

**Tasks of Financial Specialist Responsibilities Adversely Impacted:**

1. One of the worst impacts will be a reduction in **general efficiency** between program staff in the Elections and Ethics divisions and the two financial staff. This affects nearly all areas of work of the Financial Specialist. For example, **purchase order processing** will likely take longer as program staff would be completely separated from financial staff. One prime example is the requisition of temporary staff for the Accessibility Audit. This occurs every time there is an election in the state. A month before the election, the Financial Specialist contacts temporary staffing agencies to request staff for the election. Program staff evaluates and interviews each candidate for the project, and frequently those interviews occur up to the day before the training is to begin. We frequently don't know exactly how many staff will be working on the project until the day before it is to start. It would be difficult to evaluate temporary staff any earlier because of the unique training and work requirements of this project. If a purchase order is needed to be written even a few days before the project is to start, it would most likely reduce the number of temporary staff hired for the project. With the elimination of this position, communication between program staff and procurement staff would be slower and disconnected, and will adversely impact the results of the project.
2. Processing of **unique or special payments** will take longer. The Financial Specialist frequently receives requests for special or unique payments. For example, a party may pay their annual filing fee, but misinterpret how much they are required to pay. The Financial Specialist pulls out this check either to be returned, or deposits the check and then processes a payment to that group to refund them the amount they were not required to pay. This is currently an easy process, though without financial staff in the office it may be more difficult to have a refund processed in a timely manner.
3. In addition to reduced efficiencies in processing unique invoices, processing invoices for telecommunications and other **recurring monthly payments** will be disrupted. These payments are adjusted each month depending upon staffing levels and vacancies. Each month, the allocation of the payment is evaluated. If staff leave, or new staff are hired, these changes need to be reflected in the monthly payment. Financial staff is always aware when staff leaves or new staff are hired, making it intuitive to make these adjustments every month. This process will be extremely difficult if outsourced financial staff is not aware of staffing changes each month. Issues or changes that need to be made to the monthly General Services Billing (GSB) will also be adversely affected, and incorrect billings may not be noticed until much later, or worse, at the time of audit. The GSB is carefully reviewed and audited each month by financial staff, and correcting edits are frequently made. It's not uncommon for DOA to overbill our agency for printing, hardware servers, and/or services, and financial staff tracks each monthly payment, making it easy to note any significant changes, and bring these changes to the notice of program staff who can verify if the changes are correct. Also, changes to the IT billing are occasionally made and financial staff verify with IT staff that those changes are appropriate.

4. Another process likely to be impacted significantly is preparing **deposits**. Currently, checks are received by program staff, recorded, and then submitted to financial staff to be deposited. It is unclear how this process would change, but would be much more inefficient if there are last minute changes that need to be made. If checks were sent directly to the Department of Administration, program staff would have difficulty assessing who has paid, and who needs to pay various fees.
5. Another area that would be affected is the **purchasing card program**. Currently, non-financial staff cardholders receive statements from financial staff every two weeks. It is unclear how this process would change, and the auditing of this program may become delayed if services are moved to DOA. The Financial Specialist prints out payment vouchers every other week and hands them out to program staff for reviewing transactions and attaching receipts. Another task is to regularly reclassify payments on purchasing cards to other more appropriate object codes and/or organizational codes.
6. The **Contract Sunshine** website is currently administered by the Financial Specialist, and all duties related to maintenance, certification, and training would need to be picked up by another staff member. The additional program responsibilities that will be required of program staff are simply tasks that cannot be absorbed. This program is statutorily mandated, and currently there is no clear program staff that would be available to pick up this task. Certification is a quarterly process where each agency submits a certification verifying that they have entered all necessary purchases into the system. This is a multi-week process, which requires monitoring and multiple emails to ensure each agency returns the certification. Also, staffing changes at the agencies that make entries on the website need to be made frequently. Troubleshooting issues with the website also need to be done in a timely manner, to ensure that the information is available and accurate. Training new staff is also an important aspect of this program to ensure the users know what should be reported, and how that reporting process works.
7. **Forms and records management** is also administered by the Financial Specialist, and those duties would need to be shifted to another staff member. The Records Management Taskforce began the process of reviewing and updating the agency's records management policies and records disposition authorizations (RDAs). This is an important and time-consuming task that deserves more attention. With no staff to maintain records management for the agency, records that could be disposed of may be held for longer than necessary. Records being held at the State Records Center will not receive timely attention and stay at the center, costing the agency unnecessary retention fees.
8. **Training accessibility audit program and temporary help staff** on filling out travel reimbursement forms before each primary, spring, and fall election, reserving hotel rooms for overnight auditors, and then reviewing and auditing each travel reimbursement form for compliance with statutory travel policies. Without a financial person performing this work, our agency would not be statutorily compliant. **Background:** Over the course of four statewide

elections in 2014, G.A.B. accessibility auditors completed audits of 571 polling places in 420 municipalities in 33 counties. G.A.B. staff hired and trained fifty temporary workers to conduct onsite accessibility compliance audits, a program that is unique in the nation. Currently, the financial specialist assists this program in obtaining the staff, as well as training them on filling out travel reimbursement forms. These tasks would need to be shifted to other staff if the financial specialist were no longer available.

