

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-4	Policy # 2.13
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input type="checkbox"/> Secure Facilities	Related Standards & References: Code of Federal Regulations: Title 45, Part 74 Code of Federal Regulations: Title 7, Part 277.17 Single Audit Act Amendments of 1996 Executive Reorganization Act of 1972 Standards for Audit of Governmental Organizations, Programs, Activities and functions issued by the Comptroller General of the US O.C.G.A. §§ 50-20-1 through 8 ACA Standards: 4-JCF-6B-08, 3-JDF-1B-13 Standards for Internal Control in the Federal Government: GAO-14-704G Published Sept 10, 2014; Federal Office of Management and Budget (OMB)	
Chapter 2: FINANCIAL SERVICES	Effective Date: 3/19/18	
Subject: AUDITS AND AUDITING STANDARDS	Scheduled Review Date: 3/19/19	
	Replaces: 12/12/16	
Attachments: None	APPROVED:  <hr/> Avery D. Niles, Commissioner	

I. POLICY:

The Department of Juvenile Justice shall assist and cooperate with state and federal audit groups required by law or regulation to perform financial or operational audits of the Department's financial records or programs. Timely response to findings and appropriate corrective action plans shall be prepared by the Chief Financial Officer in consultation with appropriate division/office/facility/program staff.

The audit report published by the Georgia Department of Audits and Accounts shall serve as the Department's official annual audit and shall be provided to all parties requiring a financial audit of the Department's facilities, programs, and central accounting records.

II. DEFINITIONS:

None

III. PROCEDURES:

A. Notifications of intent to perform financial or operational audits, program reviews, or similar examinations will be immediately forwarded to the Chief Financial Officer.

B. The Chief Audit Executive will:

1. Schedule all phases of the audit or review with appropriate division/office/facility/program staff.

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2. Review audit reports and financial statements submitted by nonprofit organizations that have a contract with the Department to ensure compliance with O.C.G.A. §§ 50-20-1 through 8.
3. Prepare regular reports to be distributed to the Commissioner, Assistant Commissioner, and applicable Deputy Commissioner detailing scheduled audits, the status of each audit, and the status of corrective action plans.
4. Develop and implement internal operating procedures regarding audits.

C. The Chief Financial Officer will:

1. Provide the auditors with resources (e.g., work space, computer/equipment, telephones, departmental records, etc.).
2. Prepare timely and appropriate responses to findings in consultation with staff members and the Commissioner.
3. Maintain a repository of official external financial Georgia Department of Audits and Accounts audit reports and other correspondence related to audits or reviews.
4. Serve as the Department's official liaison on matters pertaining to the audit requirements for nonprofit organizations.

D. The Internal Audit Division will assure on-going operations according to applicable laws, regulations, policies, procedures, and generally accepted accounting principles. The audit section will:

1. Conduct financial and compliance audits (to include cash accounts) and report findings and recommendations through management channels.
2. Conduct special request audits, reviews, and examinations.
3. Conduct audits in accordance with the standards of internal control in the Federal Government as adopted by the State of Georgia, generally accepted auditing standards adopted by the American Institute of Certified Public Accountants, and "Standards for Audit of Government Organizations, Programs, Activities and Functions" issued by the Comptroller of the United States.
4. Audits will determine if:
 - a) Funds, property, and other assets of the Department are safeguarded;
 - b) Resources are effectively and efficiently used; and

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c) Funds are spent within authorized limits and intent.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO