

Housing Authority: Great Barrington

Fiscal Year End (FYE): 3/31/18
 Date AUP Conducted: 2/26/19
 Executive Director: Tina Danzy
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 CPA Phone: (413) 267-5223

A. Rent Collection / Tenant Accounts Receivable / Account Write-Offs

Number of Category Exceptions: **2** Category Rating: **Operational Guidance**

A. Rent Collection – Walk-through of sample (Small - 3, Med - 5, Large - 7, Very Large - 9) of individual rent receipts to ensure all the following steps are being executed.	Exception Found
1. Log of rent collected is complete, accurate and includes all necessary information.	E
2. Post-dated checks for current amount due is not accepted payment by LHA.	NE
3. Trace amounts from receipt log to deposit slip for bank. Cash is deposited daily per DHCD guidelines (per Accounting Manual Sec. 8, p. 3). Except IF: LHA has only one administrative employee who deposits cash at least weekly.	E
4. Reconcile tenant ledger with receipt log, bank deposit and General Ledger.	NE
5. What is on General Ledger matches bank statement (bank reconciliation) and Operating Statement and Balance Sheet (51-1 and 51-2 respectively).	NE
B. Rent Collection – Segregation of Duties	Exception Found
1. Document and evaluate internal controls and segregation of duties for steps 1 to 5 above. For LHAs with only one administrative employee: if sufficient internal controls and segregation of duties are not in place, there are mitigating controls in place, such as reporting the frequency/amount of credit adjustments to the board or fee accountant.	E
C. Rent Collection – Tenant Accounts Receivables (TAR)	No Exception Found
1. Aging of Tenant Accounts Receivable is matched to the General Ledger and to the Balance Sheet TAR (51-2).	NE
2. Draw a sample of uncollected TAR accounts (Small - 3, Med - 5, Large - 7, Very Large - 9). Rent Collection is in compliance with LHA rent collection policy (per Contract for Financial Assistance (CFA) and Management Plan IIIC).	NE
3. Allowance for Doubtful Accounts is determined in accordance with GAAP and LHA has evaluated estimate on annual basis. Reasonable allowance based on historical data. Repayment Agreements reconcile to the Balance Sheet/Operating Statements and are in accordance with DHCD policy.	NE
D. Account Write-Offs – Walk-through uncollected rent that was written-off.	Not Applicable
If no write-offs can be found, please select N/A option from drop down for both steps 1 and 2.	
1. Obtain detail of write-offs and verify that write-offs are in accordance with DHCD policy.	N/A
2. Documentation of Board approval to write-off account (board approval of write-off required per budget guidelines for Acct #4570 - Collection Loss).	N/A

Exceptions Noted:	A.1.) The Firm notes that the Authority's log of collected rent during the audited fiscal year was lacking pertinent information. A.3.) The Firm notes that the deposit slip for one of the sampled rent receipts could not be located. B.1.) The Firm notes that internal controls over rent collections can be strengthened. Most of the steps are currently being done by the Executive Director.
Internal Control Recommendation:	A.1.) The Firm notes that the Authority has since started recording the required rent collection information under the new administrative staff. A.3.) The Firm recommends that the Authority keep all deposit slips together in a designated location. B.1.) The Firm recommends that some of the steps of the rent collection process be assigned to different staff members.
Authority's Response:	All of the current deposits slips are attached to the bank deposit book and records of all the deposits and copies of back up checks are now also maintained in office