9. Other monthly/reoccurring tasks: Minority Business Enterprise payments need to be reported monthly, and this task is currently handled by the Financial Specialist. Monthly reconciliation is also processed by the financial specialist, ensuring that there are not payments or deposits entered incorrectly. The financial specialist also approves all orders for Staples/office supplies. Maintenance of the PFR Use Codes also falls under the responsibility of financial staff, and need to be updated and maintained frequently. When new reporting categories become available, new codes need to be created and updated in various places.

### **Tasks of Accountant Responsibilities Adversely Impacted:**

**Processing Grant Applications and Award Documents** – The G.A.B. was awarded a Federal Voting Assistance Program (FVAP) competitive grant on March 5, 2012, and our Accountant was integrally involved with the pre-award work such as determining the number of positions needed, their salaries & fringe benefit projections, the anticipated supplies & services costs, and writing up the grant application for filing with the U.S. Department of Defense (DOD). As part of the post-award orientation, our Accountant registered the G.A.B. on the federal website to electronically claim monthly reimbursement of our FVAP \$ 1.9M grant expenditures, and then met with federal Defense Contract Management Agency (DCMA) personnel. Our Accountant set up an FVAP budget *Excel* file, booked budget projections into WiSMART (the state's accounting system), and assisted with the remote site facility configuration and supply & service purchase requests.

Each month, federal staffing changes are tracked, reimbursements are calculated and claimed with required proof of payment, incoming wire transfers are coordinated with DOA-Treasury staff, and journal entries are prepared & booked to record revenue receipts. The Wide Area Work Flow (WAWF) website's registration must be periodically renewed, to allow for continuing reimbursements of our monthly expenditures. Our Accountant continues to work closely with the federal DCMA offices in Milwaukee & Ohio, claiming monthly reimbursements of our agency FVAP expenditures using the WAWF online system, and then preparing monthly cash receipt journal entries in WiSMART. Several DCMA & DOD personnel are supposed to review each voucher claim and approve it for reimbursement to the GAB, but constant monitoring, periodic follow-up, and troubleshooting technical problems is needed to ensure the timely receipt of these federal revenues. Ongoing program compliance with the grant award agreement involves calculating budget reclassifications for additional I.T. costs, preparing and filing the quarterly Federal Financial Report Form SF-425 with the DOD, and communicating budget-to-actual

operating results to management. Without a financial person performing this work, our agency would neither be statutorily compliant nor federally compliant, risking fines, penalties and reimbursement delays. **Background:** The G.A.B. was successful in applying for and securing a \$1.9 million dollar nationally competitive grant application that was submitted to the U.S. Department of Defense, Federal Voting Assistance Program (FVAP). Grant funds enabled the State to provide significantly improved customer services to the State's military and overseas voters, by supporting the development of an Online Absentee Ballot Delivery System for these electors. This new system allows military and overseas voters to access their voter information and an absentee ballot on their own schedule with immediate turnaround. These improvements facilitate the State's capacity and ability to serve our military and overseas voters more efficiently and effectively. The online absentee ballot delivery system also enables Wisconsin to comply with the Federal MOVE Act and with the 2011 Wisconsin Acts 45 and 75 regarding the Presidential Preference Primary and the Partisan Primary. This grant award expires in November 2016, at which time our Accountant will have to close it out, return any unspent monies to the federal government, adjust our financial records accordingly, and then prepare for the federal audit.

As another example, our Accountant also worked closely with U.S. Election Assistance Commission (EAC) personnel, U.S. Bank staff, and DOA-Treasury on the anticipated receipt of the federal HAVA 251 Requirements Payments grant award and subsequent electronic ACH wire transfer. This \$ 1,285,090 cash grant was awarded from the 2011 federal program fiscal year and has been invested until needed to fund HAVA 251 maintenance requirements. Monthly interest calculations are also required to properly allocate interest earned on this cash grant and all other federal HAVA cash balances, in compliance with federal regulations and in anticipation of future federal audits.

In summary, our Accountant is integrally involved with each of the following federal program grant phases:

- **Pre-Award Phase:** Developing programmatic goals and objectives consistent with laws, regulations, Congressional intent, and agency leadership priorities.
- **Award Phase:** Negotiating award conditions and grant agreement, then informing program staff of their obligations through a legally enforceable document. For example, our Accountant reviewed the Wisconsin audit report for negative findings, to negotiate the lifting of special conditions.
- **Post-Award Phase:** Monitoring grantee's financial and programmatic performance and compliance with applicable Federal laws, regulations, and policies for financial and program requirements.
- **Close-out Phase:** Ensuring that any unliquidated funds are returned to the Federal Government; any assets are disposed of in accordance with grant requirements; and all steps to end the awardee's obligations to the Federal Government have been taken.

