

accounting system. We also recommend that the information be independently reviewed and agreed to the source documentation.”

Management’s Response: Procedures have been established to ensure that all leave balances are correct in order to ensure accurate reporting and recording.

7. SCHEDULE OF FEDERAL FINANCIAL ASSISTANCE:

A. Catalog of Federal Domestic Assistance Numbers

Auditor’s Recommendation: “... that the Department implement procedures to ensure the correct CFDA number is used. Effective employee training regarding the SAO letter of instructions regarding the SFFA should be conducted along with proper supervision to alleviate these errors.”

Management’s Response: CFDA numbers will be agreed to grant award letters and reconciliations to STARS reports will be verified for accuracy prior to submission. Training will be provided as required.

B. Reconciliations

Auditor’s Recommendation: “...that the Department implement procedures to ensure that the agency’s records are reconciled on a monthly basis to the Comptroller General’s 467 Report.”

Management’s Response: Procedures will be established to reconcile to the CG’s 467 report on a monthly basis.

C. Tracing to the General Ledger

Auditor’s Recommendation: “...that the Department implement procedures to ensure that all grants are properly recorded in the general ledger. Complete workpapers, indicating reconciliation between the SFFA and the general ledger, should support the schedule. In addition, the Department should ensure proper supervision of all work.”

Management’s Response: We have implemented the SABAR Accounting System which is able to trace items to the general ledger. Grants will be reconciled to the CG’s 467, the SSFA and the general ledger.

D. Missing Grants

Auditor’s Recommendation: “...that the agency implement procedures to ensure proper filing and storage of grant documents. In addition, we recommend that employees’ work papers and supporting documentation be reviewed by proper department officials.”

Management’s Response: The Fiscal Affairs office recently moved and some items were misfiled. Procedures are being developed to ensure appropriate documentation and filing.