



2017

# OHMVR GRANTS WORKSHOP

Sylvia Ortega Hunter, Chief  
Audits Office

## Contacts:

Sixto Fernandez

[Sixto.Fernandez@Parks.ca.gov](mailto:Sixto.Fernandez@Parks.ca.gov)

Martha Ibarra

[Martha.Ibarra@Parks.ca.gov](mailto:Martha.Ibarra@Parks.ca.gov)

# AUDIT SELECTION

- Age
- Amount
- Performance
- LE at least once every 5 years
- 20% of all Grantees and Grants
- Location

# RECORDS RETENTION

- Record retention: 3 years
- If selected for audit:
  - Until audit is complete and any audit findings are resolved
- Provide clear audit trails and source documents

# ACCOUNTING PRACTICES

## CCR Title 14, Section 4970.22

- A separate accounting for each grant project
- Source documents specific to the project
  - Invoices, cancelled checks, agreements, etc.
- Logbooks for equipment use
  - Operator, work performed, & hours or miles

# INELIGIBLE COSTS

CCR Title 14, Section 4970.09

## *SOME EXAMPLES:*

- Outside of project performance period
- Outside of project scope
- Employee relocation
- Awards, trophies, plaques, etc.
- Judgments against grantee

# **LABOR** (force account, match, volunteer)

CCR Title 14, Section 4970.08 & 4970.22

## **ACTUAL TIME ONLY**

- Daily time sheets signed by employee and supervisor identifying actual direct charges
  - Overtime records
  - Direct supervision
- Hourly rates and benefits (payroll register)
- Authorization/work order identifying project

# EQUIPMENT

CCR Title 14, Section 4970.08

- OHV Purchased – Fuel and minor maintenance only
- Grantee Purchased –Based on local fair market rental rates
  - Evidence of fair market rental rates, at time of use is required
- Rented – actual rental plus fuel

LOGBOOKS REQUIRED FOR EQUIPMENT USE

*Must show Operator, Work Performed, & Hours or Miles*

# MATERIALS, SERVICES, EQUIPMENT RENTALS OR PURCHASES

- Purchase orders/contracts/service agreements
- Contracts: award, billing, and payment documents
- Invoices and evidence of payment



# ACQUISITIONS

- Property Appraisal
- Escrow Closing Statement
- Evidence of payment
- Grant Deed – Final and Recorded
- Title insurance
- Relocation documents

**SEE AUDIT CHECKLIST FOR MORE DETAILS**

# CONTRACTS

- Competitive bid documents & records
- Evidence of award by governing body (resolution, minutes, etc.)
- Executed contract, change orders, etc.
- Contractor's bonds, insurance, etc.
- Progress billings & evidence of payment
- Recorded Notice of Completion

**SEE AUDIT CHECKLIST FOR MORE DETAILS**

# BASIC PRINCIPLES

- Maintain complete records
- Maintain ALL project records
- Costs cannot exceed actual expenses
- Costs can only be charged once
- Contract conflict with regulations or law

DEFER TO REGULATION OR LAW



2017

# OHMVR GRANTS WORKSHOP

Sylvia Ortega Hunter, Chief  
Audits Office

## Contacts:

Sixto Fernandez

[Sixto.Fernandez@Parks.ca.gov](mailto:Sixto.Fernandez@Parks.ca.gov)

Martha Ibarra

[Martha.Ibarra@Parks.ca.gov](mailto:Martha.Ibarra@Parks.ca.gov)