

# Subrecipient Monitoring

	<b>CURRENT REVIEW PERIOD:</b>		
	PRIOR REVIEW PERIOD COVERED:		
	PRIOR EXIT CONFERENCE DATE:		
	<i>PRIOR REPORT ISSUE DATE</i>		

	ENTITY MONITORED:		
	NAME OF MONITOR:		
	START DATE:		
	EXIT DATE		
	DATE WORKPAPERS SUBMITTED FOR REVIEW:		
	DATE REVIEWED:		
	REPORT ISSUE DATE:		

## **Section II – Financial Monitoring**

### **Subrecipient Monitoring**

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## **Objectives:**

To determine whether:

- ❖ The entity has developed and implemented WIA-compliant policies, procedures and plans for monitoring their subrecipients in compliance with TA #04-19. For monitoring procedures, the entity will be required to use the “Local Workforce Investment Area’s Program, Financial & Performance Monitoring Guide for Subrecipients” (Guide) developed by NYSDOL in November 2004 or alternatively, incorporate the elements of the Guide into their own work products as they carry out their monitoring and oversight responsibilities.
- ❖ The entity’s monitoring actions followed their Policy and Plan, and were comprehensive, timely and properly documented.
- ❖ The entity has written procedures in place that are being followed to ensure that Single Audit requirements are being met for all their subrecipients.

## **Review:**

Prior monitoring reports (especially the LWIB/Fiscal Agent’s Monitoring Policy/Plan)  
One-Stop Comprehensive Financial Management Technical Assistance Guide (TAG) Chapter II-12  
Local Workforce Investment Area’s Program, Financial & Performance Monitoring Guide for Subrecipients

## **Procedures:**

1. Contact entity to arrange an on-site review date. If an entrance conference is held, note details of meeting in Exhibit 8.
2. Obtain a copy of the entity’s current monitoring policies and plan. Label as Exhibit 1.
3. Review the entity’s monitoring Policies and Plan and then complete Exhibit 2.
4. Prepare a list of the monitoring reviews conducted since the last review. Include date of review, which entities were reviewed, and topics covered by the review. Label as Exhibit 3. Compare this to the monitoring plan and comment.
5. Review the workpapers of all Financial Mgmt, Procurement, Property Mgmt and Subrecipient Monitoring Reviews conducted during the review period. In addition, select a sample of Desk Reviews. Analyze to ensure that the Reviews were timely, comprehensive and properly documented. Based on the analysis conducted, complete Exhibits 4 and 5. For Exhibit 5, for each Review identify whether the workpapers’ Exhibits were properly completed (C) , only partially completed (P) or not done (N) at all. If the checklists include many “P” and/or “N”, then a finding is warranted. Consult your supervisor before exit, to determine whether entity will be required to do additional on-site work.
6. Prepare a list of all of Single Audit reports required from subrecipients. Analyze all Single Audit reports and complete Exhibits 6 and 7.
7. Prepare a Monitor’s Narrative summarizing your monitoring visit. Detail all exceptions found. Note what corrective action needs to be taken by the entity along with the timetable for corrective action to be developed and implemented; label as Exhibit 9.
8. If an entrance conference is held, note details of meeting in Exhibit 8.
9. Prepare and issue report. (Exhibit 10)
10. Follow up on any weaknesses within 90 days after issuance, if corrective action is required.
11. Write up results of follow up and issue a letter on status of the subrecipient’s corrective action. Include the write-up as a supplement to Exhibit 10.

