

Oakridge Public Schools
**SINGLE AUDIT OF FEDERAL
FINANCIAL ASSISTANCE PROGRAMS**
Financial Report and
Independent Auditor's Reports
June 30, 2024



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Education
Oakridge Public Schools
Muskegon, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Oakridge Public Schools, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Oakridge Public Schools' basic financial statements, and have issued our report thereon dated October 30, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Oakridge Public Schools' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Oakridge Public Schools' internal control. Accordingly, we do not express an opinion on the effectiveness of Oakridge Public Schools' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Board of Education
Oakridge Public Schools
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Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Oakridge Public Schools' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Brickley DeLong, P.C." The signature is written in a cursive, flowing style.

Muskegon, Michigan
October 30, 2024

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

Board of Education
Oakridge Public Schools
Muskegon, Michigan

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Oakridge Public Schools' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Oakridge Public Schools' major federal programs for the year ended June 30, 2024. Oakridge Public Schools' major federal programs are identified in the Summary of Auditor's Results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, Oakridge Public Schools complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Oakridge Public Schools and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Oakridge Public Schools' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Oakridge Public Schools' federal programs.

Board of Education
Oakridge Public Schools
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Report on Compliance for Each Major Federal Program—Continued

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Oakridge Public Schools' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Oakridge Public Schools' compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Oakridge Public Schools' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- obtain an understanding of Oakridge Public Schools' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Oakridge Public Schools' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, as discussed below, we did identify a deficiency in internal control over compliance that we consider to be a significant deficiency.

Board of Education
Oakridge Public Schools
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Report on Internal Control Over Compliance—Continued

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as **Finding 2024-001**, to be a significant deficiency.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on Oakridge Public Schools' response to the internal control over compliance findings identified in our compliance audit described in the accompanying schedule of findings and questioned costs. Oakridge Public Schools' response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Oakridge Public Schools as of and for the year ended June 30, 2024, and have issued our report thereon dated October 30, 2024 which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the financial statements as a whole.



Muskegon, Michigan
October 30, 2024

Oakridge Public Schools
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the year ended June 30, 2024

Federal grantor/pass-through grantor/ program or cluster title/identifying number	Assistance Listing Number	Entitlement program or award amount	Accrued (unearned) revenue July 1, 2023	Adjustments and transfers	Cash/ payments in kind received (cash basis)	Expenditures (accrual basis)		Accrued (unearned) revenue June 30, 2024	Passed through to subrecipients
						Prior year(s)	Current year		
U.S. Department of Education									
Passed through Calhoun Intermediate School District Title I, Grants to Local Educational Agencies 231580	84.010A	\$ 20,000	\$ -	\$ -	\$ 16,320	\$ -	\$ 16,320	\$ -	\$ -
Passed through Michigan Department of Education Title I, Grants to Local Educational Agencies 231530 2223	84.010A	461,690	136,931	-	164,141	340,805	27,210	-	-
241530 2324		582,394	-	-	234,052	-	484,975	250,923	-
		1,044,084	136,931	-	398,193	340,805	512,185	250,923	-
English Language Acquisition State Grants 240570 2324	84.365A	1,111	-	-	-	-	1,039	1,039	-
Supporting Effective Instruction State Grants 230520 2223	84.367A	64,203	24,230	-	24,230	64,073	-	-	-
240520 2324		73,441	-	-	33,631	-	59,483	25,852	-
		137,644	24,230	-	57,861	64,073	59,483	25,852	-
Student Support and Academic Enrichment Program 230750 2223	84.424A	52,845	16,651	-	16,651	52,845	-	-	-
240750 2324		31,395	-	-	18,011	-	31,395	13,384	-
		84,240	16,651	-	34,662	52,845	31,395	13,384	-
Education Stabilization Fund Elementary and Secondary School Emergency Relief Fund	84.425D								
COVID-19 213712 20-21		1,434,597	555,136	-	555,136	1,434,597	-	-	-
COVID-19 213782 2223		98,443	71,814	-	98,443	71,814	26,629	-	-
		1,533,040	626,950	-	653,579	1,506,411	26,629	-	-
American Rescue Plan–Elementary and Secondary School Emergency Relief Fund COVID-19 213713-2122	84.425U	3,207,450	102,265	686,724	745,051	1,528,254	1,160,236	1,204,174	-
American Rescue Plan–Elementary and Secondary School Emergency Relief Fund–Homeless Children and Youth	84.425W								
COVID-19 211012-2122		32,495	22,423	-	31,450	22,423	9,027	-	-
Total Education Stabilization Fund		4,772,985	751,638	686,724	1,430,080	3,057,088	1,195,892	1,204,174	-
Total passed through Michigan Department of Education		6,040,064	929,450	686,724	1,920,796	3,514,811	1,799,994	1,495,372	-

