

Audit Report	Finding Number	Finding and Corrective Action Status
1022086	2018-001	<p>Finding: The Commission lacked adequate internal controls over contracts and grant monitoring.</p> <p>Corrective Action: The Commission concurs with the finding.</p> <p>To strengthen internal controls over contract monitoring and procurement, the Commission has implemented the following processes:</p> <ul style="list-style-type: none"> • As of September 2018, began performing reconciliation between vendor contractor payments in the agency financial reporting system (AFRS) and the sub-ledgers maintained by the Finance Director. The process entails: <ul style="list-style-type: none"> ○ Running quarterly reports from AFRS of payments made to vendor contractors during the quarter; ○ Comparing the payments on the report to the sub-ledgers for the vender contractors and notifying the Finance Director if discrepancies are found; ○ Identifying duplicate payments; ○ Researching and correcting discrepancies. • Directed the policy committee to review and update procurement policies as needed to ensure they align with current state laws. • Required program managers to participate in the Department of Enterprise Services contract training as part of their training program. • Required program managers to address staff training needs in annual reviews. <p>The Commission has also taken actions to strengthen controls over grant subrecipient monitoring. As of October 2017, the Commission began using the Washington Enterprise Management System (WEMS), an electronic grant monitoring system which automates the report completion and submission process. The system sends quarterly reminders and allows users to complete reports in the system. It also sends notification emails to the program managers when there are overdue reports. Since the adoption of the system, the number of lost or missing reports has decreased.</p> <p>In addition, by September 2019, the Commission is also planning on adopting the following changes to improve the subrecipient monitoring process:</p> <ul style="list-style-type: none"> • Add language to the standard subrecipient agreements to state that quarterly reports must be submitted and approved before invoices will be processed. • Research the feasibility of implementing a feature in WEMS that would prevent grantees from submitting invoices until their quarterly reports have been submitted. • The Program Director, who has oversight of the grant management division, will develop a systematic file review protocol to ensure quarterly reports are properly completed and submitted in a timely manner.

State of Washington
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 December 2018

Traffic Safety Commission

Agency 228

Audit Report	Finding Number	Finding and Corrective Action Status
1022086	2018-001 (cont'd)	Completion Date: Corrective action is expected to be complete by September 2019 Agency Contact: Debbie Johnson Finance Director PO BOX 40944 Olympia, WA 98504-0944 (360) 725-9887 djohnson@wtsc.wa.gov

State of Washington
 Status of Audit Resolution
 December 2018

Traffic Safety Commission

Agency 228

Audit Report	Finding Number	Finding and Corrective Action Status	
1022086	2018-002	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Commission lacked adequate internal controls over cash receipting.</p> <p>The Commission concurs with the finding.</p> <p>The Commission already purchased a combination lock/fire safe box to hold receipted checks overnight to be deposited the following day.</p> <p>By December 2018, the Commission will:</p> <ul style="list-style-type: none"> • Develop written policies and procedures for cash receipting and deposits to ensure that cash and checks are deposited within 24 hours. • Provide training to administrative staff on the proper receipting of cash, including logging checks received in the check log. <p>Prior to the 2020 Traffic Safety Conference, the Commission will work with the event planning vendor and the Office of Financial Management to determine the proper way to handle credit card payments received during registration to ensure cash receipt procedures are in compliance with the State Administrative and Accounting Manual.</p> <p>Corrective action is expected to be complete by December 2018</p> <p>Debbie Johnson Finance Director PO BOX 40944 Olympia, WA 98504-0944 (360) 725-9887 djohnson@wtsc.wa.gov</p>