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B. Payroll/Fringe Benefits

Number of Category Exceptions: 3 Category Rating: Corrective Action

A. Wage Reconciliation		Exception Found
<p>1. Verify analytically (not to exact amount) that FYE-end wages gross payroll reported on the LHA's General Ledger for all programs and all employees matches actual wage amounts reported on Forms 941 and WR-1 (state and federal filings).</p>		E
<p>2. Look at DHCD-approved budget <i>Schedule of All Salaries and Positions "Report"</i> in HAFIS and identify five highest paid salaries from all funding sources. Verify analytically (within % ANUEL increase for that year - exclude overtime in calculation for maintenance employees) that it matches the amount reported at FYE on the LHA's Top 5 Compensation Form (LHA should have a copy on file). Verify the amount reported on the Top 5 Compensation Form matches <u>exactly</u> the amount reported on reconciled Form 941 and the corresponding state online submission (mass.gov/lwd/unemployment-insur/employers/).</p>		E
<p>3. LHA is in possession of DHCD-approved executive contract signed by the LHA, Executive Director and DHCD. If LHA can show that currently being processed by DHCD and was not returned to the LHA for failing to meet DCHD's requirements, LHA can produce the last DHCD-approved executive contract signed by the LHA, Executive Director and DHCD.</p>		NE
B. Select a Single Pay Period:		Exception Found
<p>1. Trace timesheets/timecards to the payroll register.</p>		E
<p>2. Test for completeness and accuracy.</p>		E
<p>3. Proper controls and approvals are in place, i.e. employees sign timesheets, the Executive Director signs off on employee timesheets, and the Executive Director maintains a timesheet.</p>		E
C. Obtain a compensated absences liability schedule:		Exception Found
<p>1. Test for consistency with personnel policy (personnel policy required per Contract for Financial Assistance (CFA) and Management Plan IIa2) and reconcile to Balance Sheet (51-2) and General Ledger. If AUP conducted after 9/30/17, personnel policy includes (1) the limits on the amount of vacation and sick leave that will be accrued each year, and when and how such leave will be accrued; (2) a limit on the amount of accrued vacation that may be carried over from year to year, and; (3) a cap on the payout for accrued and unused sick leave at the end of employment per PHN 2017-14. Verify analytically future liabilities for employee benefits (particularly GASB 45 and GASB 68) are properly reflected on Operating Statement (51-1) and Balance Sheet (51-2). If GASB 68 actuarial reports were not received by the LHA in time for year-end financial statements, it is OK for LHA to report last year's GASB 68 numbers.</p>		E
<p>2. Proper controls and approvals are in place, i.e. Executive Director approves employee compensated absences.</p>		NE
<p>3. Compensated absences should be tracked apart from the timesheets, and verification with timesheets should be performed.</p>		E
<p>4. Accrued and Accumulated leave time matches. Time is accruing as it should.</p>		E
Exceptions Noted:	<p>A.1.) The Firm notes that wages recorded in the general ledgers could not be reconciled to the quarterly tax filings. Over \$8,000 more was reported to MassQuest. A.2.) The Firm notes that the Authority's 2017 Top 5 Compensation Form did not reconcile to the gross wages reported on the quarterly tax forms for the fiscal year. B.) The Firm notes that timesheets were not regularly signed by the former Executive Director and that the timesheets of some of the employees were missing for the sampled period. C.1.) The Firm notes that the Authority is not currently carrying a balance for its GASB 45 liability. C.3.) The Firm notes that the Authority is not tracking compensated absences apart from the balances reported by its payroll service. C.4.) The Firm notes that records for compensated absences for the majority of the fiscal year were not available, and that the records that were available from when the Authority switched to a payroll service in February 2018 did not appear to be in accordance with the personnel policy.</p>	
Internal Control Recommendation:	<p>A.1.) The Firm recommends that the Authority evaluate its accounting records to identify the discrepancy between the wages recorded in the general ledgers and the gross wages reported on the quarterly tax forms. Amendments to either the tax filings or the HAFIS submissions should be made as necessary. A.2.) The Firm recommends that the Authority examine the gross wages reported on its 2017 Top 5 form and amend the form as necessary. If done correctly, the gross amount listed for each of the top five compensated employees should match the gross amounts reported to MassQuest for the year. C.1.) The Firm recommends that the Authority calculate its potential OPEB liability to include on its balance sheet. C.3.) The Firm recommends that the Authority put in place a system for tracking compensated absences balances outside of the payroll service. C.4.) The Firm recommends that the Authority ensure that accrual rates and caps prescribed by the personnel policy are being complied with while adjusting employees' sick and vacation balances.</p>	
Authority's Response:	<p>All of our payroll accounting is now handled by Adirondack Payroll Services going forward this issue should no longer exist</p>	

