

Status of Audit Resolution

December 2015

Military Department (MIL)

Agency: 245

Audit Report: 2014 F

Finding Number: 004

Finding: The Military Department did not maintain required documentation for payroll costs charged to the National Guard Program.

Resolution: The manager identified in the finding revised his time sheets previously submitted to reflect the actual time worked on the grant. The manager continues to prepare time sheets for each pay period per agency policy, which the supervisor subsequently reviews. This process will continue as long as the manager works on the grant.

The current policy is very clear on when employees are to submit time sheets and the supervisors' responsibility to ensure time sheets are accurate and submitted timely. The Payroll Administrator reviews payroll reports on a quarterly basis to ensure time sheets or certificates are submitted.

The Department contacted the United States Property and Finance Office to determine if the state will be required to repay the questioned costs. It was determined that the federal government received the benefits of the time charged by the manager and that repayment of funds would not be required.

Completion Date: June 2014, subject to audit follow-up

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Status of Audit Resolution

December 2015

Military Department (MIL)

Agency: 245

Audit Report: 2014 F

Finding Number: 055

Finding: The Military Department does not have adequate internal controls to ensure reports required by the Federal Funding Accountability and Transparency Act for the Homeland Security and Fire Management Assistance Grant Programs are filed accurately.

Resolution: The Department concurs with the finding. The Department modified procedures and communicated the revisions to responsible individuals to ensure all subawards are complete and accurate when reported. Federal Funding Accountability and Transparency Act reports are reviewed by the Contracts Office Supervisor, and the funding amount is confirmed by program managers.

Completion Date: January 2015, subject to audit follow-up

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Status of Audit Resolution

December 2015

Military Department (MIL)

Agency: 245

Audit Report: 1014540

Finding Number: 001

Finding: The Military Department does not have adequate internal controls over payments for the Washington State Enhanced 911 services program.

Resolution: Beginning in fiscal year 2014, the State Enhanced 911(E911) Coordinator's Office began analysis of all E911 telecommunications billing to align individual vendor line item costs with authorized and validated network components. To date, the Department identified and communicated numerous billing discrepancies to multiple vendors as a result of this new process. The Department remains in negotiations with vendors to recoup all identified overcharges and authorized interest penalties. The Department continues to track and rectify all billing discrepancies as they are identified.

Additionally in fiscal year 2014, the Department recruited additional technical and fiscal staff to manage all aspects of E911 telecommunications billing including implementing sufficient internal controls and ongoing tracking of network and service changes. Currently, the E911 Office is developing detailed written procedures to ensure continuity of the ongoing invoice review processes already underway.

To date, the Department implemented all recommendations presented by the auditor. Specifically, the Department:

- Requires staff with adequate technical knowledge of the E911 statewide services to review invoices ensuring charges are accurate and approved prior to making payments.
- Tracks and monitors changes made to the contract, services, or equipment.
- Notifies telecommunications companies promptly when services are no longer needed.
- Improved written policies and procedures detailing the E911 invoice review process.

Completion Date: June 2015, subject to audit follow-up

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