central Ave
Columbus, IN 47201-6001

Food Service Contact

Waltraud Denton
Manager
(812) 579-5221

Month of Review: January 2020

Date of Onsite Review: February 27, 2020

No Findings during Site 0366 Review



SNP Administrative Review Findings

Bartholomew Consolidated Schools (0365)

Program Year 2020

**W.D. Richards Elementary School
(0363)**

1200 Central Ave
Columbus, IN 47201-6001

Food Service Contact

Janealis Brandsma
Manager
(812) 376-4328

Month of Review: January 2020

Date of Onsite Review: February 26, 2020

No Findings during Site 0363 Review