



Memorandum

Date

AUG 20 1993

From

Bryan B. Mitchell Any and Police
Principal Deputy Inspector General

Subject

Financial Review of the Agency for Toxic Substances and Disease Registry's Use of Superfund Monies (A-15-92-00010)

To

Philip R. Lee, M.D. Assistant Secretary for Health

The attached final report was prepared by KPMG Peat Marwick (KPMG), Certified Public Accountants, under contract with the Office of Inspector General. The audit of the Agency for Toxic Substances and Disease Registry's Superfund transactions was performed to comply with provisions of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, which requires the Inspector General of each Federal organization with Superfund responsibilities to conduct an annual audit of the uses of Superfund monies to assure the fund is being properly administered. As a result of our review of KPMG's audit work and report, we believe their audit provides a reasonable basis for conclusions and recommendations contained in the audit report.

We would appreciate being advised within 60 days on the status of corrective action taken or planned on each recommendation. If you wish to discuss our findings further, please call me or have your staff contact Daniel W. Blades, Assistant Inspector General for Public Health Service Audits, at (301) 443-3583. To facilitate identification, please refer to Common Identification Number A-15-92-00010 in all correspondence relating to this report.

We are providing copies of this report to the President of the Senate; Speaker of the House of Representatives; chairpersons and ranking minority members of House and Senate authorizing and appropriations committees for the Superfund and the Department of Health and Human Services; and other Federal agency officials with Superfund responsibilities.

Attachment

Department of Health and Human Services

OFFICE OF INSPECTOR GENERAL

FINANCIAL REVIEW OF THE AGENCY FOR TOXIC SUBSTANCES AND DISEASE REGISTRY'S USE OF SUPERFUND MONIES



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Subject Financial Review of the Agency for Toxic Substances and Disease Registry's Use of Superfund Monies (A-15-92-00010)

To Philip R. Lee, M.D. Assistant Secretary for Health

This final report was prepared by KPMG Peat Marwick (KPMG), Certified Public Accountants, under contract with the Office of Inspector General (OIG). The audit of the Agency for Toxic Substances and Disease Registry's (ATSDR) Superfund transactions was performed to comply with provisions of the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, which requires the Inspector General of each Federal organization with Superfund responsibilities to conduct an annual audit of the uses of Superfund monies to assure the fund is being properly administered. Financial data produced by the Centers for Disease Control and Prevention (CDC) showed ATSDR received about \$48.5 million under the Fiscal Year (FY) 1991 Environmental Protection Agency (EPA) interagency agreement (IAG) and obligated \$31.8 million (\$8.7 million for grants and \$23.1 million for contracts) to carry out Superfund activities. During FY 1991, CDC disbursed \$43.8 million to carry out Superfund activities. Of this amount, \$20.7 million came from FY 1991 funds and \$23.1 million came from prior year IAG funding.

The report represents the results of KPMG's evaluation of ATSDR's use and management of Superfund monies provided by the EPA under the annual IAG for FY 1991. As a result of our review of KPMG's audit work and report, we believe their audit provides a reasonable basis for conclusions and recommendations contained in the audit report. The audit was performed under an IAG (DW 75935464-01-0) with the EPA/OIG.

The auditors identified deficiencies in ATSDR's payroll and timekeeping functions. The auditors' sample of expenditures disclosed a 97 percent rate of noncompliance with departmental requirements for routinely recording in the general ledger an accrual for expenditures at the time goods and services were received. The regulatory requirements to accrue liabilities are contained in section 3512(e) of Title 31, United States Code. Also the audit disclosed a discrepancy in the Department of Health and Human Services' (HHS) Accounting Manual (Manual) concerning operating divisions' (OPDIV) responsibility for developing and implementing a system of

Page 2 - Philip R. Lee, M.D.

internal controls to assure that grant recipients only withdraw cash as it is needed to meet expenditures incurred under the grant.

