

Audit Committee Meeting Minutes

**October 3, 2016
8:30 a.m. to 9:30 a.m.**

**Workforce Development Board of South Central Wisconsin
3513 Anderson Street, Suite 104
Madison, WI 53704**

Members Present: Paul Dietmann, Chair; Melanie Bruins, Dave Robinson and Alan Langeteig

Staff Present: Pat Schramm, Seth Lentz, Lameece Tyne and Erin Bechen

Guests Present: Jean Christensen; WIPFLI

Dietmann called the meeting to order at 8:35 a.m. and noted that a quorum was present and the meeting was properly noticed.

Agenda Item 1 – Introductions and Announcements

Dietmann welcomed everyone and everyone introduced themselves.

Agenda Item 2 – Review and Approval of the November 30, 2015 Meeting Minutes

Dietmann asked for a motion to approve the minutes of the November 30, 2015 Audit Committee meeting as presented. Langeteig moved to approve the minutes as presented. Robinson offered the second. No discussion followed on this motion. The vote was unanimous in favor of the motion.

Agenda Item 3 – Annual Agency-wide Entrance Conference

Jean Christensen provided an update on the audit fieldwork. The audit will take place the week of October 17, 2016. The draft audit will be ready the week of November 21, 2016. The Committee scheduled the Audit Exit Conference for November 28, 2016 at 8:30 a.m. The audit will be presented to the Board at the January 2017 meeting. The staffing for the audit includes –Michelle Knutson and Jake Amend. Jake is a new staff but has done audits on other Workforce Development Boards.

Christensen reported that WIOA will be the major federal program tested. The State major programs will be Local Youth Apprenticeship and Windows to Work.

This year it will be a single audit versus an A-133 audit.

Changes are:

Major program expenditures to audit – old and new

-25% - Low risk auditee

-20% - Low risk auditee

-50% - Not low risk auditee

-40% - Not low risk auditee

Major federal programs

- Program expenditures > \$300,000 or 3% if over \$10,000,000

- New requirement - \$750,000 or 3% if over \$25,000,000

Christensen noted that they changed the definition of a major program.

For a lot of organizations, this is a big change. Some of the subcontractors may not be having single audits anymore so that may change the risk assessments. Schramm asked if they will be required to have audits and Christensen stated that if they have Department of Human Service (DHS) funding, then yes. Some agencies that don't have DHS money won't require single audits. The Board may want to do some more monitoring. Lameece noted that we ask for financial statements and general ledger.

Christensen stated that they look internally and talk to the organization before determining what programs to test.

Christensen reported that something new this year is the implementation of Uniform Guidance – operating the grants, allowable costs, etc. She stated that they will look for updated financial procedures, procurement, and cost allocation.

Christensen noted that last years audit had no prior year findings or management letter comments. It was a clean audit.

In terms of taxes, the WDBSCW filed with WI to raise contributions (filed form 269); will need to see if we need to file the state return this year (1952) – 6/30/16.

Christensen asked if there are any concerns over any programs. The staff and committee presented none.

Agenda Item 4 – Adjournment

With no additional business for the Committee, Dietmann moved to adjourn at 8:52 a.m.

Adjourned: 8:52 a.m.

Respectfully Submitted:

Laura Cataldo

Board Secretary

Workforce Development Board of South Central Wisconsin, Inc.

Attachment for Board Records:

- Agenda
- Audit Committee Meeting Minutes from November 30, 2015
- Information Sheet from WIPFLI