



**MONROE COUNTY
CHILDREN AND YOUTH AGENCY
AMENDED FINANCIAL REPORT**

**FOR THE PERIOD
JULY 1, 2008 TO JUNE 30, 2009**

COMMONWEALTH OF PENNSYLVANIA

EUGENE A. DEPASQUALE - AUDITOR GENERAL

DEPARTMENT OF THE AUDITOR GENERAL





**Commonwealth of Pennsylvania
Department of the Auditor General
Harrisburg, PA 17120-0018
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**EUGENE A. DePASQUALE
AUDITOR GENERAL**

The Commissioners of Monroe County
Monroe County Administrative Center, Room 201
One Quaker Plaza
Stroudsburg, PA 18360-2192

Dear Commissioners:

We have examined fiscal forms CY-370, CY-370A, and CY-348, and the related financial records of the Monroe County Children and Youth Agency for the purpose of ascertaining and certifying the actual Commonwealth expenditures incurred on behalf of children resident within the County for the period July 1, 2008 to June 30, 2009, pursuant to authority derived from Act 148 of July 9, 1976, (P.L. 846, No. 148), as amended, 62 P.S. § 704.1(a)(4). The scope of our engagement was limited to the aforementioned fiscal forms included in the Act 148 Invoice Package for Fiscal Year End (FYE) 6/30/2009, certified by the County Officials, and submitted to the Department of Public Welfare (DPW).

Preparation of these fiscal forms and compliance with children, youth, and families regulations are the responsibility of the Monroe County Children and Youth Agency management. Our engagement included testing of the County Children and Youth Agency's records and other procedures we considered necessary to enable us to ascertain and certify the financial information included on the amended fiscal forms and to determine the County's compliance with certain provisions of 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, Chapters 3140 and 3170 (55 Pa. Code § 3140.1 *et seq.* and § 3170.1 *et seq.*). We believe that our engagement provides a reasonable basis for the certification of the amended financial reports.

The results of the procedures performed during this engagement include five adjustments to the attached Monroe County Children and Youth Agency's fiscal forms, as presented on pages 7 and 8. We determined that, based upon the state participation rates, the \$2,474 increase in expenditures, the \$2,994 increase in non-reimbursable expenditures and the \$4,406 decrease in revenue resulted in a net amount of \$4,431 due to the county.

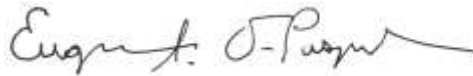
In addition, during the course of our engagement of the Monroe County Children and Youth Agency, we also identified an area of non-compliance, which is discussed in the following Finding and Recommendation:

Finding – Failure to Conduct an Annual Time Study

The results of our engagement procedures, as presented in this report, were discussed with representatives of the Monroe County Children and Youth Agency at an exit conference held on January 7, 2014.

This report is being forwarded to the Department of Public Welfare, Bureau of Financial Operations, and the Office of Children, Youth, and Families. You will be notified by the Department of Public Welfare of any impact from the results of our engagement. At that time, you will be afforded the opportunity to appeal the results, in accordance with 1 PA Code 31.1 *et seq.*

We appreciate the cooperation, assistance, and courtesy granted our representatives by your officials and the staff of the Monroe County Children and Youth Agency.



EUGENE A. DEPASQUALE
Auditor General

April 21, 2014

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BACKGROUND

The Department of the Auditor General is responsible for reviewing the submitted cost and revenue reports of the 67 County Children and Youth Agencies to determine proper reporting and utilization of funds according to program regulations and guidelines under the Public Welfare Code (62 P.S. § 704.1(a)(4)). The annual state Act 148 allocations are used by the Counties to administer social services for the children and youth that reside within the Commonwealth of Pennsylvania, whose stated goal is “to ensure, for each child in this Commonwealth, a permanent, legally assured family which protects the child from abuse and neglect.” The Children and Youth Social Services Program is County-Administered and State-Supervised by the Department of Public Welfare (DPW) and thus, they are jointly responsible for achieving the Commonwealth’s goal.