In its written response, the Public Health Service (PHS) generally concurred with the report recommendations and have indicated that corrective action will be taken for the payroll and accrual accounting problems. Regarding the Manual discrepancy assigning OPDIVs' cash management responsibilities over grantees, we recommend PHS work with the Assistant Secretary for Management and Budget to clarify the Manual. If it is intended that cash management oversight responsibility for grantees be assigned only to PHS' Division of Payment Management (DPM), we would suggest that the more generalized cash management responsibility of the OPDIV contained in Chapter 10-40 be revised to indicate that this chapter does not apply to grantees. The revision should note the applicable chapters that assign this responsibility to DPM.

We would appreciate being advised within 60 days on the status of corrective action taken or planned on each recommendation. If you wish to discuss our findings further, please call me or have your staff contact Daniel W. Blades, Assistant Inspector General for Public Health Service Audits, at (301) 443-3583. To facilitate identification, please refer to Common Identification Number A-15-92-00010 in all correspondence relating to this report.

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Attachment



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June 29, 1993

Office of Inspector General Department of Health and Human Services Washington, DC

This report is prepared in accordance with Section V of Delivery Order 3 of Contract # 100-91-0044.

We have applied certain agreed-upon audit procedures to the accounting records of the Agency for Toxic Substances and Disease Registry (ATSDR) as of and for the year ended September 30, 1991. These procedures were performed in accordance with generally accepted Government Auditing Standards for financial related audits to comply with the Comprehensive Environmental Response Compensation and Liability Act. It is understood that this report is to be used by the Office of the Inspector General of the Department of Health and Human Services (DHHS). In connection with the procedures performed, except as described in this report, no matters came to our attention that caused us to believe that the selected transactions should be adjusted. Had we performed additional procedures, matters might have come to our attention that would have been reported to you. This report does not extend to any financial statements of ATSDR taken as a whole. The entire text of the Public Health Service's (PHS) responses to the recommendations included in this report is attached as Appendix A.

The ATSDR is an agency of the DHHS which is funded by the Environmental Protection Agency (EPA) Superfund through interagency agreements (IAG). The ATSDR received approximately \$48.5 million of funding in FY 1991 to carry out health and other such related activities as mandated to ATSDR. The accounting system of the ATSDR is maintained at the Financial Management Office (FMO) of the Centers for Disease Control and Prevention (CDC) in Atlanta, GA.

The ATSDR awarded grants (i.e., Cooperative Agreements) of approximately \$8.7 million in FY 1991 to State Departments of Health and various other organizations to carry out these activities. The ATSDR also paid indirect costs of approximately \$5 million to CDC for accounting and other administrative services, such as personnel, payroll, financial management, and accounting functions of the ATSDR. This report does not address the indirect costs of \$5 million.





Scope of Audit

We obtained an understanding of CDC's internal controls through discussions with CDC personnel and documented our understanding with flowcharts and memos. We then reviewed our understanding with other CDC personnel for accuracy.

We selected a judgmental sample of 245 transactions, including the initial obligation relating to each of the 102 Cooperative Agreements awarded in FY 1991, and performed certain audit procedures based on the type of transaction selected. Each transaction was tested for accuracy and reliability but, in accordance with the Statement of Work, we did not test for allowability. We selected our sample from obligations, payments, reimbursements and other uses of funds of the ATSDR per ATSDR records. We performed our procedures at the location of CDC, Buckhead Facility, 255 East Paces Ferry Road, Atlanta, GA, and ATSDR, Executive Park Drive, Building 37, Room 3726, Atlanta, GA. We completed the fieldwork in November, 1992.

Following is a breakdown of our FY 1991 sample items:

| Initial obligations of all Cooperative Agreements awarded in FY 1991 Cooperative Agreement cash disbursements ATSDR payroll disbursements | 102 |
|---|------------|
| | 45 24 |
| | |
| | |
| Total transactions tested | <u>245</u> |

Our audit also included evaluating certain cash management procedures at CDC. We discuss these procedures in the following section.

