

MEMORANDUM



Date: December 6, 2011

From: Annette Meudt, Director of Finance

To: Mr. Jim Finley
Mr. Randy Jacquet
Ms. Shari Schaff

Mr. Tom Schraeder
Mr. Scott Stocker

RE: **Audit Ad Hoc Committee Meeting Notice**
December 14, 2011 from 3:00 p.m. – 4:00 p.m.
Edelweiss Chalet Country Club
W4764 Edelweiss Road, New Glarus, WI 53574

The Audit Ad Hoc Committee will meet on Wednesday, December 14, 2011 at the time and place noted above. The agenda and meeting materials for the meeting is included for your review.

All committee members are urged to join the meeting by teleconference or in person as a quorum is required for action. Other board members and the public are welcome to attend.

If you are unable to attend the meeting, please contact Katie Gerhards at 608-342-4220 or k.gerhards@swwdb.org at least two days prior to the meeting date.

Upon advance request, reasonable accommodations will be made for persons with disabilities. If special accommodations are needed, please contact Katie Gerhards at 608-342-4220 or k.gerhards@swwdb.org at least two days prior to the meeting.

Audit Ad Hoc Committee

Wednesday, December 14, 2011

3:00 p.m. – 4:00 p.m.

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W4764 Edelweiss Road, New Glarus, WI 53574

Agenda

1. Review the 2010-11 DRAFT Audit Report

The 2010-11 Draft Audit Report (**Enclosure 1**) has been prepared by Wegner LLP. Prior to presentation to the full Board at its meeting later on December 14, Wegner LLP will review the report with committee members and respond to any questions or clarification requests.

2. Review of the PY 2011-12 DWD Fiscal Monitoring Process

The Department of Workforce Development (DWD), pursuant to Sections 172 and 132 of the Workforce Investment Act (WIA), conducted an on-site review of the management and administration of grants with the Department. The purpose of the review was to determine if the programs are operating in compliance with the grant agreements in a manner that will ensure achievement of the grant goals and outcomes. DWD has done on-site fiscal reviews in the past, but current administration is taking a much more comprehensive approach to the process. Three (3) DWD staff were on-site from November 17 - 28, and reviewed 16 areas to verify compliance with the following standards:

- U.S. Department of Labor Education and Training's Core Monitoring Guide of April 2005,
- Workforce Investment Act,
- OMB Circular A-122, and
- OMB Circular A-133.

The DWD review work papers (**Enclosure 2**) identify two (2) findings, three (3) areas of concern, and four (4) comments. Two (2) of the comments identify SWWDB best practices.

Bob Borremans and Annette Meudt will explain the DWD review process, and respond to questions from committee members.

3. Other Business

4. Adjournment