In accordance with the Public Welfare Code (62 P. S. § 703), the DPW is responsible for making and enforcing all rules and regulations necessary and appropriate to the proper accomplishment of the child welfare duties and functions vested by law in the county institution districts or their successors. Title 55 Pa. Code, Part V. Children, Youth, and Families Manual, Subpart C, outlines the rules and regulations relative to the County Administration of the Children and Youth Social Service Programs. Specifically, in compliance with 55 Pa. Code § 3140.31, the Counties must report their actual expenditures incurred for the provision of children and youth social services on a quarterly basis to the DPW through the Act 148 Invoice package. The expenditures reported in the Act 148 Invoice package refers to all costs for dependent and delinquent children and youth services funded or administered by the DPW.

As part of our engagement, we reviewed three fiscal forms included in the Act 148 Invoice package, the CY-370 Expenditure Report, the CY-370A Revenue Report, and the CY-348 Fiscal Summary. Specifically, we reviewed the final, 4th Quarter fiscal forms submitted to the DPW, along with the County Children and Youth Agency’s related financial records and supporting documentation, to determine if the County Children and Youth Agency’s actual, cumulative expenditures and revenues were properly reported to the DPW for the respective fiscal year (FY). The variances identified between the reported and actual costs and revenues required adjustments to these fiscal forms, and thus, the Amended CY-370 Expenditure Report, the Amended CY-370A Revenue Report, and the Amended CY-348 Fiscal Summary included in this report reflect the County Children and Youth Agency’s revised costs and revenues and the impact on the Net State Share.

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 to JUNE 30, 2009
AMENDED
COMPUTATION OF FINAL NET STATE SHARE**

Approved State Allocation ¹		\$	8,369,180
Supplemental Act 148			<u>0</u>
Total State Allocation			8,369,180
State Share (CY348) ²	\$		8,115,241
Less: Major Service Category Adjustment			<u>0</u>
Net State Share		\$	8,115,241
Less: Expenditures in Excess of the Approved State Allocation			<u>0</u>
Final Net State Share Payable ³		\$	8,115,241
Actual Act 148 Revenues Received ⁴			<u>8,110,810</u>
Net Amount Due County/(State) ⁵		\$	<u>4,431</u>

¹ Approved State Allocation is the amount of Act 148 State Funds that were budgeted for the County.

² State Share (CY348) is the total amount of County expenditures that are eligible for reimbursement from Act 148 Funds after audit adjustments are considered.

³ Final Net Share Payable is the net amount of reimbursable expenditures from Act 148 funds after audit adjustments are considered.

⁴ Actual Act 148 Revenues Received is the amount of Act 148 funds the county received.

⁵ Net Amount Due the County/(State) is the variance between the amount of Act 148 funds the county received and the Final Net State Share Payable to the county.

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 to JUNE 30, 2009
AMENDED CY348
FISCAL SUMMARY**

	A	B	C	D	E	F	G	H	I	J	K
	GRAND TOTAL	PROGRAM INCOME	TITLE IV-E	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET TOTAL	STATE ACT 148	LOCAL SHARE
NET CHILD WELFARE EXPENDITURES											
01 100% REIMBURSEMENT	597,210	0	64,203	0	0	0	0	0	533,007	533,007	0
02 90% REIMBURSEMENT	687,857	0	50,911	0	0	0	0	0	636,946	573,252	63,694
03 80% REIMBURSEMENT	7,711,733	599,963	1,095,351	197,246	66,575	0	0	93,137	5,659,462	4,527,570	1,131,892
04 60% REIMBURSEMENT	4,281,425	267,691	286,835	0	0	43,179	0	3,677	3,680,043	2,208,026	1,472,017
05 50% REIMBURSEMENT	546,771	0	0	0	0	0	0	0	546,771	273,386	273,385
06 TOTAL NET CHILD WELFARE EXPEND	13,824,996	867,654	1,497,300	197,246	66,575	43,179	0	96,814	11,056,229	8,115,241	2,940,988

