



STATE OF MICHIGAN

DEPARTMENT OF HEALTH AND HUMAN SERVICES

LANSING

GRETCHEN WHITMER
GOVERNOR

ROBERT GORDON
DIRECTOR

June 17, 2019

David Offord, CPA, Board Treasurer
Volunteer Southwest Michigan/Berrien CASA
422 State Street
St. Joseph, Michigan 49085

Dear Mr. Offord:

Attached is our final report from the Michigan Department of Health and Human Services (MDHHS) on-site audit of Volunteer Southwest Michigan/Berrien CASA Targeted Victim Services Program for the period January 1, 2017 through September 30, 2018.

The final report contains the following: Description of Agency; Funding Methodology; Purpose and Objectives; Scope and Methodology; Conclusions; and Statements of Grant Program Revenues and Expenditures. No exceptions were noted during our audit.

Final reports are posted for public viewing on the MDHHS website at:
http://www.michigan.gov/mdhhs/0,5885,7-339-73970_43164-151236--,00.html.

Thank you for the cooperation extended throughout this audit process.

Sincerely,

Shannah M. Havens, CPA, CISA
Audit Section Manager
Population Health and Community Services Programs Section
Audit Division

Attachment

cc: Debra Hallenbeck, Director, Audit Division
Paula Kaiser Van Dam, Director, Bureau of Community Services
Debi Cain, Director, Division of Victim Services
Leslie O'Reilly, VOCA Program Specialist, Division of Victim Services
Nicholas Sekmistrz, VOCA Grant Compliance Analyst, Division of Victim Services
Elizabeth Camfield, Department Analyst, Division of Victim Services
Patsy Baker, Departmental Manager, Division of Victim Services
Karen Porter, Division of Victim Services
Robert Haske, Senior Auditor, Population Health and Community Services Programs Section
Judi Burnison, former Executive Director, Volunteer Southwest Michigan/Berrien CASA
Karen Poff, Board Director, Volunteer Southwest Michigan/Berrien CASA

Audit Report

Volunteer Southwest Michigan/Berrien CASA

Victims of Crime Act
Victim Assistance Program

January 1, 2017 – September 30, 2018



Bureau of Audit

Audit Division

June 2019

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DESCRIPTION OF AGENCY

Volunteer Southwest Michigan/Berrien CASA (Agency) was organized as a not-for-profit agency under the provisions of Section 501(c)(3) of the Internal Revenue Code. The Agency's office was located in Benton Harbor, Michigan. The Agency operated under the legal supervision and control of its Board of Directors. The Agency provided services in Berrien County. The Agency sent a letter to the State of Michigan Attorney General requesting to dissolve the Agency on April 11, 2019 stating it had no debt or obligations. The Agency closed its financial records on May 18, 2019 and completed its Dissolution Questionnaire on June 4, 2019, stating that the Agency concluded its affairs and had no assets.

FUNDING METHODOLOGY

The Agency's Victim Assistance Program was funded from a grant program from the Michigan Department of Health and Human Services (MDHHS). MDHHS provided the Agency with monthly grant funding based on Financial Status Reports in accordance with the terms and conditions of the grant agreement and budget. The VOCA Program was funded by Federal funding under Federal catalog number 16.575.

PURPOSE AND OBJECTIVES

The purpose of this audit was to assess the Agency's financial reporting and to determine the MDHHS share of costs according to the agreement and program standards and regulations. The following were the specific objectives of the audit:

1. To assess the Agency's effectiveness and accuracy in reporting its financial activity to MDHHS in accordance with MDHHS requirements and agreements, Federal standards, program standards and generally accepted accounting principles.
2. To determine the MDHHS share of costs in accordance with MDHHS requirements and agreements, Federal standards and program standards and any balance due to or due from the Agency.

SCOPE AND METHODOLOGY

We examined the Agency's records and activities for the fiscal periods January 1, 2017 to September 30, 2017 and October 1, 2017 to September 30, 2018. Our audit procedures included the following:

- Reviewed the Grant Agreement, Budget, Program Assurances, Trial Balance and General Ledger.
- Reviewed policies to ensure they meet applicable requirements and guidelines.
- Reviewed the most recently completed Subrecipient Questionnaire.
- Reconciled the Final VOCA Program Financial Status Report (FSR) and MDHHS payment schedule to the accounting records.
- Tested a selection of payroll and non-payroll expenditures for program compliance; and adherence to policies, Federal and program guidelines and approval procedures.
- Reviewed financial records to ensure supplanting of Federal awards did not occur.

Our audit did not include a review of program content or quality of services provided.

CONCLUSIONS, FINDINGS, AND RECOMMENDATIONS

FINANCIAL REPORTING

Objective 1: To assess the Agency's effectiveness and accuracy in reporting its financial activity to MDHHS in accordance with MDHHS requirements and agreements, Federal standards, program standards and generally accepted accounting principles.

Conclusion: The Agency was effective and accurate in reporting its financial activity to MDHHS in accordance with MDHHS requirements and agreements, Federal standards, program standards and generally accepted accounting principles. We identified no exceptions to financial reporting.

MDHHS SHARES OF COST AND BALANCE DUE

Objective 2: To determine the MDHHS shares of cost in accordance with MDHHS requirements and agreements, Federal standards and program standards and any balance due to or due from the Agency.

Conclusion: The MDHHS obligation for the fiscal year ended September 30, 2017 is \$72,411 and for the fiscal year ended September 30, 2018 is \$87,135. There were no adjustments as a result of the audit.

Volunteer Southwest Michigan/Berrien CASA
VOCA Crime Victim Assistance Grant
Statement of Grant Program Revenues and Expenditures
1/1/2017 - 9/30/2017

	BUDGETED	REPORTED	AUDIT ADJUSTMENT	ALLOWABLE
REVENUES:				
MDHHS Grant	\$ 72,411	\$ 72,411 ¹		\$ 72,411
Volunteer - Match	\$ 18,103	\$ 18,103		\$ 18,103
TOTAL REVENUES	\$ 90,514	\$ 90,514		\$ 90,514
EXPENDITURES:				
Salary and Wages	\$ 37,502	\$ 37,502		\$ 37,502
Fringe Benefits	\$ 3,167	\$ 3,167		\$ 3,167
Volunteer Wages	\$ 18,103	\$ 18,103		\$ 18,103
Volunteer Fringe	\$ -	\$ -		\$ -
Travel	\$ 13,312	\$ 13,312		\$ 13,312
Supplies and Materials	\$ 8,070	\$ 8,070		\$ 8,070
Contractual	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -		\$ -
Other Expenses	\$ 3,900	\$ 3,900		\$ 3,900
Indirect Costs	\$ 6,460	\$ 6,460		\$ 6,460
TOTAL EXPENDITURES	\$ 90,514	\$ 90,514		\$ 90,514
¹ Actual MDHHS payments.				

**Volunteer Southwest Michigan/Berrien CASA
VOCA Crime Victim Assistance Grant
Statement of Grant Program Revenues and Expenditures
10/1/17 - 9/30/2018**

	BUDGETED	REPORTED	AUDIT ADJUSTMENT	ALLOWABLE
REVENUES:				
MDHHS Grant	\$ 99,444	\$ 87,135 ¹		\$ 87,135
Volunteer - Match	\$ 24,861	\$ 21,784		\$ 21,784
TOTAL REVENUES	\$ 124,305	\$ 108,919		\$ 108,919
EXPENDITURES:				
Salary and Wages	\$ 60,399	\$ 59,507		\$ 59,507
Fringe Benefits	\$ 4,644	\$ 3,463		\$ 3,463
Volunteer Wages	\$ 24,861	\$ 21,784		\$ 21,784
Volunteer Fringe	\$ -	\$ -		\$ -
Travel	\$ 13,373	\$ 5,735		\$ 5,735
Supplies and Materials	\$ 5,631	\$ 3,850		\$ 3,850
Contractual	\$ 2,400	\$ 2,620		\$ 2,620
Equipment	\$ -	\$ -		\$ -
Other Expenses	\$ 4,175	\$ 4,257		\$ 4,257
Indirect Costs	\$ 8,822	\$ 7,703		\$ 7,703
TOTAL EXPENDITURES	\$ 124,305	\$ 108,919	\$ -	\$ 108,919

¹ Actual MDHHS payments.