



FINANCIAL MANAGEMENT AND SYSTEM OF INTERNAL CONTROLS QUESTIONNAIRE

The financial management system of each non-Federal entity must provide for the following

- Retention requirements for records
- Requests for transfer of records
- Methods for collection, transmission and storage of information
- Access to records
- Restrictions on public access to records

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes

(5) Comparison of expenditures with budget amounts for each Federal award.

(6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity and the disbursement by the non-Federal entity whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means

(7) Written procedures for determining the allowability of costs.

APPLICANT ORGANIZATIONAL INFORMATION

1. Name of Organization and Address: Virginia Department of Criminal Justice Services

1100 Bank Street, 12th Floor
Richmond, Virginia 23116

2. Authorized Representative's Name and Title: Chief Financial Officer

3. Phone: 804 - 786 - 3746 ext.

4. Fax: 804 - 786 - 0053

5. Email: reeva.tilley@dcjs.virginia.gov

6. Year Established:

7. Employer Identification Number (EIN):
54 - 0852528

8. DUNS Number:
- -

9. Type of Organization:

- State Municipality Non-Profit Higher Education Tribal For-Profit Other



AUDIT INFORMATION

An audit is conducted using generally accepted auditing standards (GAAS) or Generally Accepted Governmental Auditing Standards (GAGAS) and results in an audit report with an opinion.

10. The organization has had the undergone the following types of audit(s)(Please check all that apply):

- OMB A-133 Single Audit Financial Statement Audit Defense Contract Agency Audit (DCAA)
- None
- Programmatic Audit & Agency: DOJ Office of Justice Programs
- Other Audit & Agency: Procurement Audit - Department of General Services

11. Fiscal Year of Last Audit:
June 30, 2013

Name of Audit Agency/Firm:
Auditor of Public Accounts

AUDITOR'S OPINION:

12. On the most recent audit, what was the auditor's opinion?

- Unqualified Opinion Qualified Opinion Disclaimer, Going Concern or Adverse Opinions

Please enter the number of findings:
Please enter the amount of questioned costs:

Were material weaknesses noted in either the Financial Statement or Single Audit? Yes No

ACCOUNTING SYSTEM

13. Which of the following best describes your accounting system:

- Manual Automated Combination

14. Does the accounting system identify the receipt and expenditure of program funds separately for each grant?

- Yes No Not Sure

15. Does the accounting system provide for the recording of expenditures for each grant/contract by budget cost categories shown in the approved budget?

- Yes No Not Sure

16. Does your accounting system have the capability to document the recording of cost sharing or match for each grant? Can you determine if documentation is available to support recorded match or cost share?

- Yes No Not Sure

17. Are time distribution records maintained for each employee that specifically identify effort charged to a particular grant or cost objective?

- Yes No Not Sure

18. Does the accounting/financial system include budgetary controls to preclude incurring obligations or costs in excess of total funds available or by budget cost category (e.g. Personnel, Travel, etc.)?

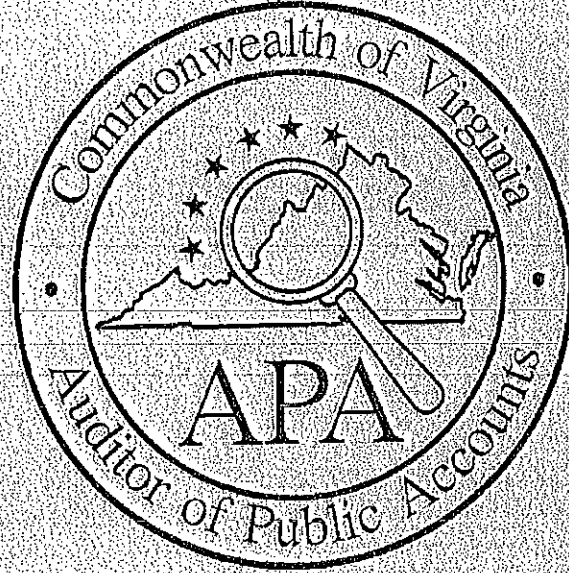
- Yes No Not Sure

19. Is the organization familiar with the existing Federal regulation and guidelines containing the Cost Principles and procedures for the determination and allowance of costs in connection with Federal grants?