YDC/YFC PLACEMENT COSTS											
07 60% DPW PARTICIPATION	629,843	31,720							598,123	358,874	239,249

08 NON-REIMBURSABLE EXPENDITURES	2,994	0	0						2,994		2,994
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09 TOTAL EXPENDITURES	14,457,833	899,374	1,497,300	197,246	66,575	43,179	0	96,814	11,657,346	8,474,115	3,183,231
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10 IL Grant Funds Reported

38,825

11 TOTAL HSDF used for Child Welfare

0

12 TOTAL TITLE IV-D COLLECTIONS

719,908

13 TITLE IV-D Collections for IV-E Children

44,372

14 STATE ACT 148 - line 6

8,115,241

15 STATE ACT 148 ALLOCATION

8,369,180

16 ADJUSTED STATE SHARE (lower of 14 or 15)

8,115,241

INVOICE

8,115,241

AMENDED STATE SHARE (ACT 148)

8,110,810

ACT 148 AMOUNT AS SUBMITTED

ADJUSTMENT TO STATE SHARE

4,431

Subsidized Permanent Legal Custodianship	Total Subsidies	Number of Days	Number of Children
SPLC	225,744	12,538	39

MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 to JUNE 30, 2009
AMENDED CY370A
REVENUE REPORT

MAJOR SERVICE CATEGORIES & COST CENTERS	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
IN-HOME												
I-A ADOPTION SERVICE	597,210	0		64,203	0		0	0	0	533,007	533,007	0
I-B ADOPTION ASSISTANCE	792,176	0	288,825	4,222						499,129	399,303	99,826
I-C COUNSELING - DEPENDENT	255,308	0		21,250	0	46,796	0	0	0	187,262	149,810	37,452
I-D COUNSELING - DELINQUENT	115,629	0			0	19,779	0	0	0	95,850	76,680	19,170
I-E DAY CARE	0	0			0	0	0	0	0	0	0	0
I-F DAY TREATMENT - DEPENDENT	0	0			0	0	0	0	0	0	0	0
I-G DAY TREATMENT - DELINQUENT	330,405	11,065			192,905	0	0	0	0	126,436	101,148	25,288
I-H HOMEMAKER SERVICE	0	0			0	0	0	0	0	0	0	0
I-I INTAKE & REFERRAL	329,099	0		35,396	0	0	0	0	0	293,703	234,962	58,741
I-J LIFE SKILLS - DEPENDENT	124,575	0		13,398	0	0	0	0	0	111,177	88,942	22,235
I-K LIFE SKILLS - DELINQUENT	0	0			0	0	0	0	0	0	0	0
I-L PROTECTIVE SERVICE - CHILD ABUSE	482,148	0		51,857	0	0	0	0	0	430,291	344,233	86,058
I-M PROTECTIVE SERVICE - GENERAL	1,152,615	29,080		119,943	4,341	0		0	0	999,251	799,401	199,850
I-N SERVICE PLANNING	419,038	0		45,070	0	0	0	0	0	373,968	299,174	74,794
I-O JUVENILE ACT PROCEEDINGS - DEPENDENT	73,043	0			0	0	0	0	0	73,043	36,522	36,521
I-P JUVENILE ACT PROCEEDINGS - DELINQUENT	0	0			0	0	0	0	0	0	0	0
SUBTOTAL IN-HOME	4,671,246	40,145	288,825	355,339	197,246	66,575	0	0	0	3,723,117	3,063,182	659,935