**Grants Management and Compliance** - Our agency Accountant compiles and reconciles each annual federal HAVA report for six grants & programs, which are then reported to the U.S. Election Assistance Commission (EAC), the U.S. Department of Health and Human Services (DHHS), the Defense Contract Management Agency (DCMA), and the U.S. Department of Defense (DOD), specifically:

1. **HAVA Section 101** - Our agency Accountant compiles and reconciles the HAVA Section 101 Federal Financial Report (FFR), due by December 31 for each federal fiscal year ending September 30, then works with other program staff on the report narratives which describe in detail how the funds were spent. Financial data from two separate state Financial Information Reporting System (FIRSt) queries must be carefully combined to report transactions for the full federal fiscal year ended September 30. This FFR requires our agency to report total federal funds authorized, inception-to-date expenditures, unliquidated obligations, unobligated balances, the state share (match & program income), interest earnings on the cash balance, and any indirect costs of our HAVA Section 101 grant program. Without financial staff constantly monitoring this program grant, our agency would be at audit risk for comingling of funds and noncompliance with time & effort (personnel) costs and other direct cost allocations. Each report must be filed as specified in the grant agreement otherwise noncompliance is subject to fines and penalties, and potential re-payments out of scarce GPR funds. Significant operating results, budget-to-actual variances, and proposed budget changes must be reported to agency management at least quarterly. **Background:** Federal HAVA Section 101 grant program monies are only to be spent on the improvement of elections administration, which includes the training and certification of county and municipal clerks on current election laws and procedures. More detailed HAVA 101 background can be found in the Election Administration Major Achievements document for the 2014 Calendar Year.
2. **HAVA Section 102** - Financial staff also previously filed each annual Federal Financial Report for the HAVA Section 102 grant program, and then closed out this grant and returned the unspent funds to the federal government. **Background:** Federal HAVA Section 102 grant program funds were only to be spent on reimbursing municipalities for the replacement of punch card and lever voting machines. This program is now closed, and the remaining unobligated fund balance of \$ 302,541 was returned to the U.S. Elections Assistance Commission in early December, 2012.
3. **Election Data Collection System Grant** - The Accountant is also following up on a \$200,686 outstanding receivable from the federal government, due our agency from the \$2 million Election Data Collection grant, but held up by the federal audit. Without a financial person following up on collecting this receivable, our agency would not be statutorily compliant, and would be forced to reimburse this federal grant program using scarce GPR monies. **Background:** In May 2008, the U.S. Election Assistance Commission awarded Wisconsin a

\$2 million federal grant, to improve the State's ability to collect election data at the most local levels. Of the five states to receive Elections Data Collection Systems grants, Wisconsin was the only state to timely produce a comprehensive Elections Data Collection System. The Wisconsin Election Data Collection System (WEDCS) is an online database for municipal clerks to report election statistics within 30 days of each statewide election, or within 45 days of a general election. Statistics include the number of voters, voter registrations, types of voting equipment used, and election costs. Previously, clerks reported statistics on the paper form GAB-190. This grant program was for the term of May 28, 2008 through June 30, 2009, however the Wisconsin Government Accountability Board was awarded a no-cost extension until December 31, 2010. This was a reimbursable grant, but \$200,686 is still due the GAB, which our staff has requested of the U.S. Elections Assistance Commission (EAC) several times. The federal HAVA audit, which had been delayed by the U.S. Office of Inspector General (OIG), was most likely holding up release of these funds. Our Accountant has once again respectfully requested reimbursement of these final grant program expenditures, now that the federal audit was recently dropped.

4. **HAVA Section 251** - The Accountant compiles and reconciles the HAVA Section 251 Federal Financial Report (FFR), due by December 31 for each federal fiscal year ending September 30, then works with other program staff on the report narratives which describe in detail how the funds were spent. The Accountant combines financial activity and balances from reporting categories H251, 251V, 2518, 2519, and 2510, by running ten separate state Financial Information Reporting System (FIRSt) queries, and then carefully combining the amounts to report transactions for the full federal fiscal year ended September 30. This FFR requires our agency to report total federal funds authorized, inception-to-date expenditures, unliquidated obligations, unobligated balances, the state share (match & program income), interest earnings on the cash balance, and any indirect costs of our HAVA Section 251 grant program. Program income is significant, generating \$ 255K during general election years, which can only be used to further this specific federal program. Without financial staff constantly monitoring this program grant, our agency would be at audit risk for comingling of funds, along with noncompliance of personnel costs, direct cost allocations, federal program income violations, and Federal Funding Accountability and Transparency Act (FFATA) sub-grant reporting requirements. Just the time & labor payroll calculations alone take almost 190 hours each fiscal year. Each report must be filed as specified in the grant agreement otherwise noncompliance is subject to fines and penalties, and potential re-payments out of scarce GPR funds. Significant operating results, budget-to-actual variances, and proposed budget changes must be reported to agency management at least quarterly. **Background:** Federal HAVA Section 251 grant funds are only to be spent on the Statewide Voter Registration System (SVRS). More detailed background can be found in the Election Administration Major Achievements document for the 2014 Calendar Year.
5. **HAVA Section 261** - Our Accountant also compiles and reconciles the federal HAVA Section 261 Accessibility revenue and expenditure amounts for those three annual Federal Financial