- Yes No Not Sure



PROPERTY STANDARDS, PROCUREMENT STANDARDS, AND TRAVEL POLICIES	
PROPERTY STANDARDS	
20. Does your property management system(s) provide for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
PROCUREMENT STANDARDS	
21. Does your organization maintain written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. Does your procurement system provide for the conduct to determine selection on a competitive basis and documentation of cost or price analysis for each procurement action?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does your procurement system include provisions for checking the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award? https://www.sam.gov/	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
TRAVEL POLICY	
24. Does your organization: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation? (FTR) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. (For Pass-through entities only). Does your organization have controls in place to monitor activities of subrecipients, as necessary, to determine that Federal awards are used for authorized purposes in compliance with laws, regulations, and the provisions of the award and that performance goals are achieved (2 CFR200)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <input type="checkbox"/> N/A (Your organization does not make subawards.)
STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS AND APPLICANT CERTIFICATION	
I certify that the above information is complete and correct to the best of my knowledge. This document must be certified by the organization's Authorized Representative, Executive Director, Chief Financial Officer, Chairman of the Board of Directors, or similar position.	
Name: Reeve G. Tilley	Date: March 24, 2016
Title: <input type="checkbox"/> Executive Director <input checked="" type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Chairman <input type="checkbox"/> Other: _____	
Phone: 804 - 786 - 3746 ext.	



DEPARTMENT OF CRIMINAL JUSTICE SERVICES

**REPORT ON AUDIT
FOR THE FOUR-YEAR PERIOD ENDED
JUNE 30, 2013**

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AUDIT SUMMARY

Our audit of the Department of Criminal Justice Services for the four-year period ended June 30, 2013, found:

- proper recording and reporting of all transactions, in all material respects, in the Commonwealth Accounting and Reporting System and in Criminal Justice Services' accounting records;
- no matters involving internal control and its operation necessary to bring to management's attention; and
- no instances of noncompliance with applicable laws and regulations or other matters that are required to be reported.

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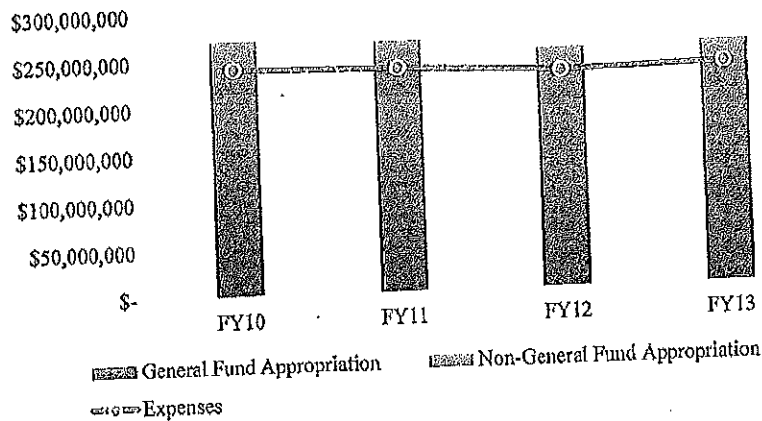
AGENCY HIGHLIGHTS

The Department of Criminal Justice Services (Criminal Justice Services) plans and carries out programs and initiatives to improve the functioning and effectiveness of the criminal justice system. Criminal Justice Services monitors and distributes funds to localities, state agencies, and nonprofit organizations to support local criminal justice system programs and services. Criminal Justice Services also provides training, technical assistance, and program development services to all segments of the justice system.

FINANCIAL SUMMARY

Criminal Justice Services receives approximately 79 percent of their funding from General Fund appropriations. The remaining funding comes from federal grants, fines and fees collected by the courts, asset seizure and forfeiture fees, and regulating private security services. Criminal Justice Services' total appropriations have decreased approximately 5 percent since 2010, while expenses have decreased approximately 3 percent. The majority of the decrease was a result of mandatory reductions in state aid to localities imposed by the General Assembly. The chart below shows Criminal Justice Services' appropriations and expenses for fiscal years 2010-2013.

