

## Fiscal Monitoring – Work-Papers 2014

To: Mental Health  
Starfleet Academy  
Mr. Spock, Executive Director  
Somewhere on Earth  
Someplace, WA 99207

Date of Monitoring: August XX, 2014

Reviewers: John Doe  
Jane Doe

Final Letter Mailing Date: August XX, 2014

### CONTRACT S FOR REVIEW

12MH1468	10/1/2012	3/31/2013	\$2,023,410	1/6 Payment
12MH1468(1)	4/1/2013	9/30/2013	\$2,073,410	1/6 Payment
12MHBG1473	10/1/2012	3/30/2013	\$38,250	

### DETAILED PROGRAM

*The purpose of the Agreement is to.....*

Provide Mental Health services to residential youth; and respite care for youth.

### MONITORING QUESTIONS

- Who Interviewed/Contacts      Name, Title, Phone, Email
  - Minnie Mouse, CFO      509-888-3333 [minniemouse@yahoo.com](mailto:minniemouse@yahoo.com)
  - Mickey Mouse
  
- Prior Year Monitoring / **Issues 2013**
  - List Issues, Corrective Actions, Status
  
- Internal control policies procedures.
  - Written Fiscal Policy and Procedures Manual. General Accounting, Cash Procedures, Receipting, Disbursements, Billing Procedures, etc. Review.
  
- Have there been any incidents of fraud or abuse at the agency within the last year? Whether reported to authorities or not.
  - Terminations / Firings / Suspensions / Reprimands / Lost Bonding
  
- Document any Computer/Software/Mainframe Crashes, Thefts (computer, flash drives, calendars, client files, etc.), and Lost items; which may be of concern to CSHCD such as Confidentiality, HIPAA, Records Retention Issues, etc.
  
- Have you been fiscally monitored / audited by any other agency within the last year? (copy of management letter)

11/18/2014

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- Audit Report
  - Audit Firm, Audit Period and Date Completed. Management Letter. Any findings? Are CSHCD funds delineated?
- Fraud and Abuse Policy and Procedure
  - Verify training was provided to Staff, Compliance Officer and Committee Members. Review documentation and sign in sheets.
- Records Retention Policy and Procedure
  - Verify storage location for 6 years of records.
  - If possible visit storage location and verify safekeeping.
  - Test retention – have agency provide the bill and supporting docs for Dec 2008.
- Quarterly Financial Report Due 45 Days after Quarter
  - Review Quarterly Report
- Debarment and Suspension
  - Verify current debarment test in master file. Document date performed.

## **PROGRAM SPECIFIC QUESTIONS AND DOCUMENTATION.**

### **NOTES FOR BILLING REVIEWS**

- *Reserves for Mental Health*
  - *Document for amount of reserves and from which year.*
  - *Document expenses associated with reserves.*
  - *Document spending plan to use reserves.*
- *Cost Reimbursement. Compare bills with supporting documentation to determine costs were allowable, verifiable, necessary and/or allocable.*
  - *Original documentation verification*
    - *Review source documents*
    - *Verify receipts*
    - *Look for credit card statements as source document.*
    - *Verify costs for Cell Phones, PDA's, Internet*
    - *Look for Gift's, Parties, and Bonuses, the term Misc. or Other.*
  - *Program Expense – Specific program cost allocation methodology.*
  - *Administration Review*
    - *Cost Allocation plan and supporting documentation used to arrive at rate/costs.*
    - *Look for any Indirect Cost Charges or Add-Ons.*
  - *Payroll process. Policies and Procedures.*
    - *Test and review payroll documentation.*
  - *Timeliness of Billings.*
- *Fee for Service*
  - *Review client files for a minimum of two months of service.*

- *Review original documents that support service. (Original tracking form, date of signatures, signatures, full names of client, date of service, type of service, etc.)*
- *Timeliness of Billings.*

**□ MONTHS MONITORED AND NOTES**

- **2014 Monitoring – look at more financial documentation. Larger sample size.**
- **Choose 2 months in calendar year 2013 and if monitor later in 2014 include one month for 2013 and one in 2014. (at least one month per contract period)**
  - **Examples**
  - **May 2013; December 2013**
  - **May 2013 or December 2013; April 2014**
  - **Or do more.....make decision based on agency.**
  - **Larger sample size or add a month or two.**