Corrective Action Plan

Question: Who is public officer in regard to compliance report?
Answer: The public officer” would normally be any library employee, but most likely would refer to the fiscal officer or library director for State Board of Accounts reporting purposes.

Question: If you were not in compliance in 2016 and were not in compliance in 2018 would this be a repeated compliance and need CAP or does the noncompliance issue start with 2017 or 2018?
Answer: Baseline is current report. If find repeat finding now, that will apply. Engagements begun after December 1, 2017 and exiting after February 1, 2018.

Question: You said we had 10 days after exit CAP. But then you said we needed the plan at the exit interview?
Answer: That is the situation if it has a federal finding. Those are required before the exit conference. If you only want to do one, you could do State Board of Accounts more detailed report. The field examiners understand that difference and will explain that to you.

Question: What about construction work that is not completed in 2017 and has to be held over to 2018. Will this be an encumbrance issue that will need special auditing?
Answer: If there is a properly authorized/approved purchase order or contract for the work, it could be encumbered to 2018. There really wouldn’t be any “special auditing”, the transactions in 2018 would be subject to our review like any other 2018 transaction.

100R and AFR

Does this form save information if you enter information on different dates or does it all go away each day?

It saves it as it is entered.

Audit

Where does a review fit into the types of engagements?

1. Federal Single Audit
2. Examination for units with outstanding debt
3. Compliance Reports no financial statements, management letter
4. Centralized Compliance Reports.

Where does the review fit into the types of engagement?

Used to be a letter for the review. Now Compliance reports and Centralized Compliance reports.

Please clarify audit fees.

Statutorily required to charge for a day’s engagement. In entrance conference field examiner will give you a “ballpark” figure of cost. Typically, withheld from distribution from the county.

Forms for Audit
What kind of forms?
Like time sheets?
Do we use the bank statements as supporting documentation for automatic deposits or withdrawals?

Yes, you will need bank statements, and time sheets to document hours worked.

What about construction work that is not completed in 2017 and has to be held over to 2018. Will this be an encumbrance issue that will need special auditing?

The link where audit reports are posted:

http://www.in.gov/sboa/resources/reports/audit/