

DOMESTIC VIOLENCE PROGRAM, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2021

Program Name	Federal Assistance Listing Number	Pass-through Entity Identifying Number	Pass-through to Subrecipients	Expenditures
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Passed through the Tennessee Housing Development Agency -				
COVID 19 - Emergency Solutions Grants Program	14.231	ESG-CV-20-13	\$	34,645
Emergency Solutions Grants Program	14.231	31620-00561	\$	53,350
				87,995
Passed through the City of Murfreesboro, Tennessee -				
Emergency Solutions Grants Program	14.231		\$	45,835
			\$	133,830
			\$	133,830
<i>Total U.S. Department of Housing and Urban Development</i>				
U.S. DEPARTMENT OF JUSTICE				
Passed through the Tennessee Office of Criminal Justice Programs -				
Victims of Crime Act	16.575	41692	\$	48,944
Victims of Crime Act	16.575	2018-V2-GX-0024		16,515
Victims of Crime Act	16.575	44274		3,000
Victims of Crime Act	16.575	2017-VA-GX-0051	\$	268,074
				336,533
<i>Total FAL # 16.575</i>				
Crime Victim Assistance/Discretionary Grants	16.582	2019-V3-GX-K030	\$	80,356
			\$	80,356
<i>Total FAL # 16.582</i>				
Transitional Housing Assistance for Victims of				
Domestic Violence, Dating Violence, Stalking, or Sexual Assault	16.736	2018-WH-AX-0035	\$	31,651
			\$	31,651
			\$	31,651
<i>Total U.S. Department of Justice</i>				639,181

(continued)

DOMESTIC VIOLENCE PROGRAM, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2021

Program Name	Federal Assistance Listing Number	Pass-through Entity Identifying Number	Pass-through to Subrecipients	Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
Passed through the Tennessee Office of Criminal Justice Programs -				
COVID 19 - Family Violence Prevention and Services Act	93.671	2001TNFVC3	\$	33,228
Family Violence Prevention and Services Act	93.671	G-1901TNFVPS	\$	237,260
			\$	270,488
<i>Total U.S. Department of Health and Human Services</i>	<i>Total FAL # 93.671</i>		\$	270,488
U.S. DEPARTMENT OF HOMELAND SECURITY				
Emergency Food and Shelter	97.024		\$	15,000
			\$	15,000
			\$	15,000
<i>Total U.S. Department of Homeland Security</i>	<i>Total FAL # 97.024</i>		\$	15,000
TOTAL FEDERAL AWARDS			\$ 31,651	\$ 1,058,499

See notes to schedules of expenditures of federal awards.

DOMESTIC VIOLENCE PROGRAM, INC.
NOTES TO SCHEDULE OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2021

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards includes the grant activity of the Domestic Violence Program, Inc. under programs of the federal government for the year ended June 30, 2021. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the Domestic Violence Program, Inc., it is not intended to and does not present the financial position, changes in net position, or cash flows of the Domestic Violence Program, Inc.

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE B - DE MINIMIS INDIRECT COST RATE

The Organization has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Domestic Violence Program, Inc.

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Domestic Violence Program, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued my report thereon dated January 31, 2022.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered Domestic Violence Program, Inc.'s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Domestic Violence Program, Inc.'s internal control. Accordingly, I do not express an opinion on the effectiveness of Domestic Violence Program, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Domestic Violence Program, Inc.'s financial statements are free from material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Tim Montgomery, CPA PLLC

Murfreesboro, Tennessee

January 31, 2022



INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Trustees of
Domestic Violence Program, Inc.

Report on Compliance for Each Major Federal Program

I have audited Domestic Violence Program, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Domestic Violence Program, Inc.'s major federal programs for the year ended June 30, 2021. Domestic Violence Program, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

My responsibility is to express an opinion on compliance for each of Domestic Violence Program, Inc.'s major federal programs based on my audit of the types of compliance requirements referred to above. I conducted my audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that I plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Domestic Violence Program, Inc.'s compliance with those requirements and performing such other procedures as I considered necessary in the circumstances.