COMMUNITY BASED PLACEMENT	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
2-A ALTERNATIVE TREATMENT - DEPENDENT	218	0	0	5			0	0	0	213	170	43
2-B ALTERNATIVE TREATMENT - DELINQUENT	164,057	9,776	0	0			0	0	0	154,281	123,425	30,856
2-C COMMUNITY RESIDENTIAL - DEPENDENT	137,394	0	4,744	1,793			0	0	0	130,857	104,686	26,171
2-D COMMUNITY RESIDENTIAL - DELINQUENT	700,641	36,581	42,853	200,641			0	0	0	621,207	496,966	124,241
2-E EMERGENCY SHELTER - DEPENDENT	374,433	0	25,031	21,681	0	0	0	0	0	327,721	294,949	32,772
2-F EMERGENCY SHELTER - DELINQUENT	313,424	0	4,199	0	0	0	0	0	0	309,225	278,303	30,922
2-G FOSTER FAMILY - DEPENDENT	2,543,272	513,461	344,302	64,945			0	0	93,137	1,527,427	1,221,942	305,485
2-H FOSTER FAMILY - DELINQUENT	106,512	0	12,261	3,663			0	0	0	90,588	72,470	18,118
2-I SUP. INDEPENDENT LIVING - DEPENDENT	58,646	0	38,825	1,999			0	0	0	17,822	14,258	3,564
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0	0	0			0	0	0	0	0	0
SUBTOTAL CBP	4,398,597	559,818	472,215	94,086	0	0	0	0	93,137	3,179,341	2,607,169	572,172

INSTITUTIONAL PLACEMENT	REVENUE SOURCES											
	1	2	3	4	5	6	7	8	9	10	11	12
	TOTAL REIMBURSABLE EXPENDITURES	PROGRAM INCOME	TITLE IV-E MAINTENANCE	TITLE IV-E ADMIN.	TANF	TITLE XX	TITLE IV-B	OTHER FUNDING	MEDICAL ASSISTANCE	NET REIMBURSABLE EXPENDITURES	STATE ACT 148	LOCAL SHARE
3-A JUVENILE DETENTION SERVICE	473,728	0	10,013	5,185			0	0	0	473,728	236,864	236,864
3-B RESIDENTIAL SERVICE - DEPENDENT	89,319	0	227,526	0			0	0	0	74,121	44,473	29,648
3-C RES. SERVICE - DELINQUENT (NON YDC/YFC)	2,753,255	267,541	0	0			43,179	0	0	2,215,009	1,329,005	886,004
3-D SECURE RES. SERVICE (EXCEPT YDC)	1,031,075	0								1,031,075	618,645	412,430
3-E YDC/YFC (NON-SECURE)- Institutional	0	0								0	0	0
3-F YDC SECURE	629,843	31,720								598,123	358,874	239,249
3-G SUBTOTAL INSTITUTIONAL	4,977,220	299,261	237,539	5,185	0	0	43,179	0	0	4,392,056	2,587,861	1,804,195
4 ADMINISTRATION	407,776	150		44,111		0	0	0	3,677	359,838	215,903	143,935
5 TOTAL REVENUES	14,454,839	899,374	998,579	498,721	197,246	66,575	43,179	0	96,814	11,654,352	8,474,115	3,180,237

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 to JUNE 30, 2009
AMENDED CY370
EXPENDITURE REPORT**