**MONITORING POLICY/PLAN SURVEY**

		<u>Yes</u>	<u>No</u>	<u>N/A</u>
1.	Does the entity have a written Policy and Plan for conducting subrecipient monitoring?	_____	_____	_____
2.	Does their Policy/Plan:			
a.	Identify the specific entities that are direct subrecipients of the Grant Recipient and/or LWIB?	_____	_____	_____
b.	Address the following review topics:			
	Financial Mgmt	_____	_____	_____
	Prop Mgmt	_____	_____	_____
	Procurement	_____	_____	_____
	Subrecipient Monitoring	_____	_____	_____
	Desk Reviews	_____	_____	_____
c.	Identify the minimum frequency of on-site reviews for:			
	Financial Mgmt – annual	_____	_____	_____
	Prop Mgmt – biennial	_____	_____	_____
	Procurement – biennial	_____	_____	_____
	Subrecipient Monitoring – annual	_____	_____	_____
d.	Define when the monitoring of the subrecipient will take place?	_____	_____	_____
e.	Identifying their monitoring instrument? (If not using the Monitoring Guides attached to Technical Advisory #4-19, attach a blank copy of what they use and label as Exhibit 1A)	_____	_____	_____
f.	Identify by position and name, the staff who is responsible for conducting the monitoring?	_____	_____	_____
g.	Describe a standardized methodology that will result in written reports which records findings, any needed corrective action, and due dates for corrective action?	_____	_____	_____
h.	Provide for a timely notification of NYSDOL of any significant issues resulting from the monitoring reviews?	_____	_____	_____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
i. Identify the process of ensuring timely notification of subs of any finds as a result of the monitoring?	_____	_____	_____
j. Define the distribution list for the monitoring reports?	_____	_____	_____
k. Address the retention of reports and workpapers and the accessibility to review by LWIB, NYSDOL and Federal officials?	_____	_____	_____
l. Describe the process for systematic follow-up on any finding to ensure corrective action has been taken?	_____	_____	_____
m. Describe the process for providing technical assistance regarding issues that arise as a result of the monitoring or in response to requests from the subrecipient?	_____	_____	_____
n. Describe the process for identification and collection of all subrecipients subject to OMB A-133 audits or program-specific audits?	_____	_____	_____
o. Describe the need to ensure audit reports are received within nine months from the end of the subrecipient audit or 30 days after receipt of the audit report by the subrecipient?	_____	_____	_____
p. Define the entity's Single Audit resolution process?	_____	_____	_____
q. Address the need to ensure proper follow up is conducted in those instances where required audits were not conducted?	_____	_____	_____

Comments:

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**MONITORING RESULTS SURVEY**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Were the entity's monitoring actions conducted in accordance with their Policy/Plan?	_____	_____	_____
2. Did the entity's monitoring reviews use the Guide(s) attached to Technical Advisory #4-19?	_____	_____	_____
3. Did the entity's monitoring ensure that contract provisions were met and budget parameters were adhered to?	_____	_____	_____
4. Has the entity's conducted all its Procurement and Property Mgmt Reviews within the last two years?	_____	_____	_____
5. Did the monitoring review result in a written report within 30 days of completion?	_____	_____	_____
6. Were findings, any needed corrective action, and due dates for the accomplishment of the corrective action clearly identified in the report?	_____	_____	_____
7. Was follow-up conducted to ensure that corrective action was taken?	_____	_____	_____
8. Were the written report and other related documentation (including the workpapers) retained and made available for review?	_____	_____	_____
9. Was technical assistance provided for those issues arising as a result of the review or in response to requests from the subrecipient?	_____	_____	_____
10. Was NYSDOL provided with timely notification of any significant issues that arose as a result of the monitoring?	_____	_____	_____

Comments:

**WORKPAPER CHECKLIST**

**Financial Mgmt/Cost Allocation for Contracted Service Providers**

Subrecipient	Exh. 1	Exh. 1a	Exh. 1b	Exh. 2-PR	Exh. 2-NPS	Exh. 3	Exh. 4	Exh. 5	Exh. 6
	Schedule of Vouchers	Desk Review	Copy of Book/Voucher Reconciliation	Payroll Sample	NPS Sample	Cost Allocation Analysis	Post Review Survey	Review Summary	Final Letter

**Financial Mgmt/Cost Allocation For Subrecipients Reporting by MSDCT/ MSCR/AER**

Subrecipient	Exh. 1	Exh.1a	Exh.1b	Exh. 1c	Exh. 2-PR	Exh. 2-NPS	Exh. 3	Exh. 4	Exh. 5
	Desk Review	MFR Confirmation	Line Item Budget/Actual Comparison	Copy of Book/Voucher Reconciliation	Payroll Sample	NPS Sample	Post Review Survey	Review Summary	Final Letter

C – Completed  
 P – Partially completed  
 N – Not done  
 N/A – Not applicable

**Procurement**

<b>Subrecipient</b>	<b>Exh. 1</b>	<b>Exh. 2</b>	<b>Exh. 3</b>	<b>Exh. 4</b>	<b>Exh. 5</b>	<b>Exh. 6</b>	<b>Exh. 7</b>	<b>Exh. 8</b>	<b>Exh. 9</b>
	Copy of P&P	Small Purchase Analysis	RFP Analysis	Sealed Bid Analysis	Sole Source Analysis	Copy of Signed Contract	Post Review Survey	Ent/Exit Conf	Monitor's Narrative

