

Preparing for a Project Audit

<i>Instructions for:</i>	Understanding and Preparing for a WFF Project Audit.
<i>Purpose:</i>	<p>The OSD will conduct Project Audits for the following purposes:</p> <ol style="list-style-type: none"> 1. To insure that project funds have been spent according to the plan. 2. To insure that trainees have received training. 3. To insure that curriculum developed with WFF funds is transferred to the State. 4. To gather success stories for program promotion.
<i>Process:</i>	<ol style="list-style-type: none"> 1. Audit Selection: <ol style="list-style-type: none"> a. The OSD will select projects to receive an audit. b. All grants that are reimbursed \$250,000 or more will be subject to a Grant Specific Department Project Audit. c. Projects that are already required to do a State Single Audit may still have an OSD Project Audit. 2. Audit Notification: While the OSD is not required to notify you of an audit in advance, we will generally work to schedule any audit at a convenient time, and if possible, let you know in advance the information to be reviewed at the audit. 3. WFF Project Audits will cover three sections: <ol style="list-style-type: none"> a. Finances: Do you have proof of payment for invoices that have been reimbursed? Do you have receipts for purchases less than \$500? Do you have evidence of match contributions? Do you have equipment that was purchased/leased/donated available to be seen on-site along with supporting documentation? b. Trainees: Do you have pay stubs to prove payment to trainees if trainee wages were included as match? Do you have pay stubs/attendance sheets, etc. to prove trainees were in training? Do you have proof of completion of training (test results, certificates)? c. Curriculum (If WFF paid for curriculum development): Is curriculum available for review? Or have you provided a copy of curriculum to the OSD. 4. Audit preparation before notification of an audit: <ol style="list-style-type: none"> a. Set up a record keeping system at the beginning of the project. b. Keep receipts (or copies of receipts) with associated reimbursement requests, even if they are not sent in. c. Take attendance at classes when possible, and keep the rosters. 5. Audit preparation after notification of an audit: <ol style="list-style-type: none"> a. Confirm that all records are easily available. b. Create a convenient workspace for the auditors. c. Inform other internal departments that may be impacted by the audit.
<i>Additional Information:</i>	Contract section V.,I.