

**Office of Inspector General
Corporation for National and Community Service**

Fiscal Year 2008 Audit Plan

The Office of Inspector General (OIG) Audit Plan for Fiscal Year 2008 is intended to be an evolving document that will add projects, including requests, as time, staff, and funding allow. Moreover, it assumes the appropriation to OIG of the amount in the current Senate bill, without which OIG will not be able to effect the contractor audits described below.

The plan includes audits required by statute, including the Corporation's Financial Statements, the Strengthen AmeriCorps Program Act, and an evaluation of the Corporation's information system security program, as required by the Federal Information Security Management Act of 2002.

Financial Statement and Corporation Audits

Corporation's Fiscal Year 2008 Financial Statements and Management Letter

The Government Corporation Control Act requires the Corporation to issue an annual financial report that includes its OIG-audited financial statements. The schedule for this audit anticipates that the Corporation will prepare financial statements and meet the requirement of issuing audited Fiscal Year 2008 financial statements by November 15, 2008. As part of this audit, the OIG will continue to monitor the Corporation's progress toward correcting previously identified internal control weaknesses.

Fiscal Year 2008 Strengthen AmeriCorps Program Act Audit

The Strengthen AmeriCorps Program Act requires an independent annual audit of the accounts of the Corporation relating to appropriated funds for approved National Service positions and the records demonstrating the manner in which the Corporation records its National Service Trust obligations. This audit will determine whether the Corporation has complied with the requirements of the Act. Specifically, the audit will examine whether obligations are recorded in a timely manner, whether the amount of the Trust obligation is based on the estimated value of the education benefit, and whether the reserve account is maintained to meet the needs of the Trust.

Independent Evaluation of the Corporation's Information System Security (FISMA)

Under the Federal Information Security Management Act of 2002, the OIG is required to annually perform an independent evaluation of the Corporation's information security program and practices to determine their effectiveness. The evaluation shall include testing of the effectiveness of information security policies, procedures, and practices of a representative subset of the agency's information systems. Additionally, the assessment shall include a determination of compliance with related information security policies, procedures, standards, and guidelines, as well as the requirements of the Office of Management and Budget.

Review of Corporation's National Service Trust Reports

As required by the Senate VA-HUD Markup Report, the OIG currently reviews the Corporation's Monthly Trust Status Reports and prepares a letter for the leaders of the Corporation's appropriations committees. We will continue that effort, as required by Fiscal Year 2008 appropriations and markup reports. The current markup report includes only an Annual Trust Status Report.

Review of Effectiveness of Senior Corps Audit Resolution

This review will focus on the resolution of three Senior Corps Audits issued in FY 2006 (Kansas City Foster Grandparents Program, Kentucky Department for Mental Health and Mental Retardation, Louisville Metropolitan Community Action Partnership). The review will determine the extent to which the grantees have implemented the recommendations.

Accounting System Reviews of New Grantees

The OIG will continue an effort begun in FY 2007 to compare certified Financial Management Survey Forms to the accounting systems in place for a sample of new grantees. The objective is to determine if the information provided on the forms was accurate at the time the forms were submitted to the Corporation.

Monitoring Tool Study

The OIG will continue effort begun in FY 2007 to compare grant monitoring tools to applicable law, regulation and grant provisions. The purpose is to identify any grant requirements that are not being monitored.

AmeriCorps State*National Programs

Review of AmeriCorps Refill Policy

In FY 2007 the Corporation updated its policy for refilling AmeriCorps member slots. This update to the policy allows a program to refill a slot that is available because a member terminated service before completing 30 percent of his or her term without receiving a pro-rated education award. This review is to document and test the controls in place to ensure that the expanded refill policy does not result in over enrollment and expenditure beyond the budget.

AmeriCorps Fee for Service Review

Some grantees include a requirement that subgrantees provide a set dollar amount per member as a fee for service. This review will include known arrangements and will assess how they were presented in the grant budget and budget narrative, how the funds have been accounted and whether the use of these funds is appropriate.

Review of Teach for America's Accounting System

Review of Teach for America's Accounting System, including timekeeping procedures, for compliance with OMB Circulars and Corporation regulations and grant provisions.

