

Department of Homeland Security **Office of Inspector General**

Federal Law Enforcement Training Center's Management Letter for FY 2013 DHS Financial Statements Audit





OFFICE OF INSPECTOR GENERAL
Department of Homeland Security

Washington, DC 20528 / www.oig.dhs.gov

APR 21 2014

MEMORANDUM FOR: Donald R. Lewis
Assistant Director for CFO Directorate
Federal Law Enforcement Training Center

FROM: Anne L. Richards *Mark Bell*
Assistant Inspector General for Audits

SUBJECT: *Federal Law Enforcement Training Center's Management Letter for FY 2013 DHS Financial Statements Audit*

Attached for your information is our final report, *Federal Law Enforcement Training Center's Management Letter for FY 2013 DHS Financial Statements Audit*. This report contains two comments and four recommendations related to internal control deficiencies that were not required to be reported in the *Independent Auditors' Report on DHS' FY 2013 Financial Statements and Internal Control over Financial Reporting*. Internal control deficiencies which are considered significant deficiencies were reported, as required, in the *Independent Auditors' Report*, dated December 11, 2013, which was included in the Department of Homeland Security's (DHS) fiscal year (FY) 2013 Agency Financial Report. We do not require management's response to the recommendations.

We contracted with the independent public accounting firm KPMG LLP (KPMG) to conduct the audit of the DHS' FY 2013 financial statements and internal control over financial reporting. The contract required that KPMG perform its audit according to generally accepted government auditing standards and guidance from the Office of Management and Budget and the Government Accountability Office. KPMG is responsible for the attached management letter dated January 15, 2014, and the conclusions expressed in it.

Please call me with any questions, or your staff may contact Mark Bell, Deputy Assistant Inspector General for Audits, at (202) 254-4100.

Attachment



KPMG LLP
Suite 12000
1801 K Street, NW
Washington, DC 20006

January 15, 2014

Office of Inspector General
U.S. Department of Homeland Security, and
Chief Financial Officer
U.S. Department of Homeland Security, Federal Law Enforcement Training Centers
Washington, DC

Ladies and Gentlemen:

We have audited the financial statements of the U.S. Department of Homeland Security (DHS or Department) for the year ended September 30, 2013 (referred to herein as the “fiscal year (FY) 2013 financial statements”), and have issued our report thereon dated December 11, 2013. In planning and performing our audit of the financial statements of DHS, in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, we considered internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements. In conjunction with our audit of the financial statements, we also performed an audit of internal control over financial reporting in accordance with attestation standards established by the American Institute of Certified Public Accountants.

The Federal Law Enforcement Training Centers (FLETC) is a component of DHS. During our audit, we noted certain matters involving internal control and other operational matters, related to FLETC, that are presented for your consideration. These comments and recommendations, all of which have been discussed with the appropriate members of management, are intended to improve internal control or result in other operating efficiencies. These matters are summarized in the Table of Financial Management Comments on the following pages. The disposition of each internal control deficiency identified during our FY 2013 audit – as either reported in our *Independent Auditors’ Report*, or herein – is presented in Appendix A. Our findings related to information technology systems have been presented in a separate letter to the DHS Office of Inspector General, the FLETC Chief Information Officer, and Chief Financial Officer.

Our audit procedures are designed primarily to enable us to form an opinion on the financial statements and on the effectiveness of internal control over financial reporting, and therefore may not bring to light all weaknesses in policies or procedures that may exist. We aim, however, to use our knowledge of FLETC’s organization gained during our work to make comments and suggestions that we hope will be useful to you.

We would be pleased to discuss these comments and recommendations with you at any time.

The purpose of this letter is solely to describe comments and recommendations intended to improve internal control or result in other operating efficiencies. Accordingly, this letter is not suitable for any other purpose.

