



- Administration
- Bureau of Motor Vehicles
- **Emergency Management Agency**
- Emergency Medical Services Division
- Office of Criminal Justice Services
- Ohio Homeland Security
- Ohio Investigative Unit
- Ohio State Highway Patrol



## **GRANTS INFORMATION BULLETIN # 4**

**TO:** All Ohio EMA Sub-Grantees

**FROM:** Ohio EMA

**RE:** Top Ten Audit/Monitoring Findings

**DATE:** April 8, 2008

---

Below you will find the top ten audit findings as indicated by the U.S. Department of Homeland Security.

- 10) Conflicts of Interest – The sub-grantee has conflicts of interest or the appearance of conflicts of interest in its procurement procedures or other management of the federal funds
- 9) Inaccurate Reports – The financial status reports submitted do not agree with the financial records of the organization. The sub-grantee’s request for payments does not correlate with its need for funds.
- 8) Inappropriate Changes – The sub-grantee has made budget changes and/or changes in the scope of the project without requesting prior approval from its program office.
- 7) Inadequate Time and Effort Records – The sub-grantee has failed to keep adequate time and effort records documenting the time that its employees, volunteers, and consultants have worked on the activities related to the project.
- 6) Unallowable Costs – The sub-grantee has expended federal funds on cost items that are unallowable under Circular A-87, Cost Principles for States and Local Units of Government, Circular A-122, Cost Principles for Nonprofit Organizations, or Circular A-110, Institution of Higher Education, whichever is applicable.
- 5) Inadequate Monitoring of Contractors – The sub-grantee is failing to monitor its contractors

**Mission Statement**

*"to save lives, reduce injuries and economic loss, to administer Ohio's motor vehicle laws and to preserve the safety and well being of all citizens with the most cost-effective and service-oriented methods available."*

to ensure that they are expending their funds in compliance with all federal laws and regulations.

- 4) Excess Cash on Hand – The sub-grantee is not managing its draw down of funds to coincide with expenditures to avoid having excess federal funds on hand.
- 3) Lack of Documentation – The sub-grantee does not have adequate invoices or other documentation to back up the expenditure of funds.
- 2) Commingling of Funds - The sub-grantee's accounting system is unable to accurately identify the receipt and expenditure of funds with proper award.
- 1) Untimely submission of reports – Narrative and financial reports are not submitted when due.

Below you will find the top ten monitoring findings found in Ohio EMA monitoring visits.

- 10) Expenditures/Disbursements coded to incorrect fund
- 9) Items purchased not listed on approved budget
- 8) Equipment items purchased not being used for the intent of the grant
- 7) Request for Cash based on estimated vs. actual costs and not reconciled leaving cash balance on hand in account(s)
- 6) Inadequate or no transfer of equipment form
- 5) Inadequate time and effort reports
- 4) Monthly Reconciliations not completed with County Auditor records
- 3) Commingling of funds
- 2) Not verifying Federal/State suspension and debarment listing
- 1) No or insufficient equipment inventory listing, not tagging equipment assets.