Reports, normally due December 31 for the federal fiscal year ending September 30, and then forwards these reports to the Elections Division for incorporation with the narratives. These Section 261 reports were filed by October 31 though, since one of the allotment years was fully expended by July 31, triggering an earlier 90-day reporting requirement. The accounting for Section 261 receipts and expenditures has now been fully transitioned to the federal fiscal year 2010 allotment of \$ 201,091. There were a total of nine federal allotment years granted our agency. These are not cash grants however, so each grant must be set up as an electronic withdrawal within the Federal Cash Management (FCM) system, to allow for daily revenue draws as Section 261 expenditures are paid. In other words, the state pays these expenditures upfront, and is then reimbursed within two to three days via the FCM system. Consequently, there are five monthly FCM system reports for Section 261 Accessibility expenditures and revenues activity, which need to be reviewed and tied out each month, along with any unreconciled transactions and timing differences noted. Without financial staff providing program assistance for this program, our agency would be at risk for noncompliance with cost allocations, time & effort reporting, funding language, federal lobbying certification requirements, and Federal Funding Accountability and Transparency Act (FFATA) sub-grant reporting requirements. **Background:** Over the course of four statewide elections in 2014, G.A.B. Accessibility auditors completed audits of 571 polling places in 420 municipalities within 33 counties. G.A.B. staff hired and trained fifty temporary workers to conduct onsite accessibility compliance audits, a program that is unique in the nation. Other Accessibility program work includes voting equipment security checks; creating and disseminating public education and outreach materials in partnership with the Wisconsin Disability Vote Coalition; enhancing the data analysis of Accessibility audit results; providing for accessibility supplies; improving the accessibility survey; and collaborating with the Accessibility Advisor Committee on compliance efforts and maintaining communication with the community. Our financial staff even proofed the Disability Rights Wisconsin accessibility voting guide, added federal compliance language, and secured the required legal lobbying certification. Financial staff also works with Department of Administration - Treasury personnel to switch the Section 261 fully-expended allotment year reporting category ledger account over to the next federal allotment year reporting category within the Federal Cash Management system, Purchase Plus, and WiSMART, so as to continue receiving federal reimbursements of our Section 261 Accessibility program expenditures. Final expenditures must be closely monitored at the end of each federal fiscal year ending September 30, along with processing change orders and liquidating encumbrances, to officially close out each grant and its reporting category ledger account. The ledger accounting is then fully transitioned to the next reporting category for each new federal fiscal year allotment.

6. **Federal Voting Assistance Program Grant** - The agency Accountant prepares and timely files an interim financial report Form SF-425 with the U.S. Department of Defense (DOD) each quarter, reporting inception-to-date expenditures, unobligated balance, program income, and any indirect costs of our Federal Voting Assistance Program (FVAP) grant program. Each report must be filed within 30 days after the end of each quarter, as specified in the grant agreement

otherwise noncompliance is subject to fines and penalties, and potential reimbursement delays. Significant operating results, budget-to-actual variances, and proposed budget changes must be reported to agency management at least quarterly. An annual Report of Inventions must also be filed with the DOD. Another DOA reporting requirement is the FVAP segregated revenue overdraft amount as of each fiscal year-end, along with an explanation as to how it's covered by a federal accounts receivable (reimbursable in arrears). **Background:** The G.A.B. was successful in securing a \$ 1.9 million dollar nationally-competitive grant which was funded by the U.S. Department of Defense, Federal Voting Assistance Program (FVAP). Grant funds are enabling the State to provide significantly improved customer services to the State's military and overseas voters, by supporting the development of an Online Absentee Ballot Delivery System for these electors. This new system allows military and overseas voters to access their voter information and an absentee ballot on their own schedule with immediate turnaround. These improvements facilitate the State's capacity and ability to serve our military and overseas voters more efficiently and effectively. The online absentee ballot delivery system also enables Wisconsin to comply with the Federal MOVE Act and with the 2011 Wisconsin Acts 45 and 75 regarding the Presidential Preference Primary and the Partisan Primary. This grant award expires in November, 2016, at which time our Accountant will have to file a final Federal Financial Report (FFR), close out the grant, return any unspent monies to the federal government, adjust our financial records accordingly, and then prepare for the federal audit.

7. **Schedule of Expenditures of Federal Awards** for the Legislative Audit Bureau (LAB) – Staff is statutorily required to compile and reconcile this grant schedule for every federal program at each fiscal year-end. This annual schedule is requested by the LAB for their use in auditing the federal financial assistance received by the State of Wisconsin, which is then compiled with all other agencies into a statewide Schedule of Expenditures of Federal Awards. Reported on this schedule were federal revenues of \$508,228 and expenditures of \$ 2,773,785 which included \$86,783 voting equipment reimbursements provided to sub-recipients, for the state fiscal year ended June 30, 2014. Without this work, the GAB would be noncompliant with federal grant awards reporting requirements.
8. **Logging & reporting staff time worked on special projects**, such as the following:
  - A. **Voting Equipment Testing** hours must be carefully logged, monitored, and calculated by equipment version, then compiled along with related supplies & service costs for billing the equipment manufacturers. These labor costs (salaries & estimated fringe benefits), plus ancillary costs are reimbursable per the vendor recovery agreement. Subsequent receipts must be carefully accounted for as a refund of expenditures, spread across various federal & state programs. **Background:** Manufacturers must subject their voting equipment for testing by individual states that perform rigorous testing of this equipment, as part of the U.S. Election Assistance Commission federal rules with regards to certifying voting equipment before use in the State of Wisconsin. G.A.B. staff worked closely with voting equipment manufacturers, such as Dominion and Election Systems & Software (ES&S), and



