

METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY



February 9, 2010

Steve Horrell, Board Chair
Girl Scouts of Middle TN
4522 Granny White Pike
Nashville, TN 37204

Dear Mr. Horrell:

Please find attached the Monitoring Report of the Girl Scouts of Middle Tennessee relating to the contract it has with the Metropolitan Government of Nashville and Davidson County for the fiscal year ending June 30, 2009.

The Office of Financial Accountability (OFA) is charged with the responsibility of monitoring grant funds, including Community Enhancement Funds (CEF), from Metropolitan Nashville Government to any nonprofit organization. The OFA is also responsible for monitoring the federal and state grants to departments within the Metropolitan Nashville Government. Staff from the OFA conducted the review on January 11, 2010.

We appreciate the assistance provided by your agency during the course of the review. If you have any questions, please call me at 615-880-1035.

Sincerely,

Fred Adom, CPA
Director

cc: Agenia Clark, Executive Director
Richard M. Riebeling, Director of Finance

OFFICE OF FINANCIAL ACCOUNTABILITY

Talia Lomax-O'dneal, Deputy Director of Finance
Gene Nolan, Deputy Director of Finance
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Mark Swann, Internal Audit
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◆ Monitoring Report of ◆

Girl Scouts of Middle Tennessee



Conducted by



Office of Financial Accountability

February 9, 2010

MONITORING REPORT

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INTRODUCTION

The Office of Financial Accountability (hereinafter referred to as “OFA”) has completed a monitoring review of the Girl Scouts of Middle Tennessee. A monitoring review is substantially less in scope than an audit. The OFA did not audit the financial statements and, accordingly, does not express an opinion or any assurances regarding the financial statements of the Metropolitan Government of Nashville and Davidson County (hereinafter referred to as “Metro”) or any of its component units. The OFA is responsible for the internal monitoring of Metro agencies that receive federal and state financial assistance, including cooperative agreements and non-profit organizations that receive appropriations and Community Enhancement Funds from Metro government. In summary, any agreement(s) that imposes performance and/or financial requirements on Metro government is subject to review by the OFA.

The purpose of this review was to assess the agency’s compliance with contractual requirements set forth in the following contract with Metro Government:

| Grantor | Program | Contract | Amount | Contract Term | |
|-----------------|----------------------------|----------|----------|---------------|-----------|
| Metro Nashville | Community Enhancement Fund | L-2132 | \$20,000 | 1-Jul-08 | 30-Jun-09 |

Agency Background

Girl Scouts is a non-profit agency dedicated solely to girls. Program participants are encouraged to build character and skills for success in the real world. The mission of the Girl Scouts is to build girls of courage, confidence and character, who make the world a better place.

The Girl Scouts experience helps girls explore the world from different viewpoints, and it promotes responsibility, independence and teamwork. Activities are designed to be age-appropriate and progressively more diverse as girls grow older. For 57 years, Girl Scouts of Middle Tennessee has served girls who seek a true Girl Scout troop experience, led by trained adult volunteers, in 39 counties of Middle Tennessee. They operate four camps year-round, providing outdoor adventure activities, a full equestrian program, aquatics, and camping.

OBJECTIVES, SCOPE AND METHODOLOGY

The objectives of our review were:

- 1) To determine whether the agency has the resources and capacity to administer the grant funds.
- 2) To determine if costs and services are allowable and eligible.
- 3) To verify that program objectives are being met.
- 4) To test the reliability of the financial and programmatic reporting.
- 5) To verify contractual compliance.

The scope of our review was limited to the contract term July 1, 2008 through June 30, 2009.

Audit procedures included meeting with agency management and staff, reviewing the design of internal controls as a basis for establishing our testwork, reviewing Board minutes and obtaining written representations from management. In addition, we examined certain financial records and supporting documentation necessary to ensure compliance with contractual requirements set forth in Contract L-2132. Specific procedures included:

- Interviewing the employees responsible for grant management, financial reporting, and accountability.
- Reviewing supporting documentation of expenditures for allowability, necessity and reasonableness.
- Reviewing the agency's General Ledger and verifying the accuracy of all invoices submitted to Metro.
- Reviewing documentation to determine that funds were used for intended beneficiaries and expended in accordance with the Spending Plan of the contract.
- Reviewing documentation to support program activities for consistency with grant requirements.
- Assessing the financial stability of the agency and its ability to continue to administer the grant program funded by Metro.

