Fiscal Monitoring

- GSRP fiscal review process set up in GEMS/MARS
- Review all ISDs within 5 years
- Follow up reviews embedded in review process
Risk Factors

- Review cycle determined by risk assessment
- Risk factors are computed annually
- First year of the review cycle sets the initial review order
- Subsequent annual risk assessments can change the review order
Scheduling a Review

- Subrecipient contacted by OGS fiscal monitor
- Scheduling email sent via GEMS/MARS issued based active contacts set up in system
- Scheduling email includes list of materials and questionnaire due within two weeks of visit
Documents Requested

- General Ledger Summary
- General Ledger Detail
- Current staff listing for GSRP
- Funds used to purchase equipment listing/inventory
- Written policies and procedures
Staff/Payroll Test Sample

- Evidence of criminal background checks
- Timekeeping records
- Employee contracts
- Salaries & fringes (paid according to contracts?)
- Verify employees’ salaries are charged to proper accounts and benefits allocated correctly
Staff/Payroll Test Sample (cont.)

- Does percentage of each employee by project align with the budget submitted and approved contract?
- Sample Method: Haphazardly
- Sample Size: 25 per funding source
General Ledger Test Sample

- Review invoices/receipts or other supporting documentation
- Verify expenditures are in the approved budget
- Review signature approvals
- Agendas and sign-in sheets are attached for invoices paid for training or meetings
Have equipment purchases been included in the inventory listing?

Have capital outlay items charged to GSRP received prior approval

Review indirect cost calculation (Head Start)

Sample method: Haphazardly

Sample Size: 25 per funding source
Purchased Services
Test Sample

- Request contracts paid with GSRP funds
- Review evidence of criminal background checks
- Verify charges are allowable for each contract and amounts paid align with deliverables
Purchased Services
Test Sample (cont.)

- Ensure purchased service is included in the submitted budget
- Review signature approvals
- Sample method: Haphazardly
GEMS/MARS sends reminder emails to subrecipient for materials needed prior to review

Subrecipients failing to submit requested information prior to the review date could receive findings for late or no submission
Fiscal Review Scope

- Fiscal monitor ensures the following align for GSRP:
  - Budget submitted in MEGS+
  - Carryover Budget submitted in MEGS+
  - General Ledger
  - FER
  - Carryover FER
Monitoring Visit

- Entrance meeting with ISD and/or subrecipient:
  - Introductions
  - Explain the purpose of visit
  - Discuss OGS report process for this review
Monitoring Visit (cont.)

- Review on-site questionnaire with staff
- Verify policies and procedures reflect actual operations
- Review budget and transportation budget
- Verify financial records align with submitted budget in MEGS+
Monitoring Visit (cont.)

- Equipment
  - Physical inspection of equipment
- Capital Outlay
  - Verify approved capital outlay request exists and has been followed
- Final Expenditure Report (FER)
  - Compare FER and COFER to GL at year end (usually one year behind review cycle)
Monitoring Visit (cont.)

- Fiscal monitor completes all GEMS/MARS review templates
- Exit interview is conducted with subrecipient
  - Fiscal monitor provides a summary of the review and any technical assistance (TA) that is needed to improve compliance
Findings & Follow-up

- Fiscal monitor completes fiscal monitoring report with findings and unallowable costs (if applicable)
- A summary of technical assistance is documented at the end of the report
- Review report is submitted to manager for review and approval
Findings & Follow-up

- Review report, corrective action plan template (if findings found), and letter issued to subrecipient via GEMS/MARS with due date for submitting corrective action plan
- GEMS/MARS sends email reminders
- Submitted corrective action plan template is either approved or sent back for modifications
Findings & Follow-up

- Once all information received from Subrecipient (CAP):
  - Fiscal monitor and approval manager review the documentation to determine if the plan is acceptable and recaptured costs are determined so they can be recaptured
  - Report and applicable attachments are stored in GEMS/MARS
Thank You

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