I believe that my audit provides a reasonable basis for my qualified opinion on compliance for the major federal programs. However, my audit does not provide a legal determination of Domestic Violence Program, Inc.'s compliance.

Basis for Qualified Opinion on CFDA 16.575 and 93.671

As described in the accompanying schedule of findings and questioned costs, Domestic Violence Program, Inc. did not comply with requirements regarding CFDA 16.575 Victims of Crime Act and CFDA 93.671 Family Violence Prevention Services Act as described in finding number 2021-001 for Cost Principles. Compliance with such requirements is necessary, in my opinion, for Domestic Violence Program, Inc. to comply with the requirements applicable to the programs.

Qualified Opinion on CFDA 16.575 and 93.671

In my opinion, except for the noncompliance described in the "Basis for Qualified Opinion" paragraph, Domestic Violence Program, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on CFDA 16.575 Victims of Crime Act and CFDA 93.671 Family Violence Prevention Services Act for the year ended June 30, 2021.

Other Matters

Domestic Violence Program, Inc.'s response to the noncompliance finding identified in my audit is described in the accompanying schedule of findings and questioned costs. Domestic Violence Program, Inc.'s response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, I express no opinion on the response.

Report on Internal Control Over Compliance

Management of Domestic Violence Program, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing my audit of compliance, I considered Domestic Violence Program, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, I do not express an opinion on the effectiveness of Domestic Violence Program, Inc.'s internal control over compliance.

My consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, I did identify a certain deficiency in internal control over compliance that I consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. I consider the deficiency in internal control over compliance described in the accompanying schedule of findings and questioned costs as item 2021-001 to be a material weakness.

Domestic Violence Program, Inc.'s response to the internal control over compliance findings identified in my audit is described in the accompanying schedule of findings and questioned costs. Domestic Violence Program, Inc.'s response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, I express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of my testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Tim Montgomery, CPA PLLC

Murfreesboro, Tennessee
January 31, 2022

**DOMESTIC VIOLENCE PROGRAM, INC.
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

A - SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Domestic Violence Program, Inc.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the *Independent Auditor's Report On Internal Control Over Financial Reporting And On Compliance And Other Matters Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of the Domestic Violence Program, Inc, which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
4. No significant deficiencies and one material weakness related to the audit of major federal award programs are reported in the *Independent Auditor's Report on Compliance For Each Major Program and On Internal Control Over Compliance Required by The Uniform Guidance*.
5. The auditor's report on compliance for the major federal award programs for the Domestic Violence Program, Inc. expresses a qualified opinion on two major federal programs.
6. No audit findings that are required to be reported in accordance with 2CFR Section 200.516(a) are reported in this Schedule.
7. The programs tested as major programs include the following:

<u>Federal Program Name</u>	<u>Federal Assistance Listing Number</u>
Victims of Crime Act	16.575
Family Violence Prevention Services Act	93.671

8. The threshold used for distinguishing between Type A and B programs as defined by the Uniform Guidance was \$750,000.
9. The Domestic Violence Program, Inc. did not qualify as a low-risk auditee.

B - FINDINGS - FINANCIAL STATEMENT AUDIT

None

C - FINDINGS – FEDERAL AWARD AUDIT

2021-001 Accurate Payroll Records

Condition: I performed a sample of payroll disbursements made to employees. Twenty-eight disbursements were supported by timesheets that appeared to record time by the employee on a budgeted percentage basis between programs instead of actual time worked on each program.

Criteria: Cost principles for salaries in 2 CFR section 200.430 (i)(1) specifies the standards for documentation of personnel expenses including charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. Controls should be designed to provide reasonable assurance that services charged to Federal awards are in accordance with the applicable cost principles.

DOMESTIC VIOLENCE PROGRAM, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2021

C - FINDINGS – FEDERAL AWARD AUDIT (continued)

2021-001 Accurate Payroll Records (continued)

Cause of Condition: Some employees appear to use a budgetary basis to allocate their time instead of an after the fact reflection of actual time worked on a particular activity.

