

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



September 13, 2018

Danny Chambers, President  
Oasis Church, Inc.  
7533 Lords Chapel Drive  
Nashville, TN 37211

Dear Mr. Chambers:

Please find attached the monitoring report of the Oasis Church, Inc. relating to the contract it had with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2018.

The Office of Financial Accountability is charged with the responsibility of monitoring grant funds, including Community Partnership Funds, from Metropolitan Nashville Government to any nonprofit organization. Staff from the Office of Financial Accountability conducted the review on August 30, 2018.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-862-6712.

Sincerely,

Kevin Brown, CMFO, CICA, CFE  
Finance Administrator

cc: Pam Gregory, Finance Manager, Oasis Church  
Shanda Perkins, Database Director & Outreach Coordinator, Oasis Church  
Talia Lomax-O'dneal, Director of Finance, Department of Finance  
Brian Kelsey, Chief Strategy Officer, Office of the Mayor

Kim McDoniel, Deputy Director of Finance, Department of Finance  
Gene Nolan, Deputy Director of Finance, Department of Finance  
Phil Carr, Chief of Accounts, Department of Finance  
Tony Neumaier, Budget Officer, Department of Finance  
Mark Swann, Metropolitan Auditor, Office of Internal Audit  
Fred Adom, CPA, CGMA, CICA, Director, Office of Financial Accountability  
Essie Robertson, CPA, CMFO, CICA, Office of Financial Accountability



*Metropolitan Government of Nashville and Davidson County*

# **OASIS CHURCH, INC.**

## **◆ Monitoring Report ◆**

Conducted by



**Office of Financial Accountability**

September 13, 2018

# MONITORING REPORT

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## INTRODUCTION

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The Office of Financial Accountability (hereinafter referred to as “OFA”) has completed a monitoring review of Oasis Church, Inc. A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of the Oasis Church or any of its component units. The OFA is responsible for the internal monitoring of Metropolitan Government of Nashville and Davidson County (hereinafter referred to as “Metro”) agencies that receive federal and state financial assistance, including cooperative agreements and non-profit organizations that receive appropriations and Community Partnership Funds from Metro government. In summary, any agreement(s) that imposes performance and/or financial requirements on Metro government is subject to review by the OFA.

The purpose of this review was to assess the agency’s compliance with contractual requirements set forth in the following contract with Metro Government:

| <b>Contract</b> | <b>Type</b>                 | <b>Amount</b> | <b>Contact Term</b> |               |
|-----------------|-----------------------------|---------------|---------------------|---------------|
| L-3908          | Community Partnership Funds | \$14,300      | July 1, 2017        | June 30, 2018 |

### **Agency Background**

The Oasis Church operates the Oasis Food Truck Program that serves disadvantaged school children in low-income neighborhoods in Davidson County. The agency currently focuses on Carter-Lawrence Elementary. It is Oasis’s goal “to not let any child go hungry, so they are providing every student at the school with a bag of nutritious and easy to prepare food to take home on weekends and school vacations.” A typical food bag includes cereal, peanut butter, canned vegetables and meats, pastas, and various snacks aimed at providing meals for the whole family.

## OBJECTIVES, SCOPE AND METHODOLOGY

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The objectives of our review were:

- 1) To determine whether the agency had the resources and capacity to administer the grant funds.
- 2) To determine if costs and services were allowable and eligible.
- 3) To verify that program objectives were met.
- 4) To test the reliability of the financial and programmatic reporting.
- 5) To verify contractual compliance.

The scope of our review was limited to the contract term July 1, 2017 through June 30, 2018.

The monitoring review procedures included meeting with agency management and staff, reviewing board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in contract L-3908. Specific procedures included:

- Interviewing the employees responsible for grant management, financial reporting and accountability.
- Reviewing supporting documentation of expenditures for allowability, necessity and reasonableness.
- Reviewing the agency's general ledger and verifying the accuracy of all invoices submitted to Metro.
- Reviewing documentation to determine that funds were used for intended beneficiaries and expended in accordance with the spending plan of the contract.
- Reviewing documentation to support program activities for consistency with grant requirements.
- Assessing the financial stability of the agency and its ability to continue to administer the grant program funded by Metro.

## RESULTS OF REVIEW

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### SUMMARY OF RESULTS

| Criteria                                               | Yes | No |
|--------------------------------------------------------|-----|----|
| Sufficient Resources and Capacity to Administer Funds? | ✓   |    |
| Costs and Services Allowable and Eligible?             | ✓   |    |
| Program Objectives Met?                                | ✓   |    |
| Reporting Requirements Met?                            | ✓   |    |
| Compliance with Civil Rights Requirements?             | ✓   |    |

## RESULTS OF REVIEW

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The overall results of the monitoring review are provided in this section. Results are based on testwork performed and include conclusions regarding specific review objectives and, if applicable, recommendations for improvement and an action plan for implementation. Where applicable, the Findings and Recommendations section of this report provides more insight into any issues identified below.

### **1. Sufficient Resources and Capacity to Administer Grant Funds**

Our review of the agency's accounting system and the qualifications of the individuals assigned to manage the accounting records indicate that the agency possesses the necessary resources and professional expertise to effectively administer the grant funds

### **2. Allowable and Eligible Costs and Services**

Our review covered all of the core compliance areas identified by 2 CFR Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

Additionally, the Metro Grants Manual requires separate accounting of the Metropolitan Nashville Government grant funds to prevent co-mingling of Metro Funds with other sources of funding. The agency was in compliance with this requirement. Different revenue classes as well as expenditure classes have been established to separately track the sources and amounts of funding. Also, the agency can easily and accurately report their expenses supported by the Metro grant.

Based on our test work, costs and services during the period were allowable and eligible.



## **RESULTS OF REVIEW**

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### **3. Program and Performance Objectives**

The contract stipulated that the agency shall use the funds for the following outcomes:

1. Oasis Church will provide at least 2900 bags of food to the students from Carter-Lawrence Math and Science Magnet Elementary School during the 2017-2018 school year.
2. Oasis church will deliver 23,200 pounds of food.
3. Oasis Church will provide 27,840 meals for the students of Carter-Lawrence Math and Science Magnet Elementary School and their families.

Based on our review of program documentation and discussions with staff, program performance objectives were met and the agency was in compliance with contractual program objectives.

### **4. Reliability of Financial and Programmatic Reporting**

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro year end reports of the program outcome and a final expenditures report, no more than 45 days after the close of the contract.

We reviewed all applicable financial and programmatic reports required by the contract, including audited financial statements. Based on our review, the agency complied with all financial and programmatic reporting requirements.

## RESULTS OF REVIEW

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### **5. Civil Rights Requirements**

Our review did not reveal anything to indicate that the agency was noncompliant with civil rights requirements. The agency also has necessary written policies and procedures relating to civil rights. The agency has not received any complaints regarding any form of discrimination. Further, civil rights and ADA postings are publicly displayed.