

**U.S. Election Assistance
Commission
Office of Inspector General**



AUDITING HAVA FUNDS

**Testimony by Roger La Rouche, Deputy Inspector
General, Office of Inspector General, U.S. Election
Assistance Commission**

Introduction:

Good morning. My name is Roger La Rouche. I am the Deputy Inspector General, Office of Inspector General U.S. Election Assistance Commission (EAC). I am pleased to be here to give a brief explanation about how we audit state administration of Help America Vote Act (HAVA) payments.

Getting Started:

Review Financial Status Reports (SF 269s)

- ✓ Determine amounts spent, kinds of expenditures, and interest reported.

Read State Plan

- ✓ Learn about program and if/how funds delivered to counties.

Review Prior Audits

- ✓ Identify issues and determine if scope of our audit will be curtailed.

Check State Website

- ✓ Get pertinent laws and regulations and information on procurement and property management.

Expenditures:

Record Keeping

- ✓ Are there separate accounts to track the uses of 101, 102, and 251 funds?
 - ✓ Do the amounts reported on the 269s agree with the accounting records?
-

Audit Tests

- ✓ Are salaries adequately supported?
 - ✓ Are indirect costs properly charged?
 - ✓ Are purchases competitively made?
 - ✓ Is equipment adequately safeguarded and tracked?
-

County Expenditures

- ✓ If a state granted funds to its counties, the same questions are answered for the county activities.

Compliance with HAVA:

Election fund

- ✓ **Is there a state election fund?**
- ✓ **Have all HAVA payments been deposited into the fund?**
- ✓ **Has the state match been properly computed and deposited into the fund?**
- ✓ **Has interest been earned and properly recorded?**
- ✓ **Is use of the fund restricted to 251-related activities?**

Maintenance of Effort

- ✓ **Has the state quantified the amount spent on 251-type expenditures for fiscal year 2000?**
- ✓ **Can the state demonstrate that it has subsequently maintained the level of state expenditures for such activities?**

Communications:

Notification of Findings and Recommendations

- ✓ Auditors give state written summaries of findings and recommendations for feedback while on site.

Exit Conference

- ✓ Auditors brief state on all reportable matters upon leaving the audit site.

Draft Audit Report

- ✓ Auditors issue non-public draft report to state which requests written comments within 30 days.

Final Audit Report

- ✓ Auditors, after receipt of comments, issue public final report to EAC recommending that it ensure that all matters are resolved.