 We performed procedures to determine if CDC has accurate accounting and administrative controls for awarding, disbursing, reporting, and managing federal funds provided to the Cooperative Agreement recipients in accordance with the cash management guidelines stipulated in Treasury Circular 1075 and TFM Volume I, part 6, Chapter 2000.

Results:

CDC does have proper controls over the awarding of grants. We tested all 102 of the FY 1991 EPA/ATSDR IAG original obligations to determine that they were properly obligated and recorded by ATSDR in TFS Form 2108 Year End Closing Statement, filed annually with Treasury. We noted no exceptions.

CDC does not have controls to ensure that the recipient organizations are properly disbursing, reporting and managing their cash draw downs. See the cash management findings and conclusions.



 We performed procedures to determine the method used by the recipients to obtain cash.

Results:

The recipients draw their funds through the Payment Management System (PMS), which is a Letter of Credit system. The recipients are required to report quarterly to PMS regarding their draw downs. PMS maintains its information on a recipient-by-recipient basis and not on a grant-by-grant basis. PMS also records the actual cash draw down for a significant number of other DHHS agencies and therefore recipients may have multiple grants with more than one DHHS agency.

Findings and Conclusions

Cash management

Condition

The Centers for Disease Control and Prevention (CDC) has not developed nor implemented policies and procedures to monitor the Cooperative Agreement Grant recipients' (recipients) cash draw downs as required by Treasury Financial Manual (TFM) Volume I, Part 6, Chapter 2000, Section 2075.10a. Specifically, CDC does not receive monthly reports from the recipients. Monthly reports would assist CDC in monitoring the recipient's cash draw downs.

Procedures

In accordance with Treasury Circular 1075 and TFM Volume I, Part 6, chapter 2000 "Cash Advances under Federal Grant and Other Programs", specifically section 2075.10a, determined that CDC has internal operating procedures which include, but are not limited to, the following or similar procedures. Specifically:

 Determine that the recipient has established the accounting and administrative policies and procedures necessary to produce reliable and consistent information for:

Actual cash on hand;

Estimated cash disbursements applicable to the period for which funds are to be drawn;

Experienced variations in disbursement cycles; and



Time required to receive funds after the request is made.

- Determine that the expenditure data presented on the reports submitted to HHS during the period of agreement are supported by the recipient's financial accounting records.
- Determine that the recipient has a cash flow plan which identifies when cash is needed to make disbursements against Federal awards received.
- Compare the total cash draw downs to total expenditures for the entire period to determine the existence of cash on hand at the recipient location. Compare the cash requirement used by the recipient to the Letter of Credit draw downs and determine the existence of excess cash on hand.
- Verify that at the close of the reporting period, the recipient had cash on deposit at a financial institution equal to the actual cash balance.
- Determine whether the practice followed by the recipient in drawing down funds is consistent with the circulars, standards, and provisions.

These procedures would assist CDC in monitoring the recipient organization's draw downs to ensure against excessive withdrawals of Federal funds.

Cause

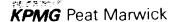
Management of CDC believes CDC is not a Federal Program Agency and therefore is not responsible for performing these procedures. Accordingly, the Accounting Manual CDC uses (known as the Departmental Accounting Manual) does not adequately address these procedures.

Effect

The Statement of Work did not permit us to visit and evaluate the policies and procedures of recipients, therefore we could not determine the effect of this finding.

Recommendation

We recommend that management of CDC develop and implement the policies and procedures necessary to comply with Federal regulations regarding cash advances to grantees. Federal regulations require CDC to have internal operating procedures which monitor the recipient's cash draw downs. The internal policies should incorporate the procedures included in this report under "procedures" in the Findings and Conclusions, Cash management.