Oakridge Public Schools
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS—Continued
For the year ended June 30, 2024

Federal grantor/pass-through grantor/ program or cluster title/identifying number	Assistance Listing Number	Entitlement program or award amount	Accrued (unearned) revenue July 1, 2023	Adjustments and transfers	Cash/ payments in kind received (cash basis)	Expenditures (accrual basis)		Accrued (unearned) revenue June 30, 2024	Passed through to subrecipients
						Prior year(s)	Current year		
<i>U.S. Department of Education—continued</i>									
Passed through Muskegon Area Intermediate School District									
Special Education Cluster									
Special Education - Grants to States	84.027A								
230450 2223		\$ 226,553	\$ 86,683	\$ -	\$ 86,683	\$ 226,553	\$ -	\$ -	\$ -
240450 2324		252,180	-	-	213,393	-	252,180	38,787	-
		478,733	86,683	-	300,076	226,553	252,180	38,787	-
Special Education—ARP Grants to States	84.027X								
COVID-19 221280 21-22		43,190	43,190	-	43,190	43,190	-	-	-
Special Education—ARP Preschool Grants	84.173X								
COVID-19 221285 21-22		7,316	7,316	-	7,316	7,316	-	-	-
Total Special Education Cluster		529,239	137,189	-	350,582	277,059	252,180	38,787	-
English Language Acquisition State Grants	84.365A								
230580 2223		8,751	2,838	-	2,838	8,751	-	-	-
240580 2324		3,086	-	-	1,809	-	2,985	1,176	-
		11,837	2,838	-	4,647	8,751	2,985	1,176	-
Total passed through Muskegon Area Intermediate School District		541,076	140,027	-	355,229	285,810	255,165	39,963	-
Total U.S. Department of Education		6,601,140	1,069,477	686,724	2,292,345	3,800,621	2,071,479	1,535,335	-
<i>U.S. Department of Agriculture</i>									
Passed through Michigan Department of Education									
Child Nutrition Cluster									
National School Breakfast Program	10.553								
231970		351,124	21,856	-	61,233	311,747	39,377	-	-
241970		282,625	-	-	275,119	-	282,625	7,506	-
		633,749	21,856	-	336,352	311,747	322,002	7,506	-
National School Lunch Program	10.555								
231960		987,362	55,237	-	185,174	857,425	129,937	-	-
241960		834,971	-	-	816,048	-	834,971	18,923	-
Bonus Commodities		105,535	-	-	105,535	-	105,535	-	-
Entitlement Commodities		759	-	-	759	-	759	-	-
		1,928,627	55,237	-	1,107,516	857,425	1,071,202	18,923	-
Summer Food Service Program for Children	10.559								
230900		31,911	6,086	-	31,911	6,086	25,825	-	-
240900		6,840	-	-	-	-	6,840	6,840	-
		38,751	6,086	-	31,911	6,086	32,665	6,840	-
Total Child Nutrition Cluster		2,601,127	83,179	-	1,475,779	1,175,258	1,425,869	33,269	-

Oakridge Public Schools
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS—Continued
For the year ended June 30, 2024

Federal grantor/pass-through grantor/ program or cluster title/identifying number	Assistance Listing Number	Entitlement program or award amount	Accrued (unearned) revenue July 1, 2023	Adjustments and transfers	Cash/ payments in kind received (cash basis)	Expenditures (accrual basis)		Accrued (unearned) revenue June 30, 2024	Passed through to subrecipients	
						Prior year(s)	Current year			
<i>U.S. Department of Agriculture —continued</i>										
Passed through Michigan Department of Education—continued										
Child and Adult Care Food Program	10.558									
231920		\$ 51,985	\$ 1,406	\$ -	\$ 6,985	\$ 46,406	\$ 5,579	\$ -	\$ -	
232010		2,602	77	-	288	2,391	211	-	-	
241920		44,450	-	-	44,450	-	44,450	-	-	
242010		2,052	-	-	2,052	-	2,052	-	-	
		101,089	1,483	-	53,775	48,797	52,292	-	-	
Total passed through Michigan Department of Education and U.S. Department of Agriculture		2,702,216	84,662	-	1,529,554	1,224,055	1,478,161	33,269	-	
<i>U.S. Department of Treasury</i>										
Passed through Michigan Department of Education										
Coronavirus State and Local Fiscal Recovery Fund	21.027									
COVID-19 232423 20231		61,689	-	-	34,636	-	39,439	4,803	-	
<i>U.S. Department of Health and Human Services</i>										
Passed through Muskegon Area Intermediate School District										
Medicaid Cluster										
Medical Assistance Program	93.778									
393		4,172	-	-	4,172	-	4,172	-	-	
TOTAL FEDERAL ASSISTANCE		\$ 9,369,217	\$ 1,154,139	\$ 686,724	\$ 3,860,707	\$ 5,024,676	\$ 3,593,251	\$ 1,573,407	\$ -	

The accompanying notes are an integral part of this schedule.

For the year ended June 30, 2024

- | | |
|----------------------|------------|
| COVID-19 213713-2122 | \$ 686,724 |
|----------------------|------------|

1,599,772 \$ 3,783,766

712,057

COVID-19 213782-2223	(71,814)	(780,961)
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(121,611)

\$ 3,593,251

Oakridge Public Schools
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the year ended June 30, 2024

SECTION I—SUMMARY OF AUDITOR’S RESULTS

A. Financial Statements

1. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified
2. Internal control over financial reporting:
 - Material weakness(es) identified? ☐ yes ☒ no
 - Significant deficiency(ies) identified? ☐ yes ☒ none reported
3. Noncompliance material to financial statements noted? ☐ yes ☒ no

B. Federal Awards

1. Internal control over major federal programs:
 - Material weakness(es) identified? ☐ yes ☒ no
 - Significant deficiency(ies) identified? ☒ yes ☐ none reported
2. Type of auditor’s report issued on compliance for major federal programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☒ yes ☐ no

4. Identification of major programs:

Assistance Listing Number(s)

Name of Federal Program or Cluster

U.S. Department of Education

10.553, 10.555 and 10.559

• Child Nutrition Cluster

5. Dollar threshold used to distinguish between type A and type B programs: **\$750,000**
6. Auditee qualified as low-risk auditee? ☒ yes ☐ no

SECTION II – FINANCIAL STATEMENT FINDINGS

NONE

Oakridge Public Schools
SCHEDULE OF FINDINGS AND QUESTIONED COSTS—Continued
For the year ended June 30, 2024

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding 2024-001: Internal Controls Over Monthly Meal Claims Reports

Type of Finding: Control

U.S. Department of Agriculture

Pass-through Entity: Michigan Department of Education

Assistance Listing Number: 10.553, 10.555 and 10.559

Award Numbers: 231970, 241970, 231960, 241960, Bonus and Entitlement Commodities, 230900 and 240900

Award Year End: September 30, 2023 and September 30, 2024

Specific Requirement: (L.) Reporting

Criteria: Section 200.303 of the Cost Principles of the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) requires a non-federal entity to establish and maintain effective internal control over the federal award that provides a reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the specified guidance that requires proper segregation of duties by dividing key responsibilities among different people to reduce the risk of error or fraud. This should include separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets. No one individual should control all key aspects of a transaction or event. In addition, this guidance also requires transactions and internal controls to be clearly documented, and the records should be properly maintained and readily available for examination.