AmeriCorps Grant Audits

During this fiscal year we plan to complete the following Agreed-Upon Procedures for the State commissions and National Direct Grantees that were started in 2007:

- Georgia
- West Virginia
- Minnesota
- North Dakota
- Montana
- Local Initiatives Support Corporation
- National Association for Public Interest Law d/b/a Equal Justice Works

We also plan on issuing task orders under a GSA contract for Agreed-Upon Procedures for:

- AmeriCorps National Education Award Program (EAP) Grantees:
 - Boys & Girls Clubs of America
 - Catholic Network of Volunteer Service
 - Regis University – Colorado Campus Compact
 - Mississippi Department of Education
- National Association of Service & Conservation Corps (including EAP grant)
- Jumpstart for Young Children, Inc.
- Arab Community Center for Economic and Social Services

Audit of United States Veterans Initiative Inc.'s (USVI) Indirect Rates, Fiscal Years 2000 – 2007

This grantee applies an indirect rate to costs charged to AmeriCorps grants. Corporation regulations require that grantees that charge costs to AmeriCorps using indirect rates must negotiate those rates with the Federal government. USVI billed indirect rates to its Corporation grants. We expect to obtain the indirect cost submissions in late FY 2007 and conduct most of the audit in FY 2008.

Other Corporation Grant Audit Efforts

Audit or Agreed-Upon Procedures of the following Senior Corps Grants:

Elvirita Lewis Forum (06SFPNV003 and 06SCP NV001) – cost testing only

Georgia State University Research Foundation (06SRSGA005, 06SFSGA002, 06SCSGA007) – cost testing and volunteer file review

Bay Aging (07SRSVA003) *

Eastern Shore CAA/AAA (07SRSVA005) *

Jefferson Area Board for Aging (06SRSVA005) *

Voluntary Action Center of the Prince William Area (06SRVA009) *

* scope to be determined after discussion with the State Office and FFMC Personnel

Audit of the Special Grants awarded to:

Christian Communities Group Homes, Inc. (Next Generation Grant)
Jewish Youth Philanthropy Institute (Innovative Project Grant)

Audit of the Learn & Serve Grants awarded to:

The National Network for Youth
American Association of Community Colleges

OIG Fiscal Year 2008 Audit Plan Recap

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| Financial Statement and Corporation Audits |
| Audit of the Corporation's FY 2008 Financial Statements |
| FY 2008 Management Letter |
| FY 2008 Strengthen AmeriCorps Program Act Audit |
| FY 2008 Independent Evaluation of the Corporation's Information System Security (FISMA) |
| Review of the Corporation's National Service Trust Reports |
| Review of Effectiveness of Audit Resolution – Senior Corps |
| Review of Expanded Member Refill Policy |
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| Grant Audit Effort |
| Accounting System Reviews of New Grantees |
| AmeriCorps Fee for Service Review |
| Review of Teach for America's Accounting System |
| Agreed-Upon Procedures Applied to Education Award Program Grants: |
| Boys & Girls Clubs of America |
| Catholic Network of Volunteer Services |
| Regis University – Colorado Campus Compact |
| Mississippi Department of Educations |
| Agreed-Upon Procedures Applied to AmeriCorps Grants: |
| National Association of Service & Conservation Corps (including EAP grant) |
| Jumpstart for Young children, Inc. |
| Arab Community Center for Economic and Social Services |
| Review of Next Generation Grants awarded to Christian Communities Group Homes, Inc. |
| Review of Innovative Project Grant awarded to the Jewish Youth Philanthropy Institute |
| Learn & Serve Grant Awarded to The National Network for Youth |
| Learn & Serve Grant Awarded to the American Association of Community Colleges |
| Senior Corps Grants: |
| Elvirita Lewis Forum (06SFPNV003 and 06SCP NV001) |
| Georgia State U. Research Foundation (06SRSGA005, 06SFSGA002, 06SCSGA007) |
| Bay Aging (07SRSVA003) |
| Eastern Shore CAA/AAA (07SRSVA005) |
| Jefferson Area Board for Aging (06SRSVA005) |
| Voluntary Action Center of the Prince William Area (06SRAVA009) |
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| Ongoing Audits from Fiscal Year 2007: |
| 2007 Financial Statements Audit, Management Letter, and Strengthen AmeriCorps Program Act Audit |
| FY 2007 Review of Information Systems and Security Policies under FISMA |
| Monitoring Tool Study |
| Audit of USVI Indirect Rates |
| AmeriCorps State*National Audit Effort: |
| Georgia |
| West Virginia |
| Minnesota |
| North Dakota |
| Montana |
| Local Initiatives Support Corporation |
| National Association for Public Interest Law d/b/a Equal Justice Works |