

Resident Funds (Personal Allowance) Audit Outline

Arrange for interview with Program Coordinators, Director, Senior Director, Accounting and QI. Meet in their work space or as convenient and as their schedule permits.

Areas of discussion to include but not limited to:

- Process and Procedures
 - Areas of concerns
 - Opportunities for efficiencies
 - Documentation
 - Handling and Maintenance

- Audit process
 - Audit period
 - Random sample
 - Review
 - Thorough and complete documentation
 - Adherence and compliancy
 - Security and control

Refer to the following documents for Resident Funds/Personal Allowance standards and regulations.

Personal Allowance handbook

- Review documentation onsite, as feasible and record:
 - Inconsistencies
 - Inaccuracies
 - Streamlining process
- Copy any documentation that may be needed for support
- Complete Personal Allowance Checklist

Documentation in review:

- Personal Expenditure Plan (PEP)
- Money Skills Assessment
- Bank Account ledger (to include all receipts and related documentation)
- In-House Ledger (to include all receipts and related documentation)
- Clothing allowance ledgers (for IRAs only)
- Receipt of Funds, as applicable
- Account information recorded in Representative Payee Manager program
- Bank account statement as needed

Documentation Retention

- In accordance with the adopted, *CP NYS Record Retention Schedule* which provides guidance for financial ledgers to be retained for a period seven years.

Audit Report

- Prepare audit report to identify:
 - Month/year
 - Type of audit
 - Auditor/Reviewer name
 - Introduction
 - Purpose
 - Standard / Regulation
 - Best practice
 - Current process
 - Information gleaned
 - Documentation in review
 - Indicators of success
 - Recommendations
 - Reference to all detail reports and sample forms as attachment(s)