

Commission on Veterans' Affairs 700 S.W. Jackson St., Suite 1004 Topeka, KS 66603-3758

Gregg Burden, Executive Director

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Sam Brownback, Governor

October 14, 2013

Scott Frank, Legislative Post Auditor Legislative Division of Post Audit 800 SW Jackson Street, Suite 1200 Topeka, KS 66612-2212

Dear Mr. Frank:

Re: Evaluating Selected Financial Controls at the Kansas Soldiers' Home and the Kansas Veterans' Home (Action Plan update)

History:

At the May 7, 2013, Legislative Post Audit Committee (LPAC) meeting the Kansas Commission on Veterans' Affairs (KCVA) provided to the committee an update and Action Plan to correct the problems with the financial controls that the Legislative Post Audit identified. The LPAC requested that the KCVA provide an updated Action Plan monthly until all financial control issues have been corrected.

Summary:

In the information provided below and in accordance with the attached "LPA Action Plan Project Task" the LPAC will be able to track the agency's progress over the past month and any changes to the Action Plan.

September - Completed Task

- LPA Item #2b (4) Develop Content
 - o b. Forms

October - Completed Task

- ❖ LPA Item #2a (2) Review Surveyor and Audit Expectations for Compliance
 - o a. Center for Medicare Survey (CMS)
 - o b. Veterans' Administration (VA)
 - o c. Kansas Department of Aging & Disability Service (KDADS)
 - o d. Department of Administration

Joint Comm. On Kansas Security November 7, 2013 Attachment 4-1

- ❖ LPA Item #2a (3) Review Job Description of Current Staff at Both Facilities:
 - o a. Public Service Administrator III (Business Manager) KVH
 - o b. Public Service Administrator III (Business Manager) KSH
 - o c. Accounting Specialist KVH
 - o d. Accounting Specialist KSH
 - o e. Administrative Specialist KVH
 - o f. Administrative Specialist KSH
 - o g. Other Positions as Identified
- ❖ LPA Item #2a (8) Train and Educate Staff on Fiscal IMPP's

Changes: LPA Action Plan Project Task

The following item (as noted on the LPA Action Plan) was added.

LPA Item #2a (9) Review Staffing Needs

The following items (as noted on the LPA Action Plan) were deleted because of the change in the agency direction.

Deleted:

- ❖ LPA Item #4(7) Present Canteen Fund Strategic Plan to Commission
- ❖ LPA Item #4(8) Submit Canteen Fund IMPP to Commission for Approval
- ❖ LPA Item #5 (5) Develop Document Identifying Discrepancies Between the Regulations
- ❖ LPA Item #5 (6) Report Findings to the Commission
- LPA Item #5 (7) Draft Legislation to Revise Statute(s)
- ❖ LPA Item #5 (8) Present Statute Revisions to Commission
- ❖ LPA Item #5 (9) Submit Revised Statute to the Revisor's Office
- ❖ LPA Item #5 (10) Contact Legislative Representative(s) for Submission to the 2014 Legislative Session

KCVA thanks you for the opportunity to provide the Legislative Division of Post Audit and the Legislative Post Audit Committee with an update on the corrective action the agency has completed to date.

Sincerely

Gregg Burden
Executive Director

Kansas Commission on Veterans' Affairs

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Veterans' Affairs

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LPA Action Plan Project Tasks

April - November 2013

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5 Review current vendor cards 4 Conduct periodic audits of business of fice functions 2 Review Dom/NRules and Regulations 1 Review LPA Best Practices Review canteen funds with State Treasurer's Office Schedule and ensure annual facility on stretreviews are conduc Develop a calendar of audits and review financial transactions: Review eurrent monitoring and audit practices Description central office liseal staff coordinate regular (telephonic) meetings: Review history of KV/HiCanteen hunds (WSH8 TiC transfer) | cancel unnecessary vendor are diverids Establish need for vendor gredit cards retained EmployeeIP*Card/Addinovyledgement/Form/IV/PR awadimen P-Card and Vendon Gredit Gard (goal quarterly): Cost Reports Establish in person training and work sessions with financial Staff Target Date: 15:May-13 Kennedy Maddy and Pingny llaige Date | Reison(s) Responsible Target Date ...15.:May.13 | Kenned//, Maddy/andiPingry 15:May-13 Kennedy, Waddy/and Pingry 16:Way-13 Kennedy, Maddy-and-Bingiy.... 155 May-13 415 (**Nay-13**) Kennedy, Waddy, and Pings <u> 19**May**-13 | Kennedy, Maddy, and Pingry</u> 115 Way-13 Kennedy Waddy and Pingry ាមរយាមមេ Kennedy /Maddy/and Ringsy 18-0ct-13 Tilun:15| Keimedy Niaddy/and Pings/ 1-Iun:13 Kennedy Naddy, and Blijgry 1=Aug=18 |Kennedy, Waddy,and Bingiy. 14Jun-13 | Kermedy, | Maddy, and Pingny 15Jun-13 <u> 19 jun:13 | kennedy IVJaddy and Pingry</u> 11-AUB-113 -15.01-13 Kennedy Maddy, and Pingry 1.Jun-13 Kennedy (Maddyland Pingn 1-Jul-13 1-1111-13 Reison(s) Responsible |Kennedy.|Maddy.and/Ping.y. Kennedy Maddy, and Pingiy Person(s) Responsible Kennedy/Maddy/andleings/ Status | Kennedy <u></u> Ċ. 0 Status . . C C Kennedy Kennedy -Kennedy. Kennedy |Kennady ||Kennady| kenndey. Kennedy Kennedy Kennedy Kennedy_ Kennedy Kennedy. Kennedy Kennedy -Reviewer Kennedy Burden Burden Bunden Burden Burden Bunden Bulden Builden Buiden Burden Burden Bunden Burden Burden Burden Approved Burden Completed Date Date **35/15/2013** 5/15/2013 6/19//2013 Completed Completed 5/15//2013 **F**5/15/2013 5/15/2013 5/15/2103 5/15/20 /15//2013

LPA Action Plan Project Tasks

April - November 2013

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