**From:** Clayton, Carol (SAO)
**To:** Marla A. Miller
**Subject:** RE: Grants Testing documentation
**Date:** Friday, January 11, 2019 9:40:00 AM

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I do remember looking through big binders last year, maybe we should start there? I basically just need to start with something that will tell me all state and local grants and contracts funded in FY18 so I can select a few for testing.

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**From:** Marla A. Miller <marla.miller@centralia.edu>
**Sent:** Friday, January 11, 2019 9:36 AM
**To:** Clayton, Carol (SAO) <claytonc@sao.wa.gov>
**Subject:** RE: Grants Testing documentation

Hi Carol,

Not sure which FMS report you are wanting to look at because. The attached report (PM1201) has more than just the state and local grants and contracts but not sure which FMS Report may have been used previously.

Thanks, Marla

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**From:** Clayton, Carol (SAO) <claytonc@sao.wa.gov>
**Sent:** Thursday, January 10, 2019 2:40 PM
**To:** Marla A. Miller <marla.miller@centralia.edu>
**Subject:** Grants Testing documentation

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Hi Marla,

We'd like to start the testing on local grants and contracts. Can you send me the FMS Report over State and Local Grants and Contracts so we can pull a sample for testing? Then once we select a sample of grants, we'll need to review reimbursement requests and supporting documentation to confirm revenues represent actual amounts relating to the fiscal period. Based on my review of last year's testing, the type of supporting docs look to be different dependent on the different grants that were selected (i.e. the State Need Grant used the expense report, Running Start used invoices, Corrections Education grant used a Budget Status report, etc.).

Thanks for your help,

Carol Clayton, MBA
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