Questioned Costs: None.

Condition: During our detailed testing of the area of reporting, we noted that the reports were missing review and approval by an appropriate individual with adequate skills, knowledge, and experience.

Context: The monthly meal claims reports filed during the year were not reviewed and approved by an appropriate individual.

Effect: Failure to properly review reports before they are submitted could result in inaccurate information being transmitted, resulting in a compliance finding.

Cause: The Food Service Director was unaware of the requirement to have a documented review and approval over the area of reporting.

Repeat Finding: This is **not** a repeat finding.

Recommendation: The School District should follow established procedures to require the documented review and approval of all reports by an individual with adequate skills, knowledge, and experience prior to submission.

Views of Responsible Officials: The School District agrees with this finding.

CLIENT DOCUMENTS



SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

October 30, 2024

Michigan Department of Education
Lansing, Michigan

Oakridge Public Schools respectfully submits the following summary of the current status of prior audit findings contained in the single audit report for the year ended June 30, 2023 dated November 1, 2023.

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding 2023-001: SIGNIFICANT DEFICIENCY – Year End Closing Procedures

Condition: General ledger balances were not in agreement with detailed supporting documentation as of year-end.

Recommendation: General ledger balances should be reconciled and adjusted to the underlying support on the School District's general ledger system at year-end.

Current Status: The School District has implemented procedures to reconcile and adjust general ledger balances to the underlying support on the School District's general ledger system at year-end.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were **no** findings reported in relation to major federal award programs during the single audit for the year ended June 30, 2023.

Sincerely,

Todd Hronek
Director of Finance



CORRECTIVE ACTION PLAN

October 30, 2024

Michigan Department of Education
Lansing, Michigan

Oakridge Public Schools respectfully submits the following Corrective Action Plan for the year ended June 30, 2024.

Name and address of independent public accounting firm:

Brickley DeLong, P.C.
P.O. Box 999
Muskegon, Michigan 49443

Audit period: June 30, 2024

The findings from the Schedule of Findings and Questioned Costs for the year ended June 30, 2024 are discussed below. The findings are numbered consistently with the numbers assigned in the schedule.

SECTION II – FINANCIAL STATEMENT FINDINGS

There were *no* findings in relation to the financial statement audit.

SECTION III – FINANCIAL STATEMENT FINDINGS

Finding 2024-001: Internal Controls Over Monthly Meal Claims Reports

Type of Finding: Control

U.S. Department of Agriculture

Pass-through Entity: Michigan Department of Education

Assistance Listing Number: 10.553, 10.555 and 10.559

Award Numbers: 231970, 241970, 231960, 241960, Bonus and Entitlement Commodities, 230900 and 240900

Award Year End: September 30, 2023 and September 30, 2024

Recommendation: The School District should follow established procedures to require the documented review and approval of all reports by an individual with adequate skills, knowledge, and experience prior to submission.

SECTION III – FINANCIAL STATEMENT FINDINGS—Continued

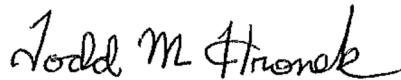
Finding 2024-001: Internal Controls Over the Federal Expenditure Report—Continued

Action Taken: The School District has implemented a new procedure requiring that all reports be reviewed and approved by a designated reviewer before submission. The reviewer, who must possess the appropriate skills, knowledge, and experience relevant to the report's content, will ensure that the information is accurate, complete, and compliant with organizational standards and regulatory requirements.

Responsible Person and Anticipated Completion Date: Food Service Director, October 2024

If the Michigan Department of Education has questions regarding this plan, please call Todd Hronek at (231) 788-7109.

Sincerely,

A handwritten signature in black ink that reads "Todd M. Hronek". The signature is written in a cursive, flowing style.

Todd Hronek
Director of Finance