



**Texas Secretary of State
Roger Williams**



**U.S. Election Assistance Commission
Public Meeting
1225 New York Avenue, NW - Suite 150
Washington, DC 20005
Thursday, February 08, 2007**

Testimony: Dan Glotzer
EAC Audit Process and State Observations
Help America Vote Act Grant Manager
Texas Secretary of State



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Communication

- Coordination
 - Email, Telephone, Formal Engagement Letter
 - 1st Contact - April 2006 Email
 - Engagement Letter – May 3, 2006
 - Audit Commencement – May 22, 2006
 - Draft Report – September 7, 2006
 - Texas Response – October 12, 2006
- Information Needed for Audit will be Identified in Engagement Letter



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Preparation

- Identify Appropriate Staff Needed for the Audit
- Copy and Organize Documents to be Reviewed Prior to the Audit



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Onsite Review

- Secure Necessary Resources
 - Internet Access, Telephone, Fax Machine
- Introduce Audit Team to Appropriate Staff
- Resolve Issues When Identified (Don't Wait!)
- Give Sub-recipients (e.g., counties) Adequate Notice of Visit, If Applicable



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Draft Report

- Texas Findings
 - Indirect Costs
 - Program Income
 - Communicate to Counties
 - Proper Calculation
 - Reporting
 - Usage



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Audit Tips

- Compile Review Material Prior to the Audit
- Coordinate Staff Contacts
 - Make Sure the Audit TEAM Knows Who They Are and Their Respective Responsibilities
- Assign a Staff Contact with Audit Experience/Knowledge to Monitor the Audit
- Approach the Audit Proactively and Positively
- Provide Audit Team with Local Information



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