C. Accounts Payable/Disbursements

Number of Category Exceptions: 2 Category Rating: Operational Guidance

<p>A. Select a sample (Small - 3, Med - 5, Large - 7, Very Large - 9) of operating and capital expenditures (at least 1 of each type if have).</p> <p>1. Approval and Segregation of Duties 2. Accuracy 3. Supporting Documentation 4. Allowability 5. Allocation 6. Classification</p>		<p>No Exception Found</p> <p>NE NE NE NE NE NE</p>
<p>C. Select a sample (Small - 6, Med - 10, Large - 14, Very Large - 18) of credit card/debit card statements. If no credit/debit expenditures can be found, please select N/A option from drop down for all steps 1 to 8.</p> <p>1. Approval and Segregation of Duties 2. Accuracy 3. Supporting Documentation (CPAs: include date, description of charge and amount of transaction for each purchase missing documentation below) 4. Allowability 5. Allocation 6. Classification 7. No Sales Tax Paid 8. Card is in Housing Authority name; not Executive Director (or any other staff member) name.</p>		<p>Exception Found</p> <p>E E E E E E NE</p>
<p>D. Select a sample (Small - 3, Med - 5, Large - 7, Very Large - 9) of employee reimbursements (include at least one travel reimbursement).</p> <p>1. Approval and Segregation of Duties 2. Accuracy 3. Supporting Documentation 4. Allowability 5. Allocation 6. Classification</p>		<p>Exception Found</p> <p>E E E E E E</p>
<p>Exceptions Noted:</p>	<p>C.1-7.) The Firm notes that testing the of sampled credit card expenditures could not be completed as there was no supporting documentation attached to the monthly statements, and payments on the credit line did not match up with the amounts due on the statements. D.) The Firm notes that documentation for one of the sampled employee reimbursements could not be located and therefore could not be tested for accuracy, allowability, or appropriate allocation and classification.</p>	
<p>Internal Control Recommendation:</p>	<p>C.1-7.) The Firm recommends that the Authority retain all documentation related to purchases made on its credit card, and to keep that documentation attached to the corresponding monthly credit statements. D.) The Firm recommends the Authority retain all documentation related to employee reimbursements and to ensure that documentation remains in possession of the Authority.</p>	
<p>Authority's Response:</p>	<p>Independent Book Keeper has been tracking all invoices with the receipts during the current fiscal period going forward they will be maintained by either the book keeper or the new ED</p>	

D. Inventory (Fixed Assets)	
Number of Category Exceptions: 1	Category Rating: Operational Guidance
A. Obtain a copy of the depreciation schedules/fixed asset listing:	Exception Found
1. Inventory listing includes both capitalized and non-capitalized items (such as refrigerators, stoves, community room equipment, office equipment, etc.) of \$1,000 or more. It also includes all necessary information, including a tag with an LHA-assigned number for all assets of \$1,000 or more (and all refrigerators and stoves of any value).	E
2. Depreciation schedule/fixed asset listing includes all relevant assets of \$5,000 or more. It also includes all necessary information to sufficiently identify an asset. For vehicles, that includes the make/model/year and for modernization jobs the Fish number.	NE
3. Items on depreciation schedule/fixed asset listing are being accurately depreciated.	NE
4. Reconcile depreciation schedule/fixed asset listing to Form 51-1 (Operating Statement) and General Ledger and evaluate for completeness and sufficiency of detail.	NE
5. Verify analytically that items listed still exist and are in possession of LHA.	NE
6. Assets are appropriately allocated between Federal and State on General Ledger, Operating Statement (51-1), and depreciated according to which funds were used for purchase.	NE
B. Capitalization Policy	No Exception Found
1. Verify capitalization policy is within state established limits (per Accounting Manual, Sec. 16, p.3).	NE
C. Vehicles	No Exception Found
1. Confirm vehicles are listed on fixed asset listing, and trace vehicles listing to insurance policies.	NE
Exceptions Noted:	A.1.) The Firm notes that the current administrative staff has been updating the Authority's inventory listing as necessary since the start date of their employment, but that updates that should have been made under former staff have still not been completed.
Internal Control Recommendation:	A.1.) The Firm recommends that the Authority evaluate its current inventory and update its listing to remove items that are no longer in its possession, and to ensure that all items over \$1,000, as well as all stoves and refrigerators, are listed.
Authority's Response:	Currently all assets are being maintained in an inventory box however management has also recently started unit files for all future record keeping