Very truly yours,

KPMG LLP

Federal Law Enforcement Training Centers
Table of Financial Management Comments
September 30, 2013

TABLE OF FINANCIAL MANAGEMENT COMMENTS (FMC)

Comment Reference	Subject	Page
FMC 13-01	Controls over Estimated Reimbursable Agreement Amounts	2
FMC 13-02	Controls in the Contracts Process	2

APPENDIX

Appendix	Subject	Page
A	Crosswalk – Financial Management Comments to Active Notices of Finding and Recommendation (NFRs)	3

Federal Law Enforcement Training Centers
Financial Management Comments
September 30, 2013

FMC 13-01 –Controls over Estimated Reimbursable Agreement Amounts (*Notice of Finding and Recommendation (NFR) No. Federal Law Enforcement Training Centers (FLETC) 13-01*)

During testwork over a sample of three debit reimbursable agreement (RA) transactions for the period October 1, 2012 through September 30, 2013, we identified one sample item where the estimated RA amount, \$184,000, was recorded, and was never adjusted to the actual agreement amount of \$175,000.

Recommendation:

We recommend that FLETC Budget Division implement a formalized management review for signed interagency agreements/RA upon receipt to ensure the estimated RA amounts recorded in the financial system are adjusted to the actual RA amounts.

FMC 13-02 –Controls in the Contracts Process (*NFR No. FLETC 13-02*)

During testwork over a sample of six undelivered order credit transactions for the period October 1, 2012 through September 30, 2013, we identified one sample item where the contract amount recorded in the general ledger, \$5.15 million, did not agree to the amount on the executed contract, \$6.04 million. The obligation recorded in the general ledger was limited to the funding that was available on the commitment recorded in the general ledger. Funding for the entire amount of the executed contract was available, but the commitment recorded in the general ledger was only for \$5.15 million.

Recommendations:

We recommend that FLETC:

- Procurement Field Branch Chief update contract review process policies and procedures to ensure adequate review of available funding on commitments prior to executing contracts.
- Procurement Division Office disseminate a policy awareness notice division-wide regarding contract specialists' responsibilities.
- Implement training on aligning funds from purchase request to contract document be conducted for contract specialists.

Federal Law Enforcement Training Centers
Crosswalk – Financial Management Comments to Active NFRs
 September 30, 2013

Component	NFR No.	Description	Disposition ¹			
			IAR			FMC
			MW	SD	NC	No.
FLETC	13-01	Lack of Effective Controls over Estimated Reimbursable Agreement Amounts				13-01
FLETC	13-02	Lack of Effective Controls in the Contracts Process				13-02

¹ Disposition Legend:

IAR	Independent Auditors' Report dated December 11, 2013
FMC	Financial Management Comment
MW	Contributed to a Material Weakness at the Department level when combined with the results of all other components
SD	Contributed to a Significant Deficiency at the Department level when combined with the results of all other components
NC	Contributed to Non-Compliance with laws, regulations, contracts, and grant agreements at the Department level when combined with the results of all other components
NFR	Notice of Finding and Recommendation

Cross-reference to the applicable sections of the IAR:

A	Financial Reporting
B	Information Technology Controls and Financial Systems Functionality
C	Property, Plant, and Equipment
D	Budgetary Accounting
E	Entity-Level Controls
F	Liabilities
G	Grants Management
H	Custodial Revenue and Drawback
I	<i>Federal Managers' Financial Integrity Act of 1982 (FMFIA)</i>
J	<i>Federal Financial Management Improvement Act of 1996 (FFMIA)</i>
K	<i>Single Audit Act Amendments of 1996</i>
L	<i>Antideficiency Act, as amended (ADA)</i>



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Appendix A
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ADDITIONAL INFORMATION

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For further information or questions, please contact Office of Inspector General (OIG) Office of Public Affairs at: DHS-OIG.OfficePublicAffairs@oig.dhs.gov, or follow us on Twitter at: [@dhsoig](https://twitter.com/dhsoig).

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Should you be unable to access our website, you may submit your complaint in writing to:

Department of Homeland Security
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Attention: Office of Investigations Hotline
245 Murray Drive, SW
Washington, DC 20528-0305

You may also call 1(800) 323-8603 or fax the complaint directly to us at (202) 254-4297.

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