

**University of Illinois FY13 Federal Audit
Corrective Action Plans**

2013-003—Incomplete Documentation in Client Eligibility Files

Plan:

The University does not accept this finding. The University performs eligibility determinations in accordance with programmatic regulations which resulted in no occurrences of inaccurate determinations or benefits received in excess of programmatic limits. The University will consider options to improve procedures for determining eligibility.

Expected Implementation Date:

Not applicable to this finding

Contact:

Vanessa Peoples, Executive Director and Assistant Chief Business Officer
University of Illinois at Chicago
513MB, MC 551
Chicago, Illinois 60612
312-996-5958

2013-004—Failure to Determine Eligibility in Accordance with SFA Regulations

Plan:

The University has implemented additional procedures to ensure all necessary administrative actions and departments are notified of students approved on a leave of absence to ensure financial assistance is awarded in accordance with federal regulations.

Expected Implementation Date:

October 15, 2013

Contact:

Michele E Wortel, Director, Student Financial Aid
University of Illinois at Chicago
College of Medicine
163 CME, MC 782
Chicago, Illinois 60612
312-413-0127

2013-005—Inadequate Procedures for Closing Federal Projects

Plan:

The University will devote additional attention to close-out review and processing.

Expected Implementation Date:

Completed

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-006— Incomplete Cost Transfer Information

Plan:

The University does not accept this finding and it is under resolution. Though represented as a new finding, we believe this is a repeat of prior year findings in FY10 (10-12), FY11 (11-08), and FY12 (12-05) which were not sustained. Cost transfers are adequately documented and supported in accordance with University policy and requirements of OMB Circular A-21 and OMB Circular A-110. The University has formal written policies for cost transfers for every campus. These policies are followed by Grants Office personnel during their review of cost transfers posted to sponsored project funds. Additional detail is provided in the response to the finding.

Expected Implementation Date:

Not applicable

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-007—Inadequate Process for Monitoring Cost Share Requirement

Plan:

In response to the Management Decision Letter from the Office of Naval Research (ONR), the Urbana Campus has submitted a plan of action to the Office of Naval Research with procedures to monitor cost sharing claimed by subrecipients are allowable prior the final close of the subaward which was approved November 27, 2012. The University will continue to monitor cost share in accordance with this plan.

Expected Implementation Date:

January 1, 2013

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-008—Inadequate Documentation for Payroll and Fringe Benefit Expenditures

Plan:

The University does not accept this finding. The University's web based time reporting system is the primary source of documentation for bi-weekly employees which include all of the required elements of the effort reporting for employees working on federal awards. In the rare circumstances in which an employee fails to submit time through the electronic system, the University has alternate documentation to support activities of the employee which also comply with OMB Circular A-21 requirements.

Expected Implementation Date:

Not applicable to this finding

Contact:

Vanessa Peoples, Executive Director and Assistant Chief Business Officer
University of Illinois at Chicago
513MB, MC 551
Chicago, Illinois 60612
312-996-5958

2013-009—Inadequate Process for Updating Property Management Records

Plan:

The University will work with the departmental units responsible for updating inventory records and processing equipment disposals to reinforce the importance of compliance with the property management policies and procedures to ensure that these records accurately represent the asset.

Expected Implementation Date: January 1, 2013

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-010—Inadequate Support for Cash Draws

Plan:

The University will refine and document procedures to ensure expenditures are appropriately recorded in the accounting system before they are billed to the sponsor. We will continue to monitor the posting and billing of the SNAP grant expenditures.

Expected Implementation Date:

June 30, 2014

Contact:

Rebecca Jones
Assistant Director of Grants and Contracts
University of Illinois at Springfield

UIS Grants and Contracts Post-Award Administration
One University Plaza
Springfield IL 62703-5407
217-206-7849

Vanessa Peoples, Executive Director and Assistant Chief Business Officer
University of Illinois at Chicago
513MB, MC 551
Chicago, Illinois 60612
312-996-5958

2013-011 --Inaccurate Documentation of Approval Controls over Cash Draws

Plan:

The University does not accept this finding. The Department of Health and Human Services (HHS) in coordination with the Department of Education (ED) and the National Science Foundation (NSF), issued on February 14, 2011, a Management Decision Letter (MDL). The University subsequently received a letter of clarification on March 10, 2011, from HHS. The University continues to seek further guidance from HHS, NSF, Office of Naval Research and ED. The University has been actively engaged in collaboration with the agencies to find resolution on this issue.

Expected Implementation Date:

Not applicable for this finding

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-012—Improper Reporting of Amounts in Financial Status Reports

Plan:

Grants and Contracts management will work with the staff responsible for the preparation of the quarterly reports to provide training with regards to the internal worksheets that are used in the preparation of financial reports and re-iterate to the staff that reviewing the information prior to submission will aid in the reduction of clerical errors in order to provide accurate information.

Expected Implementation Date: January 1, 2013

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-013—Inadequate Approval Controls over Financial Reporting

Plan:

The University does not accept this finding. Adequate internal controls and procedures for the review and submission of financial status reports already exist. The University will consider options to document supervisory reviews for financial reports.

Expected Implementation Date:

Not applicable for this finding.

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750

2013-014—Inaccurate Award Records

Plan:

The University provided subsequent training to the staff responsible for ensuring accurate records are maintained.

Expected Implementation Date:

January 1, 2013

Contact:

Sandra Moulton, Sr. Director, Grants & Contract Post-Award
University of Illinois at Urbana-Champaign,
1901 S. First Street, Suite A, Champaign, IL 61820
217-244-4750