

**Corrective Action Plan**  
**Audit – 12/31/2015**

**Responsible person:** Kimberly Gober, Executive Director

**Finding No.** 2015-001

**Recommendation:** We recommend that the general ledger be accurately and completely maintained in accordance with generally accepted accounting principles (GAAP) in order to ensure adequate control over the preparation of financial statements.

**Corrective Action Plan:** In response to the recommendation made during the 2015 audit, should a significant loss to any of our properties occur in the future, we will take more care to ensure that all related activity is properly accounted for in accordance with generally accepted accounting principles.

**Management's Response:** We concur with the above recommendation.

**Anticipated Completion Date:** Immediately. When and if another similar issue arises we will act as planned.

**Finding No.** 2015-002

**Recommendation:** We recommend that the Authority review the requirements of 2 CFR 200.430 and 2 CFR 200 and develop a plan to appropriately document charging salaries to various Authority programs in accordance with the Federal regulations. Additionally, the Authority should prepare a written cost allocation plan which includes provisions for compensation and fringe benefits as soon as is reasonable. This plan should be approved by the Authority's Board.

**Corrective Action Plan:** For 2016 we will endeavor to develop an allocation plan which will both accurately reflect time worked and comply with the regulations. We will also complete the development of our cost allocation plan.

**Management's Response:** We concur with the above recommendation. We made a concerted effort to comply with the new regulations. Finance had certain employees working on multiple projects participate in time studies. Unfortunately, due to some unusual events that occurred during the year, the time studies were not representative of the employee's actual time worked during the year. In an effort to make adjustments to the time study data to more properly reflect actual time worked for certain employees, the documentation created failed to comply with the new Federal regulations.

**Anticipated Completion Date:** January 1, 2016. At the July 27, 2016 board meeting a resolution putting into place a new policy retroactively effective to January 1, 2016.