local election officials from pilot municipalities to test several new pieces of voting equipment to be considered for approval by the Board for use in Wisconsin.

- B. Payroll Adjusting Entries** – Our agency Accountant calculates and books payroll adjusting entries each quarter, to properly allocate salaries and fringe benefits between numerous federal and state programs and coordinates preparation of required federal timesheets consistent with OMB A-87 requirements. Federal timesheet information is audited bi-weekly, personnel cost allocations are calculated quarterly, and then booked before the end of each fiscal quarter for all federally funded positions. Staff must also take into account several payroll funding changes within the payroll system, to account for federal employee assignment changes, new hires, to replace the fully-expended H251 reporting category with the next 2518 requirements payments reporting category, and for staffing transfers between programs. Our Accountant is expected to use direction and guidance from federal regulations to remain in compliance. Under the present transformed federal uniform grant guidance, the rules that governed three different types of organizations are now in one circular that covers grants administration for all types of federal grant recipients. The manner in which local governments, institutions of higher education, and nonprofit organizations had to certify federal effort under OMB Circulars A-87, A-21, and A-110 now must be adjusted to Title 2, Code of Federal Regulations §200.430(i) Standards for Documentation of Personnel. The Accountant must interpret these voluminous federal guidelines and determine whether they mean new controls, or perhaps an easier means to document the time and effort for our respective employees who work on, and are paid from, federal grants. While the effort certification process may be different, recipients such as the GAB must still demonstrate that charges to federal awards for salaries and wages are based on records that accurately reflect the work performed, and those records must comply with ten particular requirements in the OMB Circular if they want to avoid audit findings. One related goal is to implement the *PeopleSoft* enterprise software system, which will eventually achieve our objective of automating the time distribution of our federal employees, so as to immediately pay out of the appropriate federal or state fund, and thereby eliminate another manual effort of calculating and booking salary & fringe adjustments. This project implementation will require an Accountant to set up the coding, audit the time worked and resulting transactions, and verify the postings to each ledger account, ensuring compliance with federal grant program regulations and future audits.
- C. I.T. Service Time by Program** – Staff also calculated and booked the fiscal year-end I.T. service time adjusting entries, to properly allocate outside professional service costs between federal and state programs. Financial staff also calculated and monitored GPR salary savings from vacant and reduced positions, for purposes of fiscal year-end budget planning.
- D. Recall Elections Time Worked** – Identified future expenditures for the 2012 recall elections and assisted with the recalls cost projection for an emergency funding request to the Joint Committee on Finance (JCF); added a Recalls line item to federal and state

timesheets, then trained staff on how to report this time; logged existing staff time and calculated wages & fringe benefits spent on the Recalls process and Voter ID implementation. Continue to log existing staff time and calculate wages & fringe spent on recalls process for possible 13.10 emergency funding requests to JCF for agency costs expended and encumbered.

**E. I.T. Contractor Time and Internal Employee Labor (Salaries & Fringe) Costs** expended on SVRS Maintenance vs. Modernization project work must be carefully logged and tracked, for the statutory reporting of I.T. project plans in excess of \$1 million. Without a financial person performing this work, our agency would not be statutorily compliant.

**Background:** Significant work has been completed on staff's efforts to redesign the Statewide Voter Registration System (SVRS), to take advantage of modern design philosophies and provide greater ease of use and improved data quality. IT staff has created a development server environment with Microsoft Dynamics CRM (2013), which will be the underlying framework for the new system. Staff is using this development server to work on this new system layout. Primary navigation systems have been developed, as well as the screen template, which will be used throughout the system. Security roles have been developed to cover a variety of use-case scenarios, and fundamental jurisdictions and districts have been built into the system. The remainder of the system has been divided into four sections, each being analyzed and developed by its own staff team: Voter, Elections, Absentee and Districts. Voter and Absentee functions are nearing completion, allowing staff to focus more resources on the Elections node, which will be the largest section of the new system. Staff met on September 18, 2014 with representatives from Microsoft who reviewed the developments as of that date. The representatives were impressed with what had been developed so far, and offered tips and recommendations for staff to consider during the remainder of development.