PHS Comment

PHS does not concur with this recommendation. PHS states that the Division of Payment Management (DPM), which operates the PMS, is responsible for controlling the Federal funds in the hands of the recipients, as stated in the DHHS Accounting Manual Chapters 10-50, 10-51, 10-52, and 10-54. PHS states that paragraph 10-50-30 A.5 of the manual states that DPM is responsible for monitoring cash balances.

KPMG Response

The DHHS Accounting Manual cited by PHS points out DPM as having Department-wide cash management responsibilities for grants. However, we noted that Chapter 10-40 of the Manual specifically holds the operating agencies responsible for establishing effective cash management practices to comply with Treasury Circular 1084. We believe this inconsistency in cash management responsibilities as stated in the manual needs to be clarified.

Payroll

Condition #1

During our test of credit hours we noted one instance out of 24 judgmental sample items in which the time record (time sheet) was not signed as evidence of approval of overtime charges and four instances out of 24 sample items where the credit hour computation was incorrect.

Procedures

Trace overtime to management approval signature located on individual time record.

Test credit hours for mathematical accuracy and required approval. If applicable, compute error rates in credit hours.

Criteria

ATSDR's policy is that each time record should be reviewed by the employee's immediate superior and signed as evidence of the review and approval of overtime charges. ATSDR's procedure is to have each employee submit his/her time record to his/her immediate supervisor for approval before being submitted to the payroll department for processing.

ATSDR's policy is to pay employees for approved credit hours in half hour increments.



Cause

We could not determine the cause of missing supervisory approval signatures.

The credit hour miscalculations are caused because employee time cards are maintained in minute increments. Credit hours are based upon approved half hour increments. Therefore, CDC personnel must determine whether an employee meets the criteria of CDC's credit hour policy. CDC did not properly calculate the credit hours the employees should be paid in accordance with CDC's credit hour policy.

Effect

\$201.30 of \$57,380.85 (.4% error rate) salary tested was paid without supervisory approval.

We did not determine the effect of the incorrectly calculated credit hours, but believe the effect will be insignificant due to the small period of time involved.

Recommendation

We recommend that CDC personnel perform the supervisory procedures that have been developed to ensure that credit hours are properly recorded and approved. We also recommend that the calculation which determines the credit hours be reviewed. The review should determine whether the credit hour calculation parameters can be simplified.

PHS Comment

PHS concurred with the intent of the recommendation and agreed that supervisory approvals are absolutely necessary.

Condition #2

We noted three incomplete time records out of 24 sample items as follows:

- 1) The "timeout" portion of one day out of ten on one time record was not documented;
- 2) One employee's name was blank on one time record (the time record was signed by the employee); and
- 3) One employee's 585 card (Leave and Premium work record) and earnings/leave statement could not be located.



Procedures

For each line item verify that the data per the Statement of Earnings and Deductions agrees to the Data Flowback for the applicable time period.

Trace hours paid to approved time records.

Criteria

ATSDR's policy is that each time record should be reviewed by the employee's immediate superior. This control, if effective, should have identified the first two errors. It is also ATSDR's policy to maintain complete and accurate records in payroll and personnel. Procedures have been developed for these policies to be implemented and followed.

Cause

We could not determine the cause of these errors.

Effect

\$11,246.70 (100% of 1 month's pay for the three employees) of \$57,380.85 (20% error rate) salary tested was paid based on time records which were not prepared in accordance with CDC policy.

Recommendation

We recommend that CDC personnel perform the procedure in place to review the time records for completeness and accuracy.

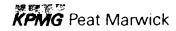
PHS Comment

PHS concurred with the need to perform the procedures that are in place and PHS will issue a reminder to all supervisors concerning their responsibilities.

Accrued Liabilities

Condition

ATSDR does not record an accrual for an expenditure upon receipt of goods or services for items such as equipment, contract services and supplies. These accounts are considered "non-automated" object classes. Although the receiving report is a required document in the invoice package, ATSDR has not implemented



a procedure to record an accrual based upon the date on the receiving report (i.e., the day the goods or services are received).

