

MIDWEST REGIONAL OFFICE

Limited Audit of Financial and Administrative Controls

INTRODUCTION

The Office of Inspector General conducted a limited audit of the financial and administrative controls of the Midwest Regional Office (MRO). The audit procedures were limited to interviewing MRO staff, reviewing supporting documentation, and conducting limited tests of transactions. The purpose of the audit was to provide the Commission with negative assurance that the internal controls were adequate, implemented economically and efficiently, and in compliance with Commission policies and procedures.¹ The audit was performed in accordance with generally accepted government auditing standards during June 2004.

BACKGROUND

The Midwest Regional Office (MRO) in Chicago, Illinois, administers Commission programs in the midwestern portion of the United States. In carrying out its responsibilities, the MRO exercises a broad range of financial and administrative functions, including maintaining time and attendance records; procuring supplies and services; arranging for staff travel; maintaining an inventory of property; and recording budgeted and actual expenditures of the office.

AUDIT RESULTS

Our review indicated that the MRO's controls were generally adequate, implemented economically and efficiently, and in compliance with Commission policies and procedures. We discussed several non-material findings and informal recommendations with MRO management. The MRO generally concurred with the findings and recommendations.

¹ Negative assurance means that no material internal control weaknesses came to our attention during our limited audit.