**Property Mgmt**

<b>Subrecipient</b>	<b>Exh. 1</b>	<b>Exh. 2</b>	<b>Exh. 3</b>	<b>Exh. 4</b>	<b>Exh. 5</b>
	Copy of Inventory List	Physical Inventory Sample	Post Review Survey	Ent/Exit Conf	Monitor's Narrative

C – Completed  
 P – Partially completed  
 N – Not done  
 N/A – Not applicable

**Subrecipient Monitoring**

<b>Subrecipient</b>	<b>Exh. 1</b>	<b>Exh. 2</b>	<b>Exh. 3</b>	<b>Exh. 4</b>	<b>Exh. 5</b>	<b>Exh. 6</b>	<b>Exh. 7</b>
	Copy of Policy/Plan	Monitoring Survey	Monitoring Results	Audit Survey	Audit Reports	Ent/Exit Conf	Monitor's Narrative

C – Completed  
 P – Partial  
 N – Not done  
 N/A – Not applicable

**Desk Review for Contracted Service Providers**

<b>Subrecipient</b>	<b>Exh. 1</b>	<b>Exh. 2</b>	<b>Exh. 3</b>	<b>Exh. 4</b>
	Comparison of Line Item Budget to Reported Exps	Post Review Survey (Cost Reimbursed)	Comparison of Benchmark Budget to Reported Budget	Post Review Survey (Performance Based)

**Desk Review For Subrecipients Reporting by MSDCT/ MSCR/AER**

<b>Subrecipient</b>	<b>Exh. 1</b>	<b>Exh. 2</b>	<b>Exh. 3</b>	<b>Exh. 4</b>	<b>Exh. 5</b>
	AER/MSCR Comparison	Cash Receipts Comparison	Analysis of Reported Cash Balances	70% Worksheet	Monitor's Summary

C – Completed  
 P – Partially completed  
 N – Not done  
 N/A – Not applicable

**SINGLE AUDIT REPORTS COLLECTED BY LWIB/FISCAL AGENT**

<b>Subrecipient</b>	<b>Period Covered</b>	<b>Date of Single Audit Report</b>	<b>Date Received by LWIA/Fiscal Agent</b>	<b>Collected Within Nine Month or 30 days? (Yes/No)</b>	<b>Findings? (Yes/No)  (If "Yes" summarize findings in Comments section below)</b>

Comments:

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**SINGLE AUDIT REPORT SURVEY**

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Does the entity have a tracking system in place to know when Single Audits were conducted and reports are issued?	_____	_____	_____
2. Were all required subrecipient Single Audit reports collected?	_____	_____	_____
3. Were all required subrecipient Single Audit reports received within nine months from the end of the subrecipient fiscal year or 30 days after receipt of the audit report by the subrecipient?	_____	_____	_____
4. Were all Single Audit reports formally reviewed upon their receipt?	_____	_____	_____
5. Were the Single Audit resolution procedures followed for all findings affecting the WIA programs?	_____	_____	_____
6. Were there any instances where required audits were not conducted?	_____	_____	_____
If yes, what action was taken?	_____		
_____	_____		
_____	_____		
7. Have the MFRs submitted to NYSDOL by the LWDA been adjusted to properly reflect credits for questioned and/or disallowed costs?	_____	_____	_____
8. Do the Single Audit reports contain an Auditor's Opinion on the financial statements?	_____	_____	_____
9. Do the Single Audit reports contain an opinion on internal controls?	_____	_____	_____
10. Do the Single Audit reports contain an Auditor's Opinion on compliance with laws and regulations that could have an effect on major programs?	_____	_____	_____

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
11. Do the Single Audit reports contain a schedule of findings and questioned costs?	_____	_____	_____
12. Do the Single Audit reports reference the following CFDA numbers:			
17.245 (TAA)	_____	_____	_____
17.258 (Adult)	_____	_____	_____
17.259 (Youth)	_____	_____	_____
17.278 (DW)	_____	_____	_____
17.291 (Pilot, Demo & Research Projects)	_____	_____	_____
17.266 (Work Incentive Grant)	_____	_____	_____
13. Was technical assistance provided for those issues arising as a result of the review or in response to requests from the subrecipient?	_____	_____	_____
14. For those subrecipients who do not require a Single Audit, has the LWIB/Fiscal Agent received notification from the subrecipient stating they do not qualify?	_____	_____	_____

Comments:

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**Entrance Conference**

**Date:** \_\_\_\_\_

**Attendees:**

Name

Job Title

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**Subjects Discussed:**

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**Exit Conference**

**Date:** \_\_\_\_\_

**Attendees:**

Name

Job Title

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**Subjects Discussed:**

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