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E. Procurement/Public Bidding for Goods and Services	
Number of Category Exceptions: 3	Category Rating: Corrective Action
<p>For A to C below, examine the cash disbursements journal (or check register) as well as the contract register and identify purchases of goods and services during the year that should have been competitively procured. From these purchases that should have been competitively procured, select a sample (Small - 3, Med - 5, Large - 7, Very Large - 9) of known or possible procurements valuing \$10,000 or more; if possible when selecting the sample, include at least one procurement valuing \$10,000 to \$35,000 and one procurement valuing \$35,000 or more (for goods and services for MGL c. 30B only). If any in the sample were not competitively procured, enter as an exception in A. For sampled purchases that went through procurement, follow procedures under B or C below depending on the size of the procurement.</p>	
A. Competitive Procurement When Required	No Exception Found
1. Verify that sampled purchases for goods and services that should have been competitively procured as defined per MGL c. 30B were competitively procured.	NE
B. Known procurements valuing (pre 11/7/16 - \$10,000 up to \$35,000 OR post 11/7/16 \$10,000 up to and including \$50,000) (for goods and services for MGL c. 30B only). If no procurement can be found valuing \$10,000 up to \$35,000, please select N/A option from drop down for each step 1 - 7 below.	Exception Found
1. (pre 11/7/16) Proper selection based on MGL c.30B s.5 IFB requirements/(post 11/7/16) Proper selection based on MGL c.30B s.5 solicitation of quotes requirements.	NE
2. (pre 11/7/16) Documentation of solicitation of at least three oral or written quotes/(post 11/7/16) Documentation of a written purchase description with solicitation of written quotes from at least three persons.	NE
3. Contract is DHCD-approved template or developed by LHA (not a vendor contract).	NE
4. Contract was for not more than 3 years unless majority board vote allowed it to be longer.	NE
5. Board vote is documented approving individual contract, or a board vote to delegate authority over certain contracts (by dollar threshold or other criteria) to an LHA staff member, usually Executive Director.	E
6. Contract did not go through automatic renewals unless renewals were part of the original procurement.	NE
7. LHA Procurement Policy exists (per Accounting Manual Sec. 16, p.2) and is compliant with MGL c. 30B elements mentioned in 1 to 6 above.	NE
C. Known procurements valuing (pre 11/7/16 - \$35,000 or more OR post 11/7/16 more than \$50,000) (for goods and services for MGL c. 30B only). If no procurement can be found in this value range, please select N/A option from drop down for each step 1 - 8 below.	Exception Found
1. Proper selection based on MGL c.30B s.5 IFB requirements or MGL c.30B s.6 RFP requirements. (post 11/7/16 only: If using MGL C.30B s.6 RFP requirements, LHA must have a Chief Procurement Officer (CPO) conduct the procurement under c.30B s.6.)	NE
2. (pre 11/7/16) Documentation of Newspaper advertisement two week prior to bidding process/(post 11/7/16) Documentation of Newspaper advertisement, LHA's Office and COMMBUYS two weeks prior to bidding process.	E
3. If contract was for over \$100K, it was advertised in the Goods & Services Bulletin.	NE
4. If IFB, contract award went to lowest bidder. If RFP, contract went to lowest bidder or letter explaining why went with another bidder.	NE
5. Contract is DHCD-approved template or developed by LHA (not a vendor contract).	NE
6. Board vote is documented approving individual contract, or a board vote to delegate authority over certain contracts (by dollar threshold or other criteria) to an LHA staff member, usually Executive Director.	NE
7. Contract did not go through automatic renewals unless renewals were part of the original procurement.	NE
8. LHA Procurement Policy exists (Accounting Manual Sec. 16, p.2) and is compliant with MGL c. 30B elements mentioned in 1 to 7 above.	NE
D. Obtain a copy of the contract register and verify:	Exception Found
1. Contract register exists and includes all modernization as well as goods and services contracts (per Accounting Manual, Sec. 6, p.12)/PHN 2017-14.	E
2. For each contract, it includes the following information: contractor, description, active/inactive, start date, end date, extensions available, contract award amount, change orders amount, contract expenditures to date and remaining value.	E
3. Evaluate for completeness by analyzing the cash disbursements journal against the contract register.	E
Exceptions Noted:	B.5.) The Firm notes that board approval on a procurement of \$21,750 could not be found in the board minutes. C.2.) The Firm notes that the COMMBUYS ad for a procurement of over \$80,000 was not on file. D.) The Firm notes that the Authority does not maintain a contract register.
Internal Control Recommendation:	B.5.) The Firm recommends that Board votes on the approval of contract awards be documented within the Board minutes. C.2.) The Firm recommends that the Authority place advertisements to bid for procurements estimated to be over \$50,000 with COMMBUYS at least 14 days prior to the bidding process, and to retain a copy of the advertisement within the corresponding procurement file. D.) The Firm recommends that the Authority maintain a contract register for contracts awarded in relation to Modernization projects, as well as for contracts the Authority has for goods and services within regular operations. The contract register should include columns for each of the items listed above.
Authority's Response:	All capital projects are listed with RCAT and three bids are being received on current projects. The board will approve projects in the minutes

