



AUDIT RESOLUTION AND APPEAL POLICY

Policy Number: 1010

Effective Date: May 1, 2017

A. BACKGROUND

Annual, independent audits assure the integrity of financial records of Workforce Snohomish and subrecipients in compliance with the federal requirements.

B. POLICY

Workforce Snohomish will engage an independent auditor to complete an annual audit in conformance with the Office of Management and Budget Administrative Requirements, 2 CFR Part 200, Subpart F - Audit Requirements of its financial records within 6 months of the end of each program year. The results of the audit will be provided to the Workforce Snohomish Board and Chief Elected Officials, along with a plan to rectify findings, should any be identified by the audit, in a timely fashion.

Workforce Snohomish requires subrecipients and contractors receiving federal funds of \$750,000 or more to conduct an annual independent single audit and provide the results to Workforce Snohomish within 6 months of the end of the program year. Workforce Snohomish expects subrecipients and contractors to have a clean audit. If issues are identified by the audit, the subrecipient or contractor with the audit issue(s) must provide along with the audit a corrective action plan, as per Workforce Snohomish's corrective action policy and procedures. The subrecipient or contractor must resolve the issues in a timely manner and avoid future recurrence.

Workforce Snohomish reserves the right to request a corrective action plan for any findings or significant issues identified by a subrecipient or contractor audit. Workforce Snohomish reserves the right to approve, reject or requirement amendment to a correction action plan.

Workforce Snohomish staff will inform the Workforce Snohomish Board of Directors and appropriate committee(s) of any issues arising from subrecipient/contractor audits, whether corrective action is required and if so, whether the corrective action is completed.

Subrecipients and contractors who are not in agreement with Workforce Snohomish's

requirements for corrective action, may appeal using the Workforce Snohomish dispute resolution and appeals process.

Subrecipients and contractors are required to follow the [Workforce Snohomish Debt Collection Policy](#) to pay for disallowed costs.

Workforce Snohomish reserves the right to terminate contracts with subrecipients and contractors that failure to resolve audit issues or have recurring audit issues.

C. DEFINITIONS:

N/A

References:

- Office of Management & Budget (OMB) Administrative Requirements, 2 CFR 200, Subpart F - Audit Requirements
- [Workforce Snohomish Corrective Action Policy](#)
- [Workforce Snohomish Dispute Resolution Procedure](#)
- [Workforce Snohomish Debt Collection Policy](#)
- [Workforce System Policy 5410, Rev. 1: Dispute Resolution and Appeals](#)

Supersedes:

- Memorandum #05-04