MAJOR SERVICE CATEGORIES & COST CENTERS	OBJECTS OF EXPENDITURE											
	1 WAGES AND SALARIES	2 EMPLOYEE BENEFITS	3 SUBSIDIES	4 OPERATING	5 PURCHASED SERVICES	6 FIXED ASSETS	7 TOTAL EXPENDITURES	8 Children Served (by county)	9 Children Served (Purchased)	10 Non- Reimbursable Non PS/Sub.	11 Non-Reim. Purchased Serv/ Subsidies	12 Program Income related to all Non- Reimbursable
IN-HOME												
1-A ADOPTION SERVICE	332,417	142,599		119,923	0	2,471	597,210	212	0	0	0	0
1-B ADOPTION ASSISTANCE	21,721	9,636	752,920	7,738	0	161	792,176	98	126	0	0	0
1-C COUNSELING - DEPENDENT	109,457	48,546		38,763	57,745	797	255,308	988	38	0	0	0
1-D COUNSELING - DELINQUENT	0	0		0	115,629	0	115,629	0	24	0	0	0
1-E DAY CARE	0	0		0	0	0	0	148	0	0	0	0
1-F DAY TREATMENT - DEPENDENT	0	0		0	0	0	0	72	0	0	0	0
1-G DAY TREATMENT - DELINQUENT	0	0		0	330,405	0	330,405	0	62	0	0	0
1-H HOMEMAKER SERVICE	0	0		0	0	0	0	17	0	0	0	0
1-I INTAKE & REFERRAL	182,286	80,849		64,617	0	1,347	329,099	2,380	0	0	0	0
1-J LIFE SKILLS - DEPENDENT	68,996	30,603		24,460	0	516	124,575	200	0	0	0	0
1-K LIFE SKILLS - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
1-L PROTECTIVE SERVICE - CHILD ABUSE	267,041	118,442		94,672	0	1,993	482,148	820	0	0	0	0
1-M PROTECTIVE SERVICE - GENERAL	583,699	263,434		293,768	7,229	4,485	1,152,615	474	7	0	0	0
1-N SERVICE PLANNING	232,116	102,927		82,291	0	1,704	419,038	0	0	0	0	0
1-O JUVENILE ACT PROCEEDINGS - DEPENDENT				0	73,043		73,043	0	442	0	0	0
1-P JUVENILE ACT PROCEEDINGS - DELINQUENT				0	0		0	0	0	0	0	0
1-Q SUBTOTAL IN-HOME	1,797,733	796,836	752,920	726,232	584,051	13,474	4,671,246					542
	Number of Children receiving only NON-PURCHASED IN-Home Services											
COMMUNITY BASED PLACEMENT												
2-A ALTERNATIVE TREATMENT - DEPENDENT	0	0		218	0	0	218	0	0	0	0	0
2-B ALTERNATIVE TREATMENT - DELINQUENT	0	0		0	164,057	0	164,057	947	38	0	0	0
2-C COMMUNITY RESIDENTIAL - DEPENDENT	8,944	3,251		5,870	119,260	69	137,394	708	9	0	0	0
2-D COMMUNITY RESIDENTIAL - DELINQUENT	0	0		0	700,641	0	700,641	4,488	25	0	0	0
2-E EMERGENCY SHELTER - DEPENDENT	103,281	45,808		90,467	134,109	768	374,433	4,640	208	0	0	0
2-F EMERGENCY SHELTER - DELINQUENT	0	0		0	313,424	0	313,424	1,928	86	0	0	0
2-G FOSTER FAMILY - DEPENDENT	144,381	64,038	225,743	376,105	1,731,915	1,090	2,543,272	56,548	282	0	0	0
2-H FOSTER FAMILY - DELINQUENT	0	0		0	106,512	0	106,512	1,682	11	0	0	0
2-I SUP. INDEPENDENT LIVING - DEPENDENT	15,120	2,161		40,075	0	1,290	58,646	0	0	0	0	0
2-J SUP. INDEPENDENT LIVING - DELINQUENT	0	0		0	0	0	0	0	0	0	0	0
2-K SUBTOTAL CBP	271,726	115,258	225,743	512,735	3,269,918	3,217	4,398,597	70,941	659	0	0	0
INSTITUTIONAL PLACEMENT												
3-A JUVENILE DETENTION SERVICE	0	0		0	473,728	0	473,728	1,749	88	0	0	0
3-B RESIDENTIAL SERVICE - DEPENDENT	25,981	11,451		16,610	35,085	192	89,319	712	7	0	0	0
3-C RES. SERVICE - DELINQUENT (EXCEPT YDC/YFC)	0	0		0	2,753,255	0	2,753,255	19,982	138	0	0	0
3-D SECURE RES. SERVICE (EXCEPT YDC)	0	0		0	1,031,075	0	1,031,075	3,344	21	0	0	0
3-E YDC/YFC (NON-SECURE) - Institutional	0	0		0	0	0	0	0	0	0	0	0
3-F YDC SECURE	0	0		0	629,843	0	629,843	1,605	10	0	0	0
3-G SUBTOTAL INSTITUTIONAL	25,981	11,451	0	16,610	4,922,986	192	4,977,220	27,392	264	0	0	0
4 ADMINISTRATION	34,073	17,008		359,437	0	252	410,770			2,994	0	0
5 TOTAL EXPENDITURES	2,129,513	940,553	978,663	1,615,014	8,776,955	17,135	14,457,833			2,994	0	0
	County Indirect Costs = \$ 284,245											

MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 to JUNE 30, 2009
AMENDED
SUMMARY OF EXPENSE AND EXPENSE ADJUSTMENTS

COST CENTER ITEMS	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Adoption Service	\$ 596,727	\$ 483	\$ 597,210
Adoption Assistance	792,176	0	792,176
Counseling	370,937	0	370,937
Day Care	0	0	0
Day Treatment	330,405	0	330,405
Homemaker Service	0	0	0
Intake and Referral	329,099	0	329,099
Life Skill	124,575	0	124,575
Protective Service - Child Abuse	482,148	0	482,148
Protective Service - General	1,152,615	0	1,152,615
Service Planning	419,038	0	419,038
Juvenile Act Proceedings	73,043	0	73,043
Alternative Treatment	164,275	0	164,275
Community Residential	838,035	0	838,035
Emergency Shelter	687,857	0	687,857
Foster Family	2,649,784	0	2,649,784
Supervised Independent Living	58,646	0	58,646
Juvenile Detention Service	473,728	0	473,728
Residential Service	2,842,574	0	2,842,574
Secure Residential Service (Except YDC)	1,031,075	0	1,031,075
YDC/YFC (Non-Secure) - Institutional	0	0	0
YDC Secure	629,843	0	629,843
Administration	408,779	1,991	410,770
Combined Total Expense	14,455,359	2,474	14,457,833
Less Non-reimbursables	0	2,994	2,994
Total Net Expense	\$ 14,455,359	\$ (520)	\$ 14,454,839

OBJECTS OF EXPENDITURE	AS REPORTED PER CY370	INCREASE (DECREASE)	AS AMENDED PER CY370
Wages and Salaries	\$ 2,129,513	\$ 0	\$ 2,129,513
Employee Benefits	938,562	1,991	940,553
Subsidies	978,663	0	978,663
Operating	1,614,531	483	1,615,014
Purchased Services	8,776,955	0	8,776,955
Fixed Assets	17,135	0	17,135
Combined Total Expense	14,455,359	2,474	14,457,833
Less Non-Reimbursables	0	2,994	2,994
Total Net Expense	\$ 14,455,359	\$ (520)	\$ 14,454,839

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 TO JUNE 30, 2009
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE/ (DECREASE)	AMENDED TOTAL
SCHEDULE	LINE	COLUMN					
CY-370 Adjustments							
CY-370	4	2	1	Administration - Employee Benefits To increase retirement Employee Benefits \$1,991 to properly report the agency's 2008 and 2009 allocation of the county pension contributions. Estimated and not actual rates were used in the agency/county calculation. Title 55 PA Code, Chapter 3170.47(f)	\$ 15,017	\$ 1,991	\$ 17,008
CY-370	1-A	4	2	Adoption Services - Operating To increase Operating Expenditures \$483 to reconcile to the agency's general ledger. Title 55 PA Code, Chapter 3170.95(a)(b)	\$ 119,440	\$ 483	\$ 119,923
CY-370	4	10	3	Administration - Non-Reim. Non-PS/Sub. To increase Non-Reimbursable Expenditures \$2,994 to report indirect costs that exceed the two percent cost limitation. Title 55 PA Code, Chapter 3170.60 OCYF Bulletin 00-95-12	\$ -	\$ 2,994	\$ 2,994
CY-370A Adjustment							
CY-370A	2-G	3	4	Foster Family - Dependent - Title IV-E - Maint.	\$ 339,787	\$ 4,515	\$ 344,302
	3-C	3		Residential Svs. - Delinquent - Title IV-E - Maint.	\$ 223,000	\$ 4,526	\$ 227,526
	2-G	4		Foster Family - Dependent - Title IV-E - Admin.	\$ 78,392	\$ (13,447)	\$ 64,945
				Total Adjustment Amount		<u>\$ (4,406)</u>	
				To decrease Federal Title IV-E revenue \$4,406 to include eleven supplemental invoices totaling (\$6,005); (\$17) due to a change in the Title IV-D FFP rate; a \$1,610 invoice claim not processed by DPW; and a \$6 agency reporting error on the CY370A report. Title 55 PA Code, Chapter 3170.95(a)(b)			