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F. Cash Management and Investment Practices

Number of Category Exceptions: 1 Category Rating: Operational Guidance

A. Pull a mid-year and year-end bank statements:		Exception Found
1. Test the monthly bank reconciliation to ensure that the following two match: General Ledger and bank statements (exclude deposits of rent collected as this was covered earlier).		E
2. Checks that have been issued and marked on General Ledger but have not been cashed (not on bank statement), known as checks in transit are identified as a part of the reconciliation process.		E
B. Bank and Investment Accounts		No Exception Found
1. Verify that banking and investment accounts are properly insured or collateralized (per Accounting Manual Sec. 16, p.7)		NE
Exceptions Noted:	A.1.) The Firm notes that bank reconciliations could not be located for the sampled mid-year statements. A.2.) The Firm notes that one of the items on the revolving program's June 2018 checking account bank reconciliation for \$226.06 could not be traced to the Authority's payables.	
Internal Control Recommendation:	A.1.) The Firm recommends that the Authority ensure bank reconciliations are kept on file with the monthly accounting records. A.2.) The Firm recommends that the Authority ensure check numbers listed on outstanding checks on the bank reconciliations are correct.	
Authority's Response:	Independent book keeper has been maintaining all bank records and issue with check numbers has been resolved during this fiscal year	

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G. Operating Subsidy	
Number of Category Exceptions: 0	Category Rating: No Findings
A. Obtain copy of DHCD-approved budget exemptions. If no DHCD-approved exemptions, please select N/A option from drop down for step 1 below.	No Exception Found
1. Compare DHCD-approved budget exemptions for direct reimbursement (as found in the ANUEL & Subsidy Worksheet - Section 8) to LHA record of actual expenses to the General Ledger.	NE
B. Revenue Reconciliation	No Exception Found
1. Reconcile revenue to the General Ledger. Compare revenue reported in Accounts #3110, #3190, #3610 and #3690 in the Operating Statement (51-1) to the General Ledger to the amounts reported in the ANUEL & Subsidy Worksheet.	NE
C. Utility Reconciliation	No Exception Found
1. Reconcile utilities to the General Ledger. Compare utilities reported in Account #4300 on the Operating Statement (51-1) to the General Ledger to the amounts reported in the ANUEL & Subsidy Worksheet.	NE
Exceptions Noted:	None
Internal Control Recommendation:	None
Authority's Response:	N/A