We did note that expenditures relating to object classes considered "automated" (i.e., payroll, fringe benefits, travel, transportation, rent and utilities) were being properly accrued in the system.

Procedure

Determine that a liability was recorded as of the date goods were received.

Criteria

The Accounting Manual CDC uses (known as the Departmental Accounting Manual) Section 3-60-10, "Timing of the Recognition of Accruals", requires the accrual, in most instances, of an expenditure when goods or services are received. The Accounting Manual includes an example of when an accrual should be recorded. However, there is no clear guidance in the Accounting Manual stating how to record and process such an accrual and the instances when an accrual should or should not be recorded.

Cause

The Accounting Manual does not provide guidance on how and when to record an accrual.

Effect

Approximately \$480,000 of the \$493,000 (97% error rate) transactions tested as "Other Uses of ATSDR funds" were not recorded as an accrual when the goods or services were received, but rather were recorded when the payments for such items were disbursed.

We were informed by CDC personnel that for year-end reporting purposes an accrual adjustment is made. We did not verify this information or the accuracy of the adjustment recorded.

<u>Recommendation</u>

We recommend that management of CDC develop procedures to record expenses when incurred as stated in the Departmental Accounting Manual, Section 3-60-10, "Timing of the Recognition of Accruals". We also recommend that the procedures be discussed with the personnel responsible who will account for and record the expense transactions.



PHS Comment

PHS concurred with the need to accrue items upon receipt. CDC is updating its automated receiving system to automatically record an accrual upon receipt.

