



Financial Monitoring Report
BY: NEMO WDB

**PY21/FY22 Financial
Monitoring
Adult, Dislocated Worker, and Youth Programs
Boonslick Regional Planning Commission (BRPC)**

June 21, 2022

Introduction

Diane Simbro, Executive Director and/or Sarah Hudson, Fiscal Officer, along with Sharon Hillard, Compliance Monitor from the NEMO Workforce Development Board conducted financial monitoring of Boonslick Regional Planning Commission. The financial monitoring is not an audit and, due to the limited scope of the review, may not disclose all systems' weaknesses.

During the Programmatic Monitoring, Compliance Monitor, Sharon Hillard checks the Participant Timesheets for accuracy of calculations and then checks the uploaded documents to ensure payment was made to the participant for the correct amount. She also checks the ITA's against the Internal approvals, the invoice from the training provider, and ensures payment was made to the provider.

Our Subrecipients submit their supporting documents monthly along with the CPR/Cash Draw Request. The Fiscal Officer and Executive Director pull samples to ensure they match. For this monitoring September, November, and February were tested.

Concerns

Concerns are items that are a violation of a specific requirement or generally accepted accounting principle (Uniform Guidance). Concerns require written corrective action plans by either accepting the NEMO WDB recommendation or proposing and receiving approval for an alternate procedure. No concerns at this time.

Comments

Comments are items the NEMO WDB has suggested for revision to improve the accounting system. These items are suggestions to management and do not require a response unless specifically requested. No comments at this time.

Administrative Controls

Accounting and Reporting

Accounting Structure: BRPC uses GMS (Grant Management Systems) products as their computerized accounting system. The agency keeps source documentation to back up the computerized system and there are written accounting procedures that are reviewed annually and updated as needed. BRPC is on a cash reimbursement basis and submits monthly invoices to the NEMO WDB for payment. These monthly invoices include the current monthly expenses, and year to date expenses.

Reporting: Contract Progress Reports (CPR's) have been submitted on time every month since the previous fiscal monitoring took place. All supporting documentation is submitted along with the CPR or within an acceptable timeframe to allow the Fiscal Officer to review and detect any concerns at time of reporting and allows for timely correction before the next month's reporting.

The Personnel Policies and Procedure manual were reviewed during the site visit. The Internal Controls information was reviewed and accepted with no issues found.

Bank Statement reconciliation and Check Voucher Register for the selected months were received and reviewed with no issues found.

Compensation (Staff Salaries including Executive Staff)

Upon review of the schedule of all staff salary and benefits, including the Executive Director and Workforce Director it was determined that none of the salaries exceed the was received and none of the salaries exceed the Salary Limitation for Federal Grants.

Cost Allocation and Indirect Cost Rate

A Cost Allocation Plan is required for review during the monitoring process. BRPC allocates costs between WIOA and other grants from their operations. The cost allocations for the months sampled were in line with the contract agreement.

A schedule of Billing codes was provided and reviewed when requested.

An Organizational Chart was provided and reviewed when requested.

Insurance Policies

The Insurance Crime Policy Declaration was provided and accepted that confirms compliance with Bonding of \$100,000 is in effect.

FDIC Coverage

Security Pledge from US Bank proving FDIC Coverage was provided and reviewed. BRPC utilizes a non-interest bearing account.

Program Expenditures

All Expenditures were reconciled back to the Cash Progress Reports (CPR) for the Sample Months. All supporting documentation was received and accepted except as noted.

PY21 In-School Youth CPR

One disallowed cost was discovered during a programmatic monitoring from OWD and BRPC issued a check to NEMO WDB and the correction was made on the next month CPR in FRS.

Cash Management

BRPC deposits funds in a bank with FDIC Insurance in a non-interest bearing account.

Comment: The timeliness of depositing the checks has been an issue over the past couple of years and has been discussed with BRPC Fiscal Manager and Director. NEMO WDB switched to an EFT Payment System so this issue resolved itself as the checks are electronically deposited.

Pledged Securities Agreement: Provided and reviewed. (from previous monitoring)

Equipment: No equipment was purchased.

Procurement: No services were procured.

June 23, 2022. This concludes the Follow Up Fiscal Monitoring for PY21/FY22 for the WIOA Adult, Dislocated Worker, and Youth Programs.

Prepared By: Diane Simbro, Executive Director

Reviewed By: Sarah Hudson, Fiscal Officer

Accepted by:

Chad Eggen

BRPC, Inc. Executive Director

Signature

Final Draft completed: June 30, 2022