



A. JOSEPH De NUCCI
AUDITOR

AUDITOR OF THE COMMONWEALTH

ONE ASHBURTON PLACE, ROOM 1819
BOSTON, MASSACHUSETTS 02108

TEL (617) 727-6200
FAX (617) 727-5891

2008-1458-30

April 3, 2009

Kira Dunn, Executive Director
Massachusetts Commission on the Status of Women
Charles Hurley Building
19 Staniford Street, 6th Floor
Boston, MA 02114-2502

Dear Ms. Dunn:

In accordance with Chapter 11, Section 12, of the Massachusetts General Laws, the Office of the State Auditor has conducted an audit of the Massachusetts Commission on the Status of Women's (CSW) credit card purchases and the corresponding controls, policies and procedures for the period July 1, 2006 to June 30, 2008. The objective of our audit was to determine whether credit card expenditures were properly authorized, justified, adequately documented and in compliance with applicable laws, rules, and regulations.

Our audit was conducted in accordance with applicable generally accepted government auditing standards for performance audits and, accordingly, included such audit tests and procedures as we considered necessary.

To achieve our audit objectives, we:

- Reviewed applicable laws, rules and regulations promulgated by the Commonwealth of Massachusetts and CSW.
- Conducted meetings with CSW personnel to ascertain the Commission's credit card purchasing guidelines.
- Reviewed the CSW's internal controls over credit card purchases.
- Tested credit card purchase transactions for the period July 1, 2006 to June 30, 2008 to determine whether the purchases adhered to both the Commonwealth's guidelines for credit card purchases and the agency's policies. During the period tested, CSW expended \$22,413 for credit card purchases, of which we tested 17 transactions totaling \$20,746, or approximately 93% of credit card expenditures.

Based on our review, except as noted in the accompanying Attachment, we have concluded that, during the period July 1, 2006 to June 30, 2008, the Massachusetts Commission on the Status of Women complied with applicable laws, rules, and regulations and maintained adequate management controls over credit card purchases for the areas tested.

Sincerely,

A handwritten signature in black ink, reading "A. Joseph DeNucci". The signature is written in a cursive, flowing style with a large initial "A" and "D".

A. JOSEPH DeNUCCI
Auditor of the Commonwealth

ATTACHMENT**1. TRAVEL AUTHORIZATION FORMS NOT COMPLETED FOR OUT-OF-STATE TRAVEL**

Our audit disclosed that the Commission on the Status of Women did not complete Travel Authorization Forms (TAFs) prior to incurring out-of-state travel expenditures. We sampled 17 transactions and found six instances where a TAF should have been prepared. Prior supervisory approval was not documented for expenditures totaling \$2,192 from our fiscal year 2007 test sample and \$3,807 from our fiscal year 2008 test sample. CSW did not use the TAF because they were not aware of the requirement to use them.

The Executive Office for Administration & Finance (EOAF) has issued Administrative Bulletin #8 which requires that TAF's be completed and approved prior to traveling out of state. This guidance is applicable to all state departments and the bulletin defines a department as any agency that is authorized to manage its affairs through the Massachusetts Management Accounting and Reporting System. The Administrative Bulletin states, in part:

Out of state travel requires the approval of the relevant Cabinet Secretary, or his designee...No department may authorize disbursements for travel, including employee re-imbursements, unless the travel is consistent with the provisions of this Bulletin.

By not completing travel authorization forms as required by Administrative Bulletin #8, there is no documentation to indicate that CSW gave proper consideration to the out-of state-travel in order to determine whether the travel was appropriate and necessary.

Recommendation

We recommend that the Massachusetts Commission on the Status of Women comply with the out-of-state travel guidelines as detailed in Executive EOAF's Administrative Bulletin #8. This includes completing travel authorization forms for all out-of-state travel expenditures prior to traveling.

Auditee's Response

The CSW indicated that it agreed with our finding and that it would complete TAF's in the future.

2. INTERNAL CONTROLS OVER REVIEW OF TRAVEL EXPENDITURE DOCUMENTATION NEEDS IMPROVEMENT

Our audit disclosed that the CWS paid a travel invoice for a person who was not an employee of the commission. The Executive Director had traveled to attend a meeting and properly submitted supporting documentation for reimbursement. Another hotel invoice for \$576.39 was also submitted to CWS and that invoice was also paid. It was only when we inquired about the payment during our audit that CWS realized that they had paid an invoice for a person who was not an employee of the commission. When we made the commission aware of this error, they immediately contacted the hotel to inform them of what happened and received a full credit for the erroneous payment.

Recommendation

We recommend that the Massachusetts Commission on the Status of Women review travel documentation more closely to ensure that only proper reimbursements are made.

Auditee's Response

The CSW indicated that it agreed with our finding and that it has resolved this matter.