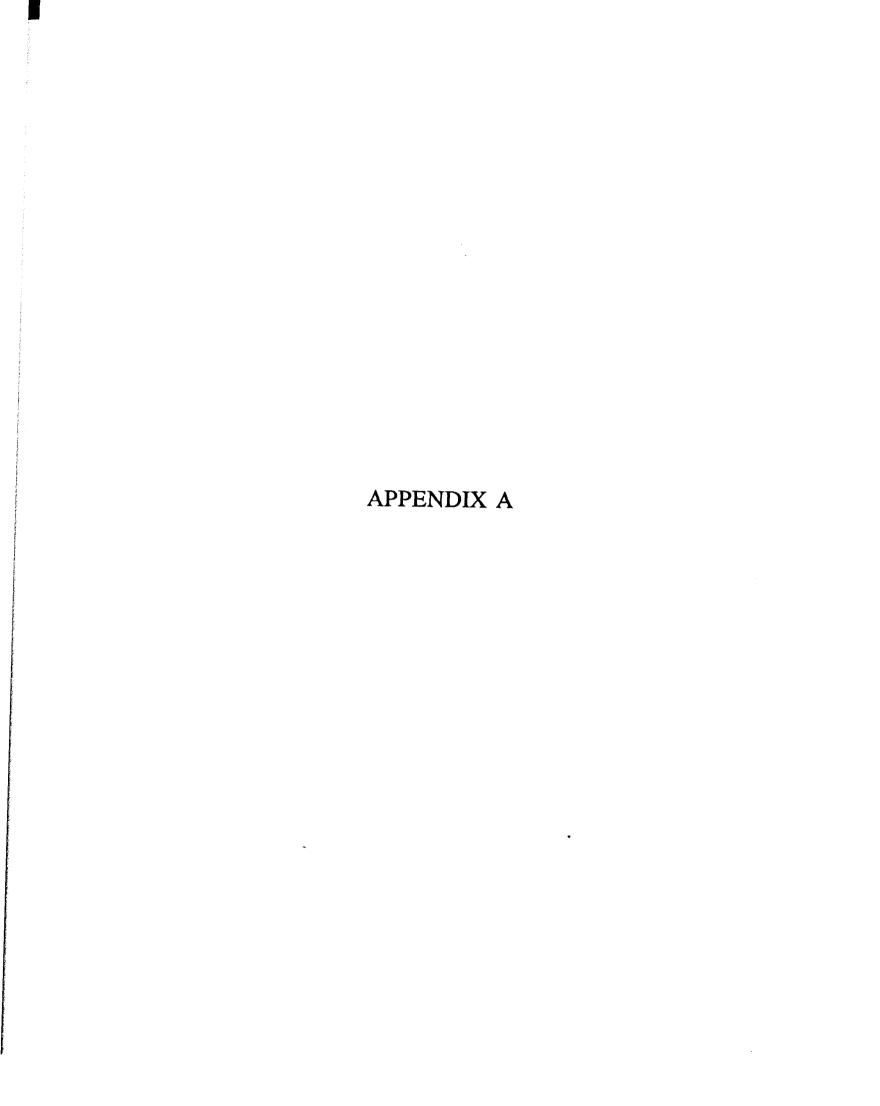
PHS Technical Comment

The PHS technical comment states that the wording on page 3 of the report under "results" ("results" begins on page 2) implies that PMS pays non-DHHS grants through DHHS accounts.

KPMG Response

The wording was not meant to imply that PMS pays non-DHHS grants through HHS accounts. However, we have revised the wording for clarity. The word "Federal" was changed to "DHHS".

KPM& Pet Marriel





Memorandum

Date

.JUN 30 1993

From

Acting Assistant Secretary for Health

Subject

Office of Inspector General (OIG) Draft Report "Financial Review of the Agency for Toxic Substances and Disease Registry's Use of Superfund Monies"

To

Acting Inspector General, OS

Attached are the Public Health Service comments on the subject draft report. We concur with all recommendations except for the one concerning policies and procedures on cash advances to grantees. We believe that we are in compliance with Departmental policies and procedures established to comply with Treasury Department guidelines on cash management.

Audrey F. Morley
Audrey F. Manley, M.D., M.P.H.

Attachment

IG PDIG DIG-AB DIG-EI DIG-OI ADG-MP OGC/IG HI SEC

PUBLIC HEALTH SERVICE (PHS) COMMENTS ON THE OFFICE OF INSPECTOR GENERAL (OIG) DRAFT REPORT "FINANCIAL REVIEW OF THE AGENCY FOR TOXIC SUBSTANCE AND DISEASE REGISTRY'S (ATSDR) USE OF SUPERFUND MONIES," A-15-92-00010

OIG RECOMMENDATION

We recommend that:

1. The management of the Centers for Disease Control and Prevention (CDC) develop and implement the policies and procedures necessary to comply with Federal regulations regarding cash advances to grantees. Federal regulations require CDC to have internal operating procedures which monitor the recipient's cash draw downs. The internal policies should incorporate the procedures included in this [OIG] report under "procedures" in the Findings and Conclusions section concerning cash management.

PHS COMMENT

The Department of Health and Human Services (HHS) has established policies and procedures necessary to comply with Treasury requirements regarding cash advances to grantees. The CDC complies fully with these policies and procedures.

These procedures are contained in Chapters 10-50, 10-51, 10-52, and 10-54 of the HHS Accounting Manual. Paragraph 10-52-30 A.5 of this manual states that it is the responsibility of the Departmental Payment Management System (PMS) to control Federal funds in the hands of recipients (paid through PMS) to minimize such cash balances. This includes reconciling the cash balances reported by recipients to Federal records.

The Division of Payment Management (DPM), which is located in the Office of Management, PHS, is the HHS organization which operates PMS. DPM has the responsibility to monitor cash on hand with recipients and verify that they do not maintain excessive balances of Federal cash other than that needed to meet their actual immediate disbursement needs. It is also responsible for reviewing the recipient-prepared Report 272, "Federal Cash Transactions Report," which identifies the awards(s) disbursement level.

