

November 30, 2023

Executive Office
Tribal Council
The Eastern Band of Cherokee Indians
Cherokee, NC

The Office of Internal Audit and Ethics conducted a follow up review on the Family Safety Program audit report 23-012, dated August 28, 2023.

The purpose of this follow up review is to determine the status of the findings and recommendations. There were 3 observations reported with recommendations made. The status is reported by management with one of the following categories:

- **Implemented** – adequately addressed by implementing corrective action that is in place and functioning.
- **Partially Implemented** – initiated with 50% or more progress.
- **Started** – initiated with less than 50% progress.
- **Not Implemented** – no action taken or started.
- **Withdrawn** – no longer exist because of changes in processes or the risk is accepted by management and approved by the Audit and Ethics Committee.

Limited audit work was performed on select findings to verify management's assertion. If it could not be verified, the status was adjusted accordingly. A summary of the reported status of the 3 recommendations is as follows: **2 (66%) Implemented and 1 (33%) Partially Implemented**. The details of this follow up review can be found in the attached audit report summary.

The assistance of the Family Safety Program staff is appreciated. Please do not hesitate to contact our office with questions.

Sincerely,



Sharon Blankenship, CIA, CGAP, CFE, LPEC
Chief Audit and Ethics Executive

cc: Lori Lambert, Audit and Ethics Committee Chair
Anita Lossiah, Interim Director of Human Services
Sonya Wachacha, Public Health and Human Services Secretary

EASTERN BAND OF CHEROKEE INDIANS
OFFICE OF INTERNAL AUDIT AND ETHICS
AUDIT REPORT SUMMARY

Report Name: Family Safety Program (23-012)

Audit Type: Internal Control Review

Report Date: August 28, 2023

Follow up report date: November 30, 2023

Background and Scope:

Created by Cherokee Code chapter 7B the Family Safety program provides services to children and families to protect their safety and keep families intact and functioning to the highest level possible. The Family Safety program is made up of Child Protective Services, Foster Care, and Adult Protective Services. The audit objectives were to obtain an understanding of key fiscal processes within the program, to evaluate the adequacy of internal controls and to identify opportunities for process improvements. The scope of the audit included a review of the program's financial and operational information for the period 10/1/20-5/12/23.

Overall Conclusions:

The Family Safety Program's internal controls need improvement.

Summary of Reportable Observations:

Observation	Recommendation	Management Response	Rating	Implementation Status
Travel is paid from the wrong line.	Management should document actual travel distance to ensure accuracy of travel requests and train staff to ensure compliance to the Tribal Fiscal Management Policy when coding travel.	"Richelle will ensure that travel is paid out of the correct line going forward as to not jeopardize any loss of funding."	Moderate	Implemented
A traveler was paid twice for the same trip.	Management should thoroughly review travel requests and ensure that reconciliations are properly completed to avoid overpayment. Furthermore, management must also ensure the traveler repays the Tribe for the overpayment.	"Ensure travel reconciliations are correct before submitting to finance."	Moderate	Implemented
The payment of financial assistance is not efficient.	Management should consult with the Office of Budget and Finance to create a more efficient process for the payment of financial assistance to the caregivers.	"FSP will work with Finance (Purchasing) to establish best practices that align with the Fiscal management policy to ensure all payments are submitted timely and accurately."	Moderate	Partially Implemented