

Transmittal of External Audit Report

Instructions: Per Department of Finance & Management Policy #7.0: **External Audit Reports**, departments are required to complete and submit this **coversheet** with a copy of the external audit report to the Commissioner of Finance & Management within 30 days of issuance of the final audit report. This coversheet must be submitted by the department's business office to ensure their awareness and acknowledgment of any potential financial impact. Official department responses to the audit report, including corrective action plans (*if required*), must also be submitted to Commissioner of Finance & Management upon completion.

Department	AHS-CO/SerVermont
Business Office Contact	Philip Kolling
Program/Activity Audited	Project Compliance/Grant Number 19AFHVT001
Audit Agency	CNCS
Audit Report Date	06/14/2022

1. Does the audit report contain any findings or recommendations?

YES NO

➤ If YES continue to question #2; otherwise coversheet is complete.

2. Does the report contain any repeat audit findings?

YES NO

3. Please rate the findings and/or recommendations contained in the audit report using the following scale; for reports with multiple findings, this overall rating should be based on the most critical finding:

Insignificant: Nominal violation of policies, procedures, rules, or regulations. Corrective action suggested but not required.

Notable: Minor violation of policies, procedures, rules, or regulations and/or weak internal controls; and/or opportunity to improve effectiveness and efficiency. Corrective action may be required.

Significant: Significant violation of policies, procedures, rules, regulations or laws; and/or poor internal controls; and/or significant opportunity to improve effectiveness and efficiency. Corrective action required.

Major: Major violation of policies, procedures, rules, regulations or laws; and/or unacceptable internal controls; and/or high risk for fraud, waste or abuse; and/or major opportunity to improve effectiveness and efficiency. Immediate corrective action required.

4. Is the department required to develop a corrective action plan (or similar) to address the audit findings and/or recommendations?

YES NO

➤ If YES continue to next question; otherwise skip to question #8.

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5. Has the corrective action plan been developed?

YES NO [provide status below]

❖ Status of corrective action plan:

6. Does the department anticipate any inability or delay in implementing its corrective action plan?

YES NO,

➤ If YES continue to next question; otherwise skip to question #8.

7. What fiscal and programmatic impact is this inability or delay likely to have?

none

8. Does the report contain any disallowed costs¹?

YES NO

➤ If YES list the amount(s) and page reference(s) below; otherwise skip to question #11.

Disallowed Amount \$	Audit Report Page #

Disallowed Amount \$	Audit Report Page #

9. Has the method and timing of repayment for all disallowed costs been agreed upon with the applicable organization?

YES NO

10. Assess the impact this disallowance will have on the:

- a. Program/Activity: Major Significant Minimal None
 b. Dept Overall Budget: Major Significant Minimal None

11. Does the report contain any questioned costs²?

YES NO

➤ If YES list the amount(s) and page reference(s) below; otherwise form is complete.

Questioned Amount \$	Audit Report Page #

Questioned Amount \$	Audit Report Page #

12. Assess the likelihood that the questioned costs will result in disallowances and/or reductions in future revenues:

Very Likely Likely Somewhat Likely Not Likely

¹ Costs determined as unallowable under the applicable program/activity and not eligible for financial assistance; generally disallowed costs must be reimbursed to the awarding organization.

² Costs identified as potentially unallowable for financial assistance under the applicable program/activity.



AmeriCorps

June 14th, 2022

Philip Kolling
Vermont State Commission on National & Community Service
280 State Drive
Waterbury, VT 05671

Re: Notification of Corrective Action Plan Closure - 19AFHVT001

Dear Philip Kolling,

Thank you for submitting updates for the Corrective Action Plan (CAP) assigned to your organization as a result of the FY21 compliance monitoring activities conducted by the AmeriCorps Office of Monitoring (OM) for grant number 19AFHVT001.

OM has reviewed the updates to ensure CAP requirements have been met and has identified the finding(s) as Resolved. This CAP has been closed.

An updated copy of the CAP has been attached to this email. Please review the updated CAP which identifies findings that OM considers *Resolved*.

Please maintain a copy of this letter and a downloaded copy of the resolved, closed CAP for your records. Additionally, OM will assess the implementation of the CAP in future monitoring activities assigned to your organization.

OM welcomes feedback on the newly established monitoring process. Your input is valuable in identifying areas of improvement with our monitoring tools and communication strategies. Please direct general comments and questions to monitoring@cns.gov.

Sincerely,





Jackie Simon, Monitoring Officer
Office of Monitoring
AmeriCorps

CC: Debra Lytle, AmeriCorps Portfolio Manager



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Office of Monitoring, Uniform Monitoring Package - Corrective Action Plan Summary

Grantee/Sponsor Organization:	Vermont Commission on National and Community Service	
Grant Number:	19AFHVT001	
Program Type:	AmeriCorps	
Grant Type:	STATE	
Monitoring Officer:	Jackie Simon	
Grantee Authorized Representative:	Phil Kolling	
Review Start Date:		
Review Completion Date:		
Review Type:	Financial and Operational Fitness (FOFA)	Yes
	Program-Specific (ASN, Seniors, or VISTA)	Yes
	Subrecipient Monitoring	Yes
	Prohibited Activities	Yes
	National Service Criminal History Check (NSCHC)	Yes
Reporting Period:	7/1/2020-3/31/2021	
Monitoring Result:	Corrective Action Plan (CAP)	

