

DATE: April 3, 2008

TO: Agency Addressed (No. 10, 2007-2008)

FROM: Douglas A. Darling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: AGENCY DASHBOARD AND ACCOUNTABILITY MEASURES

The Bureau of Auditing has established specific accountability measures as required by Agency Addressed No. 1 (2007-08). These measures will be applied to all pre-audited (sampled and non-sampled) FLAIR vouchers/invoices and MFMP IRs. Measurement data for all errors will be gathered beginning April 1, 2008, and reported on the DFS Agency Dashboard on a quarterly basis, as previously described in Agency Addressed No. 1 (2007-08).

The established accountability measures are:

a. Compliance with Vendor Invoice Requirements

- Invoices reduced or deleted at agency request
- Incorrect payee
- Incorrect voucher schedule amount
- Duplicate payment
- Voucher schedule not signed
- Incorrect category
- Invoice not submitted
- Unit and/or unit price not shown
- Incorrect invoice amount
- Unauthorized/prohibited expenditure
- Error in extension
- Sales tax included
- Travel not in accordance with Section 112.061, FS
- Statutory authority/necessity to expend funds not documented

b. Direct Order/Purchase Order documentation included, when applicable

- Direct order/purchase order not submitted
- Payment not in accordance with direct order/purchase order
- Services rendered prior to effective date of direct order/purchase order
- Method of procurement not documented

c. Contract/grant documentation included, when applicable

- Contract/grant/contract summary form not submitted
- Payment not in accordance with contract/grant/contract summary form
- Services rendered prior to effective date of contract/grant
- Method of procurement not documented

