

Northwest Workforce Council

AUDIT RESOLUTION POLICY AND PROCEDURES

DATE ISSUED: May 31, 2006

SUBJECT: Audit Resolution Policy and Procedures

Reference: WIA 01- 35

In compliance with the requirement under OMB Circular A-133, the NWC is responsible for follow-up and instituting corrective action on all audit findings. It is the intent of this Policy and Procedures directive to set up the procedures to be taken toward early resolution of any audit finding.

At the completion of an audit where an audit finding is reported by the auditor, the following procedures must be taken:

1. Within five (working days) of the receipt of the audit finding, the Financial Director will submit to the Deputy Director a corrective action plan. The plan shall provide the name(s) of the contact person responsible for corrective action, the planned corrective action and the anticipated completion date. However, if the Financial Director does not agree with the audit finding and believe that no corrective action is required, the report to the Deputy Director shall so indicate and the specific reason(s) for the disagreement with the finding.
2. At or before the above stated completion date, the Deputy Director shall follow up on the status of the corrective action.
3. It is required under this policy that corrective action be completed within thirty (30) days after receipt by NWC of the audit finding.

In the course of the audit of the books of NWC by an independent accountant to comply with the requirements of OMB Circular A-133, the Financial Director prepares a summary schedule of all audit findings from previous years with the date of the audit report and the corrective actions taken and/or status of the any action taken or not taken. This schedule is part of the "Data Collection" submission to the Federal Audit Clearing House.

All documentation pertaining to audit findings, corrective actions taken, reports and schedules are to be kept in the Fiscal Office.