



## U.S. ELECTION ASSISTANCE COMMISSION

OFFICE OF INSPECTOR GENERAL  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005

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### *INFORMATION TO BE EXAMINED DURING OFFICE OF INSPECTOR GENERAL AUDIT OF STATE ADMINISTRATION OF HELP AMERICA VOTE ACT FUNDS*

- ✓ All audit reports and other reviews related to the Office's financial management systems and the HAVA program for the last 2 years.
- ✓ Policies, procedures and regulations for the Office's accounting, personnel, payroll, property, and procurement systems as they relate to the Bureau's administration of HAVA funds and programs.
- ✓ An organizational chart of the Office and a list of all full and part-time employees of the Office indicating those employees whose salary is financed with HAVA funds. (If applicable, also identify other employees from the State whose salary is paid in full or in part with HAVA funds).
- ✓ Time sheets for part-time HAVA employees and certifications of work performed for full-time HAVA employees.
- ✓ Inventory list of all equipment purchased with HAVA funds.
- ✓ Contract and procurement files for major procurements (i.e. voter registration system and election systems).
- ✓ Source/supporting documents for payments made with HAVA funds.
- ✓ List of all sub-grant or other agreements providing HAVA funds to counties or other political subdivisions of the state.
- ✓ County financial reports submitted to the Office and procedures for oversight of the sub-grants.
- ✓ State laws that established and impact the election fund.
- ✓ Description of the Office's methods of accounting for any income, such as revenue from equipment leases, generated by HAVA programs.
- ✓ Amount and support for Office expenditures in fiscal year 2000 for Section 251-type activities.
- ✓ Support for State funds used to maintain the level of expenses for Section 251-type activities since fiscal year 2003 at a level at least equal to the amount expended in fiscal year 2000.
- ✓ Support for expenditure of state funds necessary to meet the five percent matching requirement for Section 251 requirements payments.