

AUDIT IMPLEMENTATION PROGRESS REPORT

DEPARTMENT NAME AND CONTACT	AUDIT NAME AND DATE	FINDINGS	RECOMMENDATIONS	IMPLEMENTED YES OR NO	REASON FOR NON-IMPLEMENTATION
Housing and Human Services	Monitoring of the HOME Program Policies and Procedures: HOME Quarterly 2010 & First Quarter 2011 Home Program Audit Program Policies and Procedures	According to the Housing Department's policies and procedures, the department should submit draw requests for current month's expenditures to the County's Finance Department by the 15 th of the following month. We noted expenditures for October, November and December 2010 as well as February 2011 were not requested for draw down in a timely manner. The Housing Department's delay in processing expenditures caused the draw requests to be submitted late. Late submission of draw requests may result in the delay of the recovery of funds from HUD.	The Housing Department should adhere to its policies and procedures to ensure that draw requests are submitted to the Finance Department in a timely manner. All expenditures should be submitted by the 15 th day of the following month required.	YES; Draw requests are being submitted to the Finance Department in a timely manner	
Housing and Human Services	Monitoring of the HOME Program Policies and Procedures: HOME Quarterly 2010 & First Quarter 2011 Home Program	The Housing Department should prepare a salary allocation for administrative costs based on time to be charged to a program. The schedule should be submitted with a draw request to the Finance Department to be properly drawn down. Based on	The Housing Department should submit all schedules of salary allocation to the Finance Department in a timely manner so that funds can be drawn down.	YES; salary allocations schedules are frequently submitted to the Finance Department	

	Audit Program Policies and Procedures	our review of October 2010 through March 2011, the salary expenditures were not drawn down. The Housing Department failed to prepare the support and allocate salary expenditures for the HOME program. Therefore, the Finance Department will not draw funds until a proper allocation is presented and approved.			
Housing and Human Services	Monitoring of the HOME Program Policies and Procedures: HOME Quarterly 2010 & First Quarter 2011 Home Program Audit Program Policies and Procedures	The GUCC contract requires the Housing Department to submit performance reports to Cobb County CDBG Office on a monthly and annual basis. During the course of our audit, we requested the monthly and annual performance reports. However, the Housing Department did not prepare the detailed reports as required by the contract. The result of not complying with the reporting requirements of the contract could lead to the termination of the contract and repayment of funds expended on incomplete projects.	All reports required by the contract should be completed on a timely basis and forwarded to the Cobb County CDBG Office. This could have been accomplished by preparing the reports provided in Attachment E of the contract. Additionally, supporting documentation for the TBRA I and TBRA II contract activity should be maintained and submitted with invoices.	YES: all reports have been forwarded to the Cobb County CDBG Office	
Housing and Human Services	Monitoring of the HOME Program Policies and Procedures: HOME Quarterly 2010 & First	Based on TBRA I and TBRA II contracts with the Housing Authority of Fulton County (HAFC), administrative fees should be paid consistent with the terms of the contract. During our test work, we	The Housing Department should ensure that they are properly charging the expenditures to the appropriate grants in order to recapture funds in a timely	YES: expenditures are properly charged to the appropriate grant to ensure	

<p>Quarter 2011 Home Program Audit Program Policies and Procedures</p>	<p>noted several instances when the administrative fees were paid from sources that were inconsistent with HAFc contract terms. The November and December 2010 HAFc invoices were under paid as a result of paying TBRA I administrative fees from GUCC funds. The fees should have been computed using the GUCC rate. In addition, the October 2010 invoice for TRBA II administrative fees was paid with Fulton County entitlement grant funds, instead of GUCC funds, as stipulated by contract terms TBRA II administrative fees for the period, January 2011 through March 2011, were paid with Fulton County entitlement grant funds and not funds with GUCC, as stipulated by contract terms. These inconsistencies occurred because of the invoicing instructions specified in the contracts were not strictly followed. The objective of TRBA II contract was to spend down in a timely manner the recaptured funds dedicated to the Housing Department. This objective was not met, as the majority of the TBRA II invoices tested were not reimbursed by GUCC at the higher</p>	<p>manner. The invoices prepared by the HAFc should list TBRA I and TBRA II expenditures separately with references to their respective contract rates and number of participants. Additionally, the HAFc payments requests should be supported by a listing of participants for the TBRA I and TBRA II designations.</p>	<p>funds are recaptured in a timely manner</p>	
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Housing and Human Services	Monitoring of the HOME Program Policies and Procedures: HOME Quarterly 2010 & First Quarter 2011 Home Program Audit Program Policies and Procedures	rate. The TBRA Program Manager's ledgers should match the AMS and IDIS ledger balance and activity. The TBRA Program Manager is responsible for communicating with the GUCC and Fulton County Home Program Managers for the oversight of the TBRA funds. The TBRA Program Manager was not aware of what funds had been used to pay TBRA invoices. Therefore, his control ledgers had balances different from the balances in AMS system and IDIS ledgers. This lack of internal control has resulted in the TBRA Manager having inaccurate information for the review of TBRA activity and future HAFC contract requirements.	The Home Program Financial Managers should communicate with the TBRA Program Manager weekly on the disposition for the TBRA invoices and payments. The TBRA Program Manager's ledger should be reconciled to the IDIS and AMS ledger systems. The TBRA Program Manager should have access to both systems in order to complete this reconciliation. The Home Program internal ledgers and spreadsheets should be consistent with the AMS and IDIS ledgers and reviewed on a monthly basis.	Yes; communication now occurs daily and the ledgers are reconciled to the IDIS and AMS systems to ensure consistency	