Context: A sample of 60 disbursements was selected from a population of 535. Twenty-eight disbursements in the sample were found to not be in compliance. This compliance finding would only apply to employees that work on more than one federal award, a federal award and a non-Federal award, an indirect cost activity and a direct cost activity, or two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity. Both of the major programs had salaries reimbursed under the grant.

Effect: The Organization is not in compliance with the Cost Principles outlined in 2 CFR section 200 of the Uniform Guidance. Failure to adequately follow cost principles established in 2 CFR section 200 of the Uniform Guidance could result in forfeiture or reduction of federal funds awarded.

Recommendation: The Organization should design internal controls to ensure that costs charged to Federal programs only include charges for an employee's time actually worked on a particular activity. In addition, the Organization should require employees whose time is charged to more than one federal award, a federal award and a non-federal award, or an indirect cost activity and a direct cost activity to keep accurate records of their actual time worked on each program or activity in order to charge each grant the correct amount of costs.

Views of Responsible Officials and Planned Corrective Actions: The Organization agrees with this finding and will implement the following:

- Design and develop policies and procedures surrounding internal controls that conform with cost principles for salaries in 2 CFR section 200.430 (i) (1) that ensure costs charged to Federal programs only include charges for an employee's time actually worked on a particular activity to reflect accurate records kept based on actual time worked on each program or activity.
- Create and establish personnel activity logs that capture the daily total hours charged to the program with the actual allowable grant activities to serve as supplemental backup documentation to organizational time sheets, demonstrating that the activities are within the scope narrative and will be signed by the direct supervisor having firsthand knowledge.
- Seek guidance from federal programs for training and compliance on this finding.
- Train staff and leadership on new policies and procedures surrounding internal controls on accurate payroll records.

**DOMESTIC VIOLENCE PROGRAM, INC.
SCHEDULE OF PRIOR FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2021**

FINDINGS - FINANCIAL STATEMENT AUDIT

No prior year audit findings

FINDINGS - FEDERAL AWARD AUDIT

No prior year audit findings



DOMESTIC VIOLENCE
& SEXUAL ASSAULT

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Management's Corrective Action Plan

The Domestic Violence Program, Inc. respectfully submits the following corrective action plan for the year ended June 30, 2021.

Finding 2021-001 Accurate Payroll Records

Recommendation: The Organization should design internal controls to ensure that costs charged to Federal programs only include charges for an employee's time actually worked on a particular activity. In addition, the Organization should require employees whose time is charged to more than one federal award, a federal award and a non-federal award, or an indirect cost activity and a direct cost activity to keep accurate records of their actual time worked on each program or activity in order to charge each grant the correct amount of costs.

Background: Some employees appear to use a budgetary basis to allocate their time instead of an after the fact reflection of actual time worked on a particular activity.

Responsible Person: Ericka Downing

Corrective Action: Historically speaking, this is the first year that the Organization has met the threshold of a single audit and for that reason, we are fully cognizant that this finding is an opportunity to enhance and improve operations and internal controls.

The Organization agrees with this finding and will implement the following:

- Design and develop policies and procedures surrounding internal controls that conform with costs principles for salaries in 2 CFR section 200.430 (i) (1) that ensure that costs charged to Federal programs only include charges for an employee's time actually worked on a particular activity to reflect accurate records kept based on actual time worked on each program or activity.
- Create and establish personnel activity logs that capture the daily total hours charged to the program with the actual allowable grant activities to serve as supplemental backup documentation to organizational time sheets, demonstrating that the activities are within the scope narrative and will be signed by the direct supervisor having firsthand knowledge.
- Seek guidance from federal programs for training and compliance on this finding
- Train staff and leadership on new policies and procedures surrounding internal controls on accurate payroll records.

Completion date: February 28, 2022

Respectfully submitted,

Ericka Downing
Executive Director