9. **Federal Funding Accountability & Transparency Act** - Our Accountant is responsible for the monthly monitoring and reporting of sub-awards from three qualified American Recovery and Reinvestment Act of 2009 federal grants, in compliance with the U.S. Federal Funding Accountability & Transparency Act (FFATA). Prime Contractors who were awarded a federal contract or order that is subject to Federal Acquisition Regulation clause 52.204-10 (Reporting Executive Compensation and First-Tier Subcontract Awards) are required to file an FFATA sub-award report by the end of the month following the month in which the prime contractor awards any subcontract greater than \$25,000. The G.A.B. is responsible for reporting qualified federal sub-awards paid from the HAVA Section 251 grant for the 2010 Requirements Payments, from the HAVA Section 261 grants, and from the Federal Voting Assistance Program (FVAP) grant, using SharePoint updates on a DOA website. **Background:** The Federal Funding Accountability and Transparency Act (FFATA) were signed on September 26, 2006. The intent is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the

government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). The FFATA Sub-award Reporting System (FSRS) is the reporting tool which federal prime awardees (i.e. prime contractors and prime grants recipients) use to capture and report sub-awards and executive compensation data regarding their first-tier sub-awards to meet the FFATA reporting requirements. Prime contract awardees will report against sub-contracts awarded and prime grant awardees will report against sub-grants awarded. The sub-award information entered into FSRS will then be displayed on [www.USASpending.gov](http://www.USASpending.gov) associated with the prime award, furthering Federal spending transparency.

### **Wisconsin Statutory Programs and Compliance:**

- 1. Property Value Inventory of Insurable Equipment** - Both the Accountant and Financial Specialist review and report the annual property value inventory of insurable equipment owned by the agency, for purposes of properly insuring agency assets against property damage. They've researched and answered questions of the State Budget Office about the residual ledger balance in the transferred-out Election Campaign Fund, which was eliminated by 2011 Act 32. The Department of Administration (DOA) also requested and received a compilation of historical service costs paid to DOA for GPR, PR (federal and state), and/or Segregated Federal charges, for purposes of updating the federal funds participation rates for the state's share of excessive balances and/or lapses when they arise.
- 2. Voting Equipment Audit Program:** Our financial staff audits and processes a high volume of reimbursement requests from municipalities in Wisconsin. The costs to audit voting equipment are reimbursable under the federal HAVA 101 grant program and each municipality is reimbursed by the GAB. **Background:** After each General Election, the G.A.B. is statutorily required to audit the performance of each type of electronic voting equipment used in Wisconsin and determine the equipment's error rate in counting valid ballots. In a public meeting on November 7, 2014, Board staff randomly selected one hundred reporting units as a base sample and augmented that sample with additional reporting units until each currently certified voting system used in the State of Wisconsin was represented by at least five reporting units (except the Populex system which is only used in two reporting units in the state). The final sample set contained 106 reporting units in 78 municipalities. At that same meeting, staff also selected the contests to be audited in addition to the Governor's contest. As a result of random selection, the contests for Attorney General, State Treasurer and Sheriff were included in the audit. As of December 23, 2014, all 78 municipalities have published their audit notices and held their audit. Of those, 74 have submitted their audit results to the G.A.B. Staff has reviewed 65 of the audits and found 43 of them to be acceptable. Twenty-two are awaiting additional information to clarify or verify audit results. Pursuant to the Help America Vote Act (HAVA) and Wis. Stat. § 7.08(6), the G.A.B. ordered the audit of a random sample of each voting system that is currently in use in Wisconsin. One hundred reporting units were selected and notified of the audit requirement. This audit is designed to assess how the electronic voting equipment

performed on Election Day, by comparing the system's vote totals with the actual ballots cast by voters to ensure the system maintains an accurate tally. These audits are required to be conducted publicly, and are subject to and performed in compliance with the federal HAVA Section 101 grant agreement and provisions.

3. **Accessible Voting Equipment Reimbursement Program:** Our financial staff audits and processes each accessible voting equipment reimbursement request from municipalities across the State of Wisconsin. The costs of replacing older, inaccessible voting machines, along with related equipment, maintenance, and programming costs are partially reimbursable by the G.A.B. under the federal HAVA 251 grant program. **Background:** G.A.B. staff concluded the reimbursement grant process for accessible voting purchases in 2014. As required by the Help America Vote Act of 2002 (HAVA), all municipalities were required to provide accessible voting equipment for individuals to vote privately and independently. Staff began the reimbursement process in 2005 and continued the reimbursement process until August 31, 2014. Staff continued the grant process for an extended time as many municipalities had remaining funds available that were set aside for the purchase of a voting equipment tabulation device that ultimately never received federal certification. Most municipalities which had funds set aside were able to claim reimbursement for other related accessible voting equipment costs, such as maintenance and programming costs. Each municipality was eligible to receive up to \$6,000 for each polling place within the municipality established by 2005. Since the inception of the program, G.A.B. staff has processed requests for and distributed a total of \$15,355,000 in federal funds to municipalities throughout Wisconsin.
4. **Voter ID Public Outreach Program** – Financial staff were integrally involved in Voter Photo Identification (ID) Outreach and Other Legislative Changes. **Background:** The G.A.B. implemented Wisconsin Act 23, the Voter Photo ID Bill, which became law on June 9, 2011 and fully effective with the February 21, 2012 Spring Primary. Act 23 was a sweeping change in the State's election administration. From making presentations to the Legislature starting in January 2011 until the bill became law on June 9, 2011, through a team approach, G.A.B. staff implemented a comprehensive strategy that included the development of educational materials and tools for administering the Voter Photo ID Law. To educate the public about this significant change, the G.A.B. launched a statewide media education/informational campaign which included television ads, radio spots, and print media. The theme of this public campaign was "Bring it to the Ballot!" Other program work included selecting RFP contractor(s) & ultimate vendor, contract management, deciding on advertising media content, working with vendor on public service announcements, TV ads, brochures, etc.
5. **Program Staffing Assistance** – Financial staff assists with reviewing application materials for open vacancies, schedule interviews, and conduct first round of interviews with candidates.
6. **Statements of Economic Interest** – Financial staff assist the Ethics Division by processing Statements of Economic Interest, thereby saving the agency money by not having to hire LTE's or temporary staff.