RESULTS OF REVIEW

Summary of Results

| Criteria | Yes | No |
|--|-----|----|
| Agency in Compliance with Contract Requirements? | ✓ | |
| Sufficient Resources and Capacity to Administer Funds? | ✓ | |
| Costs and Services are Allowable and Eligible? | ✓ | |
| Program Objectives being Met? | ✓ | |
| Reporting Requirements Met? | ✓ | |
| Sufficient Internal Control Environment? | ✓ | |
| Compliance with Civil Rights Requirements? | ✓ | |

RESULTS OF REVIEW

The overall results of the monitoring review are provided in this section. Results are based on testwork performed and include conclusions regarding specific review objectives and, if applicable, recommendations for improvement and an action plan for implementation. Where applicable, the Findings and Recommendations section of this report provides more insight into any issues identified below.

1. Sufficient Resources and Capacity to Administer Grant Funds

Our review of the agency's accounting system and the qualifications of the individuals assigned to manage the accounting records indicate that the agency possesses the necessary resources and professional expertise to effectively administer the grant funds.

2. Allowable and Eligible Costs and Services

Our review covered all of the core compliance areas identified by OMB Circular A- 133: *Audit of States, Local Government, and Non-Profit Organizations*. Based on our test work, costs and services during the period were allowable and eligible. Costs incurred by the agency complied with applicable guidelines stated in OMB Circular A-122.

Additionally, the Metro Grants Manual requires separate accounting of the Metropolitan Nashville Government grant funds to prevent co-mingling of Metro Funds with other sources of funding. The agency is in compliance with this requirement. Different revenue classes as well as expenditure classes have been established to separately track the sources and amounts of funding. Also, the agency can easily and accurately report their expenses supported by the Metro Appropriation.

3. Program and Performance Objectives

The agency reported the following quantifiable outcomes and objectives in their final program report:

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- Objective: 90% of Project LEAD Girl Scouts completing the year will have learned skills in working on and completing group and individual projects.
- Actual: At least 90% of Project LEAD Girl Scouts completing the year achieved this objective. All troops followed the Girl Scout Journeys and Pathways curriculum that emphasized all of these components in activities and badge work.
- Objective: 90% of Project LEAD Girl Scouts completing the year will know the Girl Scout Promise and law and will have completed at least one badge requirement.
- Actual: Based on surveys and leader feedback, 100% of the Girl Scouts who completed the year know the Promise and Law, and have completed at least one Badge.

Based on our review of program documentation and discussions with staff, program performance objectives have been met and the agency is in compliance with contractual program objectives.

4. Reliability of Financial and Programmatic Reporting

The contract requires submission of an annual audit report performed by a Certified Public Accountant. The contract also requires the agency to submit to Metro year end reports of the program outcome and a final expenditures report, no more than 45 days after the close of the contract. We reviewed all applicable financial and programmatic reports required by the contract, including audited financial statements. Based on our review, the agency complied with all financial and programmatic reporting requirements.

5. Internal Control Environment

In order to determine the adequacy of the design of internal controls, we obtained and reviewed an independent auditor's report on internal control over financial reporting and/or a completed internal control questionnaire. This audit procedure was performed solely as a basis for determining our test work and to assist us in

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making suggestions for improvement to management. We did not evaluate the operating effectiveness of internal controls over financial reporting.

Our review of the design of the agency's internal controls did not reveal any control deficiencies. Further, nothing came to our attention that would necessitate suggestions for improvement in internal control activities to management.

6. Civil Rights Requirements

Our review did not reveal anything to indicate that the agency was noncompliant with civil rights requirements. The agency also has necessary written policies and procedures relating to civil rights. The agency has not received any complaints regarding any form of discrimination. Further, civil rights and ADA postings are publicly displayed.