



Office of the District of Columbia Auditor

Date: February 25, 2013
To: Council of the District of Columbia
From: Yolanda Branche
District of Columbia Auditor
Subject: Activity Report – February 2013

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This activity report provides details and highlights on the activities of the Office of the District of Columbia Auditor (ODCA) for January 2013 through February 2013. The report includes reports issued, the status of current audit projects, a summary of planned Fiscal Year 2013 audits, and announcements.

Audit Reports

On February 21, 2013, ODCA issued a [report](#) on the performance measurement outcomes of the Department of Small and Local Business Development (DSLBD). Our audit found weaknesses in the internal controls that DSLBD used to gather and report key performance indicator data. As a result of deficiencies in the collection of key performance indicator data, the Council and residents did not receive consistently accurate information regarding the progress DSLBD made toward meeting the objectives of the agency. We also found that certain key performance indicators were not relevant measures. The audit report can be found on the ODCA website at: <http://dcauditor.org/sites/default/files/DCA032013.pdf>.

On February 22, 2013, we issued a [report](#) on the District workforce development and adult education programs to determine cost, number of District residents hired as a result of workforce and adult education programs and compliance with rules, regulations and laws. Our audit found deficiencies pertaining to compliance with regulations and ineffective internal controls. Specifically, we found:

- a failure to achieve federal performance goals,
- a lack of a certification process for One-Stop Career Centers,
- ineffective management of Workforce Development Programs, and

- inadequate internal controls over Workforce Development Program operations and administrative processes.

The audit report can be found on the ODCA website at:

http://dcauditor.org/sites/default/files/DCA042013_0.pdf.

Current Audits

	Audit	Audit Objectives	Status
1	Affordable Housing	Review of the District's Affordable Housing Program.	On February 15, 2013, the Department of Housing and Community Development provided ODCA with additional comments on the draft Affordable Housing audit report.
2	H Street Corridor Contract	Review of H Street Shuttle Bus Contract for compliance with rules, regulations, and laws.	On Going
3	Grant Management	Audit of Children and Youth Investment Trust Corporation and selected grant recipients to determine adequacy of internal controls and compliance with rules, regulations and laws.	On Going
4	Department of General Services	Review of solicitation and award of contract for snow removal services.	On Going
5	Office of the Chief Financial Officer	Review of the implementation by the Office of the Chief Financial Officer of recommendations made in the report of the Office of the D.C. Auditor titled Review of the District's Cash Advance Fund.	On Going

6	Department of General Services	Review of compliance with Certified Business Enterprise rules and regulations.	On Going
7	Driver Education Program Fund	Annual audit of Driver Education Program Fund.	On Going
8	Eastern Market	Audit of the Eastern Market Enterprise Fund.	On Going
9	Fraud Prevention Fund	Audit Fraud Prevention Fund Fiscal Year 2102.	The Office of the City Administrator is reviewing the draft report on the audit of the Fiscal Year 2012 Fraud Prevention Fund.
10	University of the District of Columbia	Review of the Endowment Fund of the University of the District of Columbia Fiscal Year 2010-Fiscal Year 2011.	On Going
11	Department of Small and Local Business Development	Review of the Certified Business Enterprise certification process.	On Going
12	Department of General Services	Audit of First Source Apprenticeship Program.	On Going
13	Economic Impact of Sick Leave on the Private Sector	Based on a sample of District businesses to determine compliance with posting requirements and whether staffing patterns are used to circumvent sick leave requirements.	On Going
14	Department of Transportation	Review of road construction contracts.	On Going

Planned Fiscal Year 2013 Audits – Not Started as of February 26, 2013			
15	Advisory Neighborhood Commission	Audit of financial accounts of Advisory Neighborhood Commission 7D to include expenditure trend analysis.	Not Started
16	Certified Business Compliance Unit FY 2013 1st Quarter Report	Determine whether District agencies and Government Corporations met Small Business Enterprise goals.	Not Started
17	Performance Measures: Department of Motor Vehicles	Review performance measurement outcomes presented in Department of Motor Vehicle. Development performance measurement reports Department of Motor Vehicles.	Not Started
18	District of Columbia Public Schools	Review of the use of the capital funds by the District of Columbia Public Schools during the preceding fiscal year.	Not Started
19	Department of Mental Health	Determination of whether privatization contract Mental Health Facilities achieved 5% savings and met performance standards.	Not Started
20	Certified Business Compliance Unit FY 2013 2nd Quarter Report	Determine whether District agencies and Government Corporations met Small Business Enterprise goals.	Not Started
21	Department of Housing and Community Development	Review of grant issued for program titled Housing Opportunities for People Living with AIDS.	Not Started

22	Department of Consumer and Regulatory Affairs	Audit of the basic business licensing program (taxation, licensing, permits, assessments and fees) to include an examination of the program cost and effectiveness.	Not Started
23	Fraud Prevention Fund	Fiscal Year 2013 audit of the Fraud Prevention Fund.	Not Started
24	Washington Convention Center	Certification of sufficiency of projected revenue.	Not Started
25	Certified Business Compliance Unit FY 2013 3rd Quarter Report	Determine whether District agencies and Government Corporations met Small Business Enterprise goals.	Not Started
26	Fiscal Year 2013 Metropolitan Police Department	Audit of Metropolitan Police Department's investigations and preliminary inquiries involving First Amendment activities.	Not Started
27	Office of People's Counsel Agency Fund	An audit of the financial activities of the Office of the People's Counsel Agency Fund.	Not Started
28	Homeland Security and Emergency Management Agency	Determine compliance recommendations presented in March 3, 2009 audit report titled Implementation of Omnibus Homeland Security Act.	Not Started
29	Certified Business FY 2012 Annual Report	Analysis of whether District Agencies and Government Corporations met Small Business Enterprise goals.	Not Started
30	Annual Report Advisory Neighborhood Commissions	Consolidated report on the financial activity of Advisory Neighborhood Commissions to include expenditure trend analysis.	Not Started

31	District of Columbia Public Schools	Review of process to verify residency to attend D.C. Public Schools.	Not Started
32	Department of Health Care Finance	Nursing Facility Quality of Care Fund.	Not Started
33	Public Service Commission Fund Fiscal Year 2012	Review of the Public Service Commission Fund Fiscal Year 2012 deposits and disbursements.	Not Started
34	Department of Parks and Recreation	Evaluate the effectiveness of internal controls.	Not Started
35	Homeland Security and Emergency Management Agency	Review of festival security fees.	Not Started

Announcements

On February 5, 2013, the ODCA received a notification of a bond issuance from the District of Columbia Water and Sewer Authority (DC Water). Prior to the issuance of the bond, DC Water must certify to ODCA that revenues are sufficient to pay operating costs and debt services on outstanding, proposed bonds and other obligations. ODCA must complete the certification by June 6, 2013.

On Saturday, February 9, 2013, ODCA held a training session for the Advisory Neighborhood Commissioners and Treasurers. The session focused on compliance with the requirements of the Advisory Neighborhood Act and the establishment of the appropriate internal controls to ensure that ANC funds are properly allocated. A video of the session will be posted on the ODCA website.

cc: The Honorable Vincent C. Gray, Mayor, District of Columbia
 Mr. Charles Willoughby, Inspector General, District of Columbia
 Dr. Natwar Gandhi, Chief Financial Officer, District of Columbia