



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION

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TO: Chief Financial Officers

FROM: Marc Leonetti, State Controller

DATE: June 25, 2015

SUBJECT: Centralized Reporting for Single Audit Corrective Action Plans
CFO 15-12

The Office of Accounts and Control and the Office of Grants Management have developed an internal website to update corrective action plans (CAPS) from the annual Single Audit Report. This new process will require an update for three quarters of each fiscal year (as of 06/30, 09/30 and 12/31). Each update is due forty-five days after the quarter end date.

As many of you know, we receive official update requests from federal agencies throughout the year. This process will create a centralized reporting tool to efficiently provide the responses. Most importantly, we collectively need to improve the internal monitoring of CAPS in an effort to reduce the number of findings and related exposure to the State.

The SharePoint process is not time consuming. Furthermore, acknowledging that some of the more involved CAPS will not have progress from one quarter to the next, an update of “*corrective action plan remains unchanged*” is acceptable. Accounts and Control has a tutorial on its website, at: <http://controller.admin.ri.gov/Training/index.php> under the heading: Webinars – SharePoint Tutorial. This will guide you in the use of SharePoint and the Single Audit Response document.

Please review and update the Single Audit Response document for the quarter ending June 30, 2015 no later than August 15, 2015. This applies to any agency that had an audit finding in the 2014 Single Audit Report.

If you have questions regarding SharePoint or the process, please contact Jenny Findlay, Financial Reporting Manager, Office of Accounts and Control at 222-5771 or jennifer.findlay@doa.ri.gov.