

## Preparing for a Project Audit

<b><i>Instructions for:</i></b>	Understanding and Preparing for a WFF Project Audit.
<b><i>Purpose:</i></b>	<p>The OSD will conduct Project Audits for the following purposes:</p> <ol style="list-style-type: none"> <li>1. To insure that project funds have been spent according to the plan.</li> <li>2. To insure that trainees have received training.</li> <li>3. To insure that curriculum developed with WFF funds is transferred to the State.</li> <li>4. To gather success stories for program promotion.</li> </ol>
<b><i>Process:</i></b>	<ol style="list-style-type: none"> <li>1. Audit Selection:             <ol style="list-style-type: none"> <li>a. The OSD will select projects to receive an audit.</li> <li>b. All grants that are reimbursed \$250,000 or more will be subject to a Grant Specific Department Project Audit.</li> <li>c. Projects that are already required to do a State Single Audit may still have an OSD Project Audit.</li> </ol> </li> <li>2. Audit Notification:              While the OSD is not required to notify you of an audit in advance, we will generally work to schedule any audit at a convenient time, and if possible, let you know in advance the information to be reviewed at the audit.</li> <li>3. WFF Project Audits will cover three sections:             <ol style="list-style-type: none"> <li>a. Finances: Do you have proof of payment for invoices that have been reimbursed? Do you have receipts for purchases less than \$500? Do you have evidence of match contributions? Do you have equipment that was purchased/leased/donated available to be seen on-site along with supporting documentation?</li> <li>b. Trainees: Do you have pay stubs to prove payment to trainees if trainee wages were included as match? Do you have pay stubs/attendance sheets, etc. to prove trainees were in training? Do you have proof of completion of training (test results, certificates)?</li> <li>c. Curriculum (If WFF paid for curriculum development): Is curriculum available for review? Or have you provided a copy of curriculum to the OSD.</li> </ol> </li> <li>4. Audit preparation before notification of an audit:             <ol style="list-style-type: none"> <li>a. Set up a record keeping system at the beginning of the project.</li> <li>b. Keep receipts (or copies of receipts) with associated reimbursement requests, even if they are not sent in.</li> <li>c. Take attendance at classes when possible, and keep the rosters.</li> </ol> </li> <li>5. Audit preparation after notification of an audit:             <ol style="list-style-type: none"> <li>a. Confirm that all records are easily available.</li> <li>b. Create a convenient workspace for the auditors.</li> <li>c. Inform other internal departments that may be impacted by the audit.</li> </ol> </li> </ol>
<b><i>Additional Information:</i></b>	Contract section V.,I.