H. Annual Rent Calculation and Compliance

Number of Category Exceptions: 3 Category Rating: Corrective Action

To conduct A through D below, select a sample (Small LHA - 5, Medium LHA - 10, Large or Very Large LHA - 15) of tenant files (from programs 200, 667, 705); if the LHA has multiple property managers, at least one file should be selected per manager. Conduct A to C and E, if have MRVP, sample 10% (min:1 max:15) of leased MRVP units.

A. Obtain the rent roll and HAP roll:		No Exception Found
1. Verify analytically the completeness of the resident population. (Rent roll and HAP roll support what is reported on Operating Statement Form 51-1).		NE
B. Timeliness of Annual Rent Calculation		Exception Found
1. Verify timeliness of annual rent redetermination (occurs one year from move-in date or last annual recertification). Except IF: LHA can produce DHCD waiver for Chapter 667 annual rent redetermination requirement and has done rent redetermination once within 2 years of move-in date or last annual recertification).		E
C. Accuracy of Rent Calculation		Exception Found
1. Test rent calculation for proper verification of income, expenses and deductions.		NE
2. Verify family composition for allowance purposes.		NE
3. Documentation of income, exclusions from income, and deductions.		E
D. Timeliness of Notifications Regarding Rent Changes		Exception Found
1. Verify notification of rent redetermination sent at least 60 days prior to effective date (see 760 CMR 6.04 (4)(b)).		NE
2. Verify Notice of Rent Change sent no less than 14 days prior to effective date (see 760 CMR 6.04 (4)(e)).		E
3. Verify timeliness and proper execution of Lease Addendum (see 760 CMR 6.06 (5)(q)).		E
E. MRVP Documentation (starting with AUPs conducted after 7/31/17)		Not Applicable
1. MRVP file has Certificate of Fitness (COF).		N/A
2. MRVP file has Letter of Compliance for Lead Paint if child <6 years old and building built prior to 1978 with no new construction permit.		N/A
3. MRVP file has Proof of Ownership which is either 1. Deed/Online Printout from Registry of Deeds or 2. Proof of Insurance or 3. Tax Documents.		N/A
4. MRVP file has W9.		N/A

Exceptions Noted:	<i>B.1.) The Firm notes that some rent redeterminations were not being done on an annual basis. C.3.) The Firm notes that documentation was missing for child support income included in one of the sampled rent calculations. D.2.) The Firm notes that not all Notices of Rent Change were sent at least 14 days prior to the effective date. D.3.) The Firm notes that not all tenant leases were signed in a timely manner.</i>
Internal Control Recommendation:	<i>B.1.) The Firm recommends that the Authority ensure that the effective date of each tenant lease is no more than 12 months after of the effective date of the previous lease, as per CMR 6.04(4)(a). C.3.) The Firm recommends that the Authority request up-to-date documentation for every item used in tenants' rent calculations. D.2.) The Firm recommends that the Authority ensure that all Notices of Rent Change are sent out at least 14 days prior to the effective date. If the Notice is delayed because of the tenant's inability to provide information in a timely manner, documentation of the Authority's efforts to contact the tenant in order to retrieve that information should be kept on file. D.3.) The Firm recommends that the Authority ensure that every lease is signed by the tenants within a timely manner.</i>
Authority's Response:	<i>All new management in the past few months that have been focusing on income documentation and obtaining signatures. Management confirms prior rent calculations issues were present and notices were sent to tenants to discuss any possible concern and adjustments are being made accordingly. Prior management attempted to recertify all tenants for 9/1/18 however did not complete approximately 25% of them in a timely manner. Tenants recertified after that date were given a proper 15 day notification of change of rent</i>