



NEW in 2009:
**E-Rate Internal
Audit Program**

Will You be Ready if AUDITORS Visit You?

14 OKLAHOMA DISTRICTS FOUND OUT IN 2008-09!

***Be Proactive -
Conduct an Internal Audit***

***Find out what you didn't know
you had to have!***

- ◆ Experienced staff will guide you through the process
- ◆ Detailed report to Management (Supt. or Board) on deficiencies & how to improve compliance
- ◆ Assistance in implementing recommended changes
- ◆ Professional support during an actual on-site audit
- ◆ Online Internal Audit Tool[©]

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audit@kelloggllc.com or erate@kelloggllc.com**

E-RATE SERVICES AGREEMENT INTERNAL AUDIT

I authorize Kellogg & Sovereign® Consulting, LLC (KSLLC) to conduct an E-Rate Internal Audit for our school district.

I understand the process will take up to three weeks and will cover approximately 10 FRNs randomly selected from the last two quarterly disbursement reports. The audit will be patterned after the recent IPIA (Improper Payment Information Act) audits and will cover the following areas:

1. Record Keeping
2. Application Matters
3. Service Provider Selection Matters
4. Receipt of Services and Reimbursement Matters

In order to provide this service to you at a reasonable cost, KSLLC will utilize an online internal audit program and therefore will not be on-site during the audit process. A report to the administration with recommendations and beneficiary responses will be provided at the conclusion of the audit.

Cost is \$1,500.00 per engagement of which \$500.00 shall be credited toward KSLLC’s services if the school district (“beneficiary”) is selected for an E-Rate audit conducted by USAC/OIG and KSLLC’s services are retained to aid the beneficiary with the audit.

Desired Internal Audit Commencement Date:	
Name of District contact during audit engagement:	
Total Cost \$1,500.00 P.O. #:	

Authorized Signature

Date

Printed Name

Title

Return completed agreement to:

Mel Van Patten
 Kellogg & Sovereign® Consulting, LLC
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