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<u>Priority Rating:</u>	<u>Audit Recommendations:</u>	<u>Corrective Action Status</u>
1	Restrict access to the master vendor file so that only one person plus a back-up can set up or change vendor records.	 
1	Obtain a W-9 or equivalent form prior to vendor set-up and payment.	 
1	Validate the TIN and vendor name using the free IRS TIN matching system.	 
1	Validate the vendor's address and phone number prior to vendor set-up.	 
1	Check vendors against the Federal Bureau of Industry and Security's lists of excluded persons and companies.	 
1	Establish and enforce a policy for data entry formats.	 
1	Purge vendors that have had no activity in the last 12 – 18 months (ensure that data is merged in with the file that will remain to prevent loss of any supplier payment history).	 
1	During the upgrade to ROSS, special care should be given to duplicate vendors. If an invoice is dated prior to the system switchover, the old system should be checked to determine if payment was made.	 
1	Review changes to the master vendor file on an on-going basis. Establish a written procedure manual to cover every aspect of master vendor file maintenance.	 
1	It is recommended that bank statements for all MHMRA affiliated companies be sent directly to the Accounting Department at MHMRA for processing in order that reconciliations can be completed in a timely manner.	 
1	It is recommended that a cost analysis be completed to determine the exact amount of cost for Accounting that is provided by MHMRA and that the affiliated companies reimburse MHMRA those cost.	 
1	It is recommended that all transfers to escrow and reserve accounts occur as required.	 
1	It is recommended that the Accounting Department of MHMRA be given access to banking relations at each bank in order to provide more adequate supportive services to the affiliated companies.	 
1	It is recommended that the Accounting Department initiate fraud deterrent technology such as positive pay for each bank account as determined feasible.	 
1	It is recommended that the Accounting Department receive specialized training in non-profit and HUD regulations and banking.	 
1	It is recommended that the escrow and reserve amounts be set up to automatically deducted from the respective bank accounts through ACH.	 

1	Consideration should be given to having an external CPA firm perform the bookkeeping services for the affiliate companies in order for the accounting staff to better serve the basic accounting and treasury functions for MHMRA.	● ●
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LEGEND

Audit/Corrective Action	Status
Deadline violated	●
Proceeding As Per Deadlines	●
Not Closed Out	●
Closed Out	●