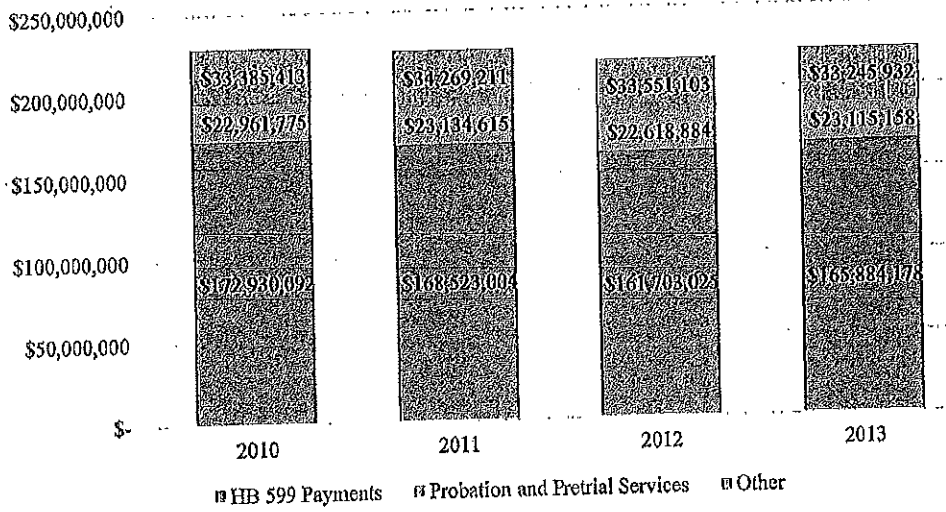
Appropriations and Expenses



Source: Commonwealth Accounting and Reporting System

Criminal Justice Services' appropriations are primarily used to provide financial assistance to localities. The majority of this assistance is payments to local police departments, commonly referred to as House Bill 599 payments. These payments are made based on eligibility requirements, a distribution formula, and timetable outlined in the Appropriation Act and Code of Virginia. In addition to House Bill 599 payments, Criminal Justice Services provides funding to localities to support local probation and pretrial services. These funds are authorized under the Comprehensive Community Corrections Act and Pretrial Services Act as specified in the Code of Virginia. Payments are made based on eligibility requirements and are awarded by the Criminal Justice Services Board. The chart below shows Criminal Justice Services' expenses for fiscal years 2010-2013.

Expenses by Fiscal Year



Source: Commonwealth Accounting and Reporting System



Martha S. Mavredes, CPA
Auditor of Public Accounts

Commonwealth of Virginia

Auditor of Public Accounts

P.O. Box 1295
Richmond, Virginia 23218

January 30, 2014

The Honorable Terence R. McAuliffe
Governor of Virginia

The Honorable John M. O'Bannon, III
Chairman, Joint Legislative Audit
and Review Commission

We have audited the financial records and operations of the Department of Criminal Justice Services for the four-year period ended June 30, 2013. We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Audit Objectives

Our audit's primary objectives were to evaluate the accuracy of Criminal Justice Services' financial transactions and test for compliance for Statewide Single Audit. In support of this objective, we evaluated the accuracy of recorded financial transactions in the Commonwealth Accounting and Reporting System and in Criminal Justice Services' accounting records, reviewed the adequacy of Criminal Justice Services' internal controls, tested compliance with applicable laws, regulations, contracts, and grant agreements, and reviewed corrective actions of audit findings from prior year reports.

Audit Scope and Methodology

Criminal Justice Services' management has responsibility for establishing and maintaining internal control and complying with applicable laws and regulations. Internal control is a process designed to provide reasonable, but not absolute, assurance regarding the reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable laws, regulations, contracts, and grant agreements.

We gained an understanding of the overall internal controls, both automated and manual, sufficient to plan the audit. We considered significance and risk in determining the nature and extent of our audit procedures. Our review encompassed controls over the following significant cycles, classes of transactions, and account balances.

Grant management
Revenues
Expenses
General system controls

We performed audit tests to determine whether Criminal Justice Services' controls were adequate, had been placed in operation, and were being followed. Our audit also included tests of compliance with provisions of applicable laws, regulations, contracts, and grant agreements. Our audit procedures included inquiries of appropriate personnel, inspection of documents, records, and contracts, and observation of Criminal Justice Services' operations. We tested transactions and performed analytical procedures, including budgetary and trend analyses.

Conclusions

We found that Criminal Justice Services properly stated, in all material respects, the amounts recorded and reported in the Commonwealth Accounting and Reporting System and Criminal Justice Services' accounting records. Criminal Justice Services records its financial transactions on the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The financial information presented in this report came directly from the Commonwealth Accounting and Reporting System.

We noted no matters involving internal control and its operation that we consider necessary to be reported to management. The results of our tests of compliance with applicable laws, regulations, contracts, and grant agreements disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Criminal Justice Services has taken adequate corrective action with respect to audit findings reported in the prior year.

Exit Conference and Report Distribution

We discussed this report with management on February 14, 2014.

This report is intended for the information and use of the Governor and General Assembly, management, and the citizens of the Commonwealth of Virginia and is a public record.


AUDITOR OF PUBLIC ACCOUNTS

STT/clj

AGENCY OFFICIALS

As of June 30, 2013

Garth L. Wheeler, Director

CRIMINAL JUSTICE SERVICES BOARD

Charles Jett, Chairperson

Carol Adams
Sherman Vaughan, Sr.
Jeffrey Brown
Ted Byrd
Charles Ciccotti
Rick Clark
Sarah Deneke
David Rohrer
W. Steve Flaherty
Mark Gooch
David Johnson
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Edward M. Macon
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Debbie Smith
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