7. **MyVote Wisconsin Usability Study** – Financial staff assisted with the development of a comprehensive MyVote Wisconsin website. **Background:** For the first time, Wisconsin voters can use the G.A.B.'s voter portal to answer basic questions about their voter registration status and generate a voter registration form that can be signed and delivered to their local municipal clerk. All data gathered on the website is fed directly into SVRS and electronically accessed by local election officials. This new workflow allows for more efficient and accurate registration information without the need to hand-key voter registration forms. The system automatically adjusts the instructions applicable to the voter based on registration deadlines and provides voters with the correct municipal clerk to send or hand-deliver their form to. Voters can use this system 24 hours a day, 7 days a week, and 365 days a year.
8. **Nomination Papers Processing** – Financial staff assisted the elections division with processing candidate nomination papers, including nights and weekends, in order to meet the statutory due date. **Background:** For the spring nonpartisan elections and the fall partisan elections, G.A.B. staff assisted candidates with the filing of ballot access documents. Staff completed the review of nomination papers submitted by candidates for state and federal offices (52 candidates for the Spring Election and 316 candidates for the General Election) and made recommendations regarding Board certification of candidates or denial of ballot access. Staff also processed and evaluated challenges to nomination papers as well as appeals regarding decisions of local filing officers. The compressed statutory timeline for review of challenges to nomination papers of partisan candidates required extraordinary effort of numerous staff to complete the analysis and recommendations for Board consideration.
9. **Recall Petitions Processing** – Financial staff were heavily involved in the 2011 and 2012 recall elections process, working nights and weekends to meet statutory deadlines. Without their help, our agency would have incurred additional temporary staffing costs and/or missed the deadlines. **Background:** The G.A.B. successfully reviewed approximately two million petition signatures for the recall of the State's Governor, Lieutenant Governor and four State Senators during 2012. This detailed, highly public profile and time-sensitive task was a huge and complex undertaking with no model available to address the scope of the unprecedented responsibility. Operating policies, procedures and standards had to be developed for the quality assessment and successful review and analysis of the 2012 Recall Review Process. This task was performed under the scrutiny and watchful eye of an interested and curious public, via a video feed that was available nationwide. Asking financial staff to assist with these petitions saved the agency money, by not having to hire and train more temporary staff or LTE's to meet the statutory deadline for validating recall petition papers.
10. **Voter Assistance during Spring & Fall Elections**, including phone coverage, looking up voter information on MyVote & SVRS, and answering Election Day Registration and Proof of Residence questions on Election Day. Staff also assisted in answering questions of voters about their polling locations, voter registration, and proof of residence during the general election held Tuesday, November 4.

11. **Federal & State Program Audit Defense**, including audits performed by the U.S. Office of Inspector General, the State Legislative Audit Bureau, and the State Department of Administration. The Legislative Audit Bureau (LAB) released its single audit report for the fiscal year 2012-2013. The G.A.B. was included in the scope of the federal compliance portion of the single audit, but was not one of those eight state agencies that administered a major federal program being audited during the fiscal year 2012-2013. The LAB has submitted the single audit report on our behalf to the federal government. Financial staff also reviewed the Voter ID historical expenditures and provided an update to the Legislative Fiscal Bureau. The Legislative Audit Bureau requested and received a sampling of federal time sheets for review, along with answers about expending our agency's state match requirements, in conjunction with the agency audit. Our Accountant also assists with responses and resolutions to state audit report findings, such as the balance sheet account reconciliation of HAVA & GPR travel vouchers, which hadn't been prepared by non-financial staff for several years. Our Accountant reconstituted the procedure whereby all GAB federal and state balance sheet accounts are analyzed monthly for any accounting variances.
12. **GAB Internal Controls Plan** – Financial team members work closely with program staff to update the G.A.B.'s internal controls plan, then process the annual statutory certification of internal controls and timely file this plan with both the Department of Administration Secretary's Office & the State Controller's Office. The most recent version consists of 189 pages. Without a financial staff person performing this work, it would not be accomplished, risking fraudulent transactions and activities.
13. **Proper Classification of Federal and State Program Charges** – Financial staff periodically prepare and book journal entries to re-class purchasing card expenditure object codes and to properly allocate both monthly interest earnings and mixed usage server costs to their appropriate federal or state programs. Monthly DOA General Service Billing charges are monitored for erroneous desktop/laptop charges and audited prior to payments being processed, while rent and utility cost allocations are updated for any payroll funding changes and for possible funding stream expiration. For example, refunds of \$8,000 for erroneously-billed PC support charges were requested, while a storage hosting rate overbilling error of \$1,241 was recently caught and a refund also requested.
14. **Compile Fiscal Estimates & Re-estimates** – Financial staff are frequently called upon to compile fiscal estimates and re-estimates. **Background:** G.A.B. staff provides information and answers questions from legislators and legislative staff regarding legislative proposals, as well as specific inquiries from legislators and constituents regarding application of election laws. G.A.B. staff drafted and presented testimony for numerous legislative hearings, and submitted two fiscal estimates at the request of the Legislative Fiscal Bureau during 2014. G.A.B. staff also participated in a full-day conference regarding elections technology sponsored by the National Conference of State Legislatures held in Sun Prairie in June. The conference brought