Therefore, the cash management responsibilities prescribed in Treasury Circular 1075, 31 Code of Federal Regulations (CFR) Part 205, "Withdrawal of Cash from the Treasury Under Federal Grant and Other Programs," and Office of Management and Budget (OMB) Circulars A-102, "Uniform Administrative Requirements for Assistance to State and Local Governments," and A-110, "Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations," are performed by DPM staff

for all grants paid through PMS. All advances to CDC grantees are processed through PMS.

Recipients of Superfund monies described in this report are State or local government entities and other nonprofit institutions. Therefore, these organizations are subject to the administrative requirements -- including standards for financial management systems (i.e., cash management and financial reporting) -- described in OMB Circulars A-102 and A-110, 31 CFR Part 205, and 45 CFR Parts 74 and 92, "Administration of [HHS] Grants," and "Uniform Administrative Requirements for [HHS] Grants and Cooperative Agreements to State and Local Governments."

To ensure that these recipients meet these requirements, CDC and DPM staff, as appropriate, depend on audit reports submitted under the provisions of OMB Circular A-128, "Audits of State and Local Governments" or Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Should an audit indicate that there may be deficiencies with a recipient's financial management or administrative systems, they would take appropriate corrective actions.

This process is further supplemented by CDC's financial evaluation efforts prior to the award of a grant -- especially when dealing with first-time grant applicants. In those cases, CDC obtains data on the adequacy of the applicants' business management systems through recipient capability audits, in-house efforts, or financial reviews performed by a CDC contractor.

OIG RECOMMENDATION

2. CDC personnel perform the supervisory procedures that have been developed to ensure that credit hours are properly recorded and approved. The calculation which determines the credit hours should be reviewed. The review should determine whether the credit hour calculation parameters can be simplified.

PHS COMMENT

We concur with the intent of this recommendation and maintain that current policies and procedures assure that credit hours are properly recorded and approved. CDC and ATSDR have recently adopted a standard increment (1/4 hour) for recording earned and used leave to include credit hours earned. The varied options available to ATSDR employees (credit time, compensatory time and flexible work schedules) and the associated policies are well-understood by those who routinely

use the system.

However, we agree that supervisory approvals are absolutely essential and will institute measures to ensure that policies and procedures are followed so that time cards will not be processed without all relevant approvals and certifications.

OIG RECOMMENDATION

3. CDC personnel perform the procedures in place to review the time records for completeness and accuracy.

PHS COMMENT

We concur. ATSDR will issue a reminder to supervisors about their responsibilities.

OIG RECOMMENDATION

4. CDC management develop procedures to record expenses when incurred as stated in the Departmental Accounting Manual, Section 3-60-10, "Timing of the Recognition of Accruals." The procedures should be discussed with the personnel responsible who will account for and record the expense transactions.

PHS COMMENT

We concur. Currently CDC utilizes the blanket accrual method of recording receiving reports as accruals at the end of a fiscal year. At the end of the fiscal year, CDC takes an inventory of all receiving reports that have not been processed. These receiving reports are then recorded as accruals. As a result, CDC end-of-fiscal-year reports accurately reflect accruals.

The CDC is also upgrading the automated receiving system. With the upgrade, an accrual will automatically be recorded in the accounting system when an item is received. The users of the automated receiving system will receive appropriate training in its use.

Technical Comment

On page 3, under the "results" section, the statement that "...PMS also records the actual cash drawn for a significant number of other Federal agencies and therefore recipients may have multiple grants with more than one Federal agency." could be misunderstood. Although PMS does pay grants for other non-HHS Federal agencies through a cross-servicing agreement, it does not consolidate other Federal agencies' grant awards into

one account as one might be led to believe from the statement quoted above. Instead, an account is established for each individual recipient organization for each Federal grant awarding agency and only that Federal agency's grants are paid through the account. In summary, PMS does not pay non-HHS grants through HHS accounts, or vice versa.