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FOR THE PERIOD JULY 1, 2008 TO JUNE 30, 2009
ADJUSTMENT SCHEDULE**

REPORT REFERENCE			ADJ. NO.	EXPLANATION OF ADJUSTMENT	AS REPORTED OR ADJUSTED	INCREASE DECREASE	ADJUSTED TOTAL
SCHEDULE	LINE	COLUMN					
CY-348	12	A	5	<p style="text-align: center;">CY-348 Adjustment</p> <p>Total Title IV-D Collections</p> <p>To decrease Total Title IV-D Collections \$76,804 because Social Security revenue was erroneously included in the reported amount.</p> <p>Title 55 PA Code, Chapter 3170.95(a)(b)</p>	\$ 796,712	\$ (76,804)	\$ 719,908

**MONROE COUNTY CHILDREN AND YOUTH AGENCY
FINDING AND RECOMMENDATION
FOR THE PERIOD JULY 1, 2008 TO JUNE 30, 2009**

Finding: Failure to Conduct An Annual Time Study

Condition: The Monroe County Children and Youth Agency did not perform an annual time study for fiscal year 2008 - 2009. While agency officials did allocate the agency's general operating expenses among the various cost centers for purposes of reporting expenditures on the CY-370 Expenditure Report to the Department of Public Welfare; they failed to provide time study worksheets or any other type of documentation to evidence the methodology utilized in determining the allocation of expenses.

Criteria: Title 55 Pa. Code, § 3170.91 and § 3170.92(b), related to fiscal management of the County Agency, state, in part:

County Responsibility. The county is responsible for the general fiscal management of the county agency. This includes maintaining fiscal records of expenditures and revenues of the program, providing data for budgeting and expenditure reporting to the Department, monitoring the financial activities of the program, and other activities related to fiscal operations of the program.

Records Maintenance. County agencies shall maintain sufficient and appropriate records and data to justify payment for expenses by the Department. The local authorities or contractors shall maintain books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for funds supported by the Department and for which reimbursement is claimed.

Cause: The current Fiscal Officer has held her position since 2007, and according to her, the agency has never completed a time study during her tenure.

Effect: Failure to properly allocate general operating expenses among the various cost centers on the CY-370 Expenditure Report could lead to inappropriate reimbursement and/or loss of state/federal funding.

Recommendation: The Monroe County Children and Youth Agency officials should establish and implement written policies and procedures to ensure that time studies are being conducted annually. In addition, agency officials should ensure the methodology for the completion of the time studies is documented and that the time studies are being utilized in the allocation of general operating costs reported to the DPW on the CY-370 Expenditure Report.

Agency Response: The agency was not aware of the requirement to conduct annual time studies, but will now ensure they are completed for each fiscal year going forward.

MONROE COUNTY CHILDREN AND YOUTH AGENCY
REPORT DISTRIBUTION LIST

This report was originally distributed to the following:

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Commonwealth of Pennsylvania

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Department of Public Welfare

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