

Department of Services for the Blind

Agency 315

Audit Report	Finding Number	Finding and Corrective Action Status	
2020 F	030	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Department of Services for the Blind did not have adequate internal controls to ensure payroll expenditures charged to the Vocational Rehabilitation grant were allowable.</p> <p>The Department implemented the following procedures to strengthen internal controls over payroll expenditures charged to the Vocational Rehabilitation grant:</p> <ul style="list-style-type: none"> • The Deputy Financial Officer: <ul style="list-style-type: none"> ○ Performs additional reviews of payroll reports to ensure position cost coding is consistent with the federally approved cost allocation plan. ○ Notifies Human Resources and Small Agency Financial Services to make corrections as needed. ○ Documents the payroll reviews to provide timely assurance that unallowable payroll expenditures are not charged to the grant. • The Department’s Human Resources Division reviews all timesheets to ensure they are appropriately signed by supervisors prior to submission for payroll processing. <p>May 2021, subject to audit follow-up</p> <p>Jeannie Brown Senior Financial Officer PO Box 40933 Olympia, WA 98504-0933 (360) 867-8260 Jeannie.brown@dsb.wa.gov</p>

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Audit Report	Finding Number	Finding and Corrective Action Status
2020 F	031	<p>Finding: The Department of Services for the Blind did not have adequate internal controls over reporting requirements for the Vocational Rehabilitation grant.</p> <p>Corrective Action: During the audit period, the Department implemented corrective actions to address the audit recommendations and to strengthen internal controls to ensure compliance with federal reporting requirements.</p> <ul style="list-style-type: none"> • As of February 2020, hired a Senior Financial Officer (SFO) with experience in federal reporting requirements. • As of March 2020, implemented policies and procedures related to Vocational Rehabilitation Program (RSA) reporting, which includes requirement of a secondary review and approval of the RSA reports by the SFO prior to submission. • As of April 2020, completed staff training on the new reporting policies and procedures. <p>The conditions noted in this finding were previously reported in findings 2019-027, 2018-019, and 2017-010.</p> <p>Completion Date: June 2020, subject to audit follow-up</p> <p>Agency Contact: Jeannie Brown Senior Financial Officer PO Box 40933 Olympia, WA 98504-0933 (360) 867-8260 Jeannie.brown@dsb.wa.gov</p>