

INTEROFFICE MEMORANDUM



**FULTON
COUNTY**

TO: Anthony Hicks, County Audit

FROM: Stanley Wilson, Director *Stanley Wilson*
Department of Community
Development

DATE: April 26, 2022

SUBJECT: HOME Audit Response

Finding 1 – Untimely Drawdown of Funds

Departmental Response

The Financial Services Division Manager or designee reviews the fiscal activity under each grant on a monthly basis and per departmental policy, the reimbursement request for approved expenditures is made within 30 days following the end of each fiscal period. The department is in the process of hiring a Compliance Officer who will have responsibility for monitoring internal processes for conformity with policies and to proactively identify operational gaps.

Finding 2 – Incomplete and Missing Documentation for HOP Files

Departmental Response

The department uses a Document Checklist that is maintained in each HOP file and is used to ensure all documents are collected. While we feel this was an isolated incident and does not warrant a policy change, the department is in the process of hiring a Compliance Officer who will have responsibility for auditing samplings of program files to ensure internal control processes are operating effectively.

Concern: Monitoring of Expiring Funds

Departmental Response

The Department Director is conducting weekly spend plan meetings with staff for the purpose of reviewing project progress and proactively addressing roadblocks to expenditure goals. The department is also in the process of hiring a Compliance Officer who will have responsibility for monitoring and ensuring compliance with grant guidelines.

The HOME program policies and procedures (attached) guide the day to day work of the program and are annually reviewed to incorporate refined processes and new regulation. Additionally to help strengthen internal controls, the department is exploring grant management software and coupled with the addition of a Division Manager overseeing the federal grant portfolio and adding a Compliance Specialist responsible for regular monitoring and enforcing conformity with polices and regulations, we will continue to see improved operational efficiencies and optimized outcomes.