

UPDATED AUDIT CORRECTIVE ACTION PLAN RESPONSES – MAR 15

- #1 ESVI has fully implemented the use of Standard Automated Time and Attendance System (STATS) managed by the Department of Finance on February 8, 2015. This system enable us to maintain documentation to support all payroll costs related to HAVA. Presently we have no employee utilizing HAVA Funds directly.
- #2 ESVI will work in coordination with Department of Finance Payroll Division to certify payroll costs relative to utilization of HAVA Funds.
Closed by EAC Jan 7, 2015
- #3 Elections System of the Virgin Islands (ESVI) is following federal and local requirements for small purchases as per Property & Procurement Regulations. **Closed**
- #4 Files can't be found, ESVI is maintaining the required documentation effective October 1, 2013
- #5 FY12 Federal Financial Report was submitted on October 21, 2013.
Closed by EAC Jan 7, 2015
- #6 ESVI Supervisor requested the 2012 bank statements to calculate the amount of unreported program income collected to prepare the 2012 Federal Financial Report. No other action required. **Closed**
- #7 ESVI conducted research to obtain the program income amounts to correct the submitted Federal Financial reports from 2003-2011. Only documentation available supported 2012. **Closed**
- #8 ESVI completed FY 12 Federal Financial Report (FFR) with interest earned monthly report obtained from the Department of Finance. ESVI will ensure program income is reported on all FFR forms going forward. FY 12 FFR turned into EAC – December 2013. **Closed**
- #9 Without documentation, ESVI new management team can't resolve the unreported program income of \$113,345. No updated information EAC representative stated in teleconference they are no longer looking for these funds. The case is closed as per email received on by Inspector General, Mr. Curtis Crider. **Closed**

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- #10 ESVI Supervisor has purchased Quickbooks (three licenses) on November 28, 2013 and had it installed on two Cash collector's and the STX-Deputy Supervisor's computer. Effective October 1, 2013, ESVI has assigned different staff members to deposit the funds. **Closed**
- #11 Effective January 31, 2015, ESVI have begun to deposit all program income (Voter Identification and Registration Fund (Duplicate ID) into the Elections Fund Account. Worked with Department of Finance to established separate charge accounts. Process ongoing. Will evaluate the next election cycle 2016.
- #12 Effective October 1, 2013, no HAVA related fees will be deposited into the Imprest fund checking account. **Closed by EAC Jan 7, 2015**
- #13 The Joint Board held an "Advance Workshop" on 13-15 December and discuss the policy to address submitting a revision to Title 18, Section to have more than one person as signatory authority on the checks. The Joint Chair submitted a letter to the Senate President in May 2014. No action was taken by the 30th Legislature.
- #14 ESVI completed inventory on November 30, 2013 **Closed**
- #15 ESVI will conduct biennial inventories going forward. Next schedule November 30, 2015.
- #16 Reconciliation of disposed equipment is ongoing – May 30, 2015
Inventory was conducted – February 2014
Coordinated with Property Manager of Property & Procurement for final disposition.
- #17 ESVI has shared the Audit report findings on the funding level with the Finance Chair of the Legislature and the Director Office of Management and Budget – November 27, 2013. HAVA 254(a) (7) **Closed by EAC Jan 7, 2015**
- #18 ESVI will address the past failure to meet established expenditure requirements through audit resolution process with the assigned advisor from the Election Assistant Commission. ESVI will ensure the lines of communication is maintained going forward. **Closed by EAC Jan 7, 2015**



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- #19 Effective October 1, 2013, ESVI will adhere to administrative complaint Procedures in accordance with HAVA 402(a) **Closed by EAC Jan 7, 2015**

- #20 Effective October 1, 2013, ESVI will maintain a complete file that includes all compliant responses, records of hearings and outcomes. A log of complaints and files are being maintained. **Closed by EAC Jan. 7, 2015**