together legislators and staff involved in elections law with local election officials. G.A.B. staff prepared and presented a video summary of G.A.B. technology systems as well as remarks regarding significant aspects and challenges of election administration in Wisconsin.

**15. Prepare budget projections for the agency's biennial budget** for each of the following:

- Federal HAVA Sections 101, 251, and 261 programs
- Federal Voting Assistance Program (FVAP), which is accounted for as a GPR federal aid appropriation
- State GPR and PR program estimated revenues and projected expenditures for six appropriations

Our financial staff finalizes the federal HAVA Sections 101, 251, 261 & FVAP budget projections for each state fiscal year and loads the appropriations for GAB salary & fringe into the *WiSMART* accounting system. The *WiSMART* Federal Aid Inference Tables (FAIT) for all federal grants is updated, and coordination with DOA Treasury to provide for revenue reimbursements from each new accessibility allotment year via the Federal Cash Management (FCM) system is affected.

**16. Serving as Treasury Liaison to set up and maintain the e-payment applications** for both the State Lobbying fees & the Federal SVRS voter data revenues. While more efficient and less risky than paper checks, research must be performed when a customer overpays via e-payment, requiring a manual refund to be processed. Manual reconciliation with accounting records is still required by statute, but now it's done in aggregate instead of check-by-check, saving significant administrative time and effort. **Voter Data Revenues Background:** On April 25, 2014, the G.A.B. launched a new web portal named BADGER Voters, thereby making it easier to request publicly available voter data and to significantly reduce staff time required to process these requests. This new website was developed entirely by agency program staff and IT developers, and allows candidates, political parties, and the public to request SVRS voter data online, including voter participation based on jurisdiction or district, participation in a particular election or elections, or absentee voter information. Data request customers can submit their requests, make payments online through US Bank, and download the completed file from this new website. This process was previously done manually, requiring significant staff time for each request. Since its inception, BADGER Voters has received approximately 585 requests and processed 365 purchased data files. The system has generated \$204,000 of revenue, while reducing agency costs by approximately \$104,000 in that same time frame. Total website development costs were less than \$50,000.

In summary, our Accountant position is responsible for the accounting and financial management of the Federal Help America Vote Act of 2002 funds and all other federal and state funds which the agency receives. This position develops, monitors and maintains all accounting and financial records for both federal & state funds. This position serves as the liaison to the U.S. Election Assistance Commission for any and all matters regarding financial, accounting and expenditure

reporting, including quarterly and annual financial reporting, access and daily draw-down of Federal funds, and servicing & responding to all financial/accounting inquiries relating to those federal funds. This position also serves as the agency liaison to the State Controller's Office, in addition to preparing for audits and responding to audit findings & recommendations, auditing & processing invoices and other financial documents, preparing and processing expenditure reports and records, reconciling accounts, and producing various financial reports for management. This position also provides guidance, technical assistance, and other requested accounting and financial management support to program management and staff as needed, including the interpretation of federal and state regulations, and assisting program managers in complying with all these regulations.

**State Transforming Agency Resources (STAR) Project Tasks:**

The agency's two financial positions currently serve as subject matter experts for implementation of the STAR Project. They are directly involved in Release 1 (Finance and Procurement) at this time, and will be directly involved with Release 2 (Human Capital Management), the evaluation, planning, and implementation for which is scheduled for the first half of fiscal year 2016 and a go live date of January 2, 2016. If these positions are deleted from the budget other agency staff without subject matter expertise will be required to absorb these responsibilities.

**Conclusion**

It is highly unlikely that the Department of Administration could replace even one, let alone both positions with half the level of services which these two agency employee's perform. Our agency has already consolidated financial and operations program duties of three people since another Financial Specialist left the agency, so in effect these remaining two financial staffers are currently doing the work of three people. Whatever perceived savings the state believes will be achieved by deleting these positions will only be more than offset by our agency having to hire at least one FTE to make up for a significant portion of the above program work currently being performed by these two financial employees.