



Report Highlights

Department of Emergency Management

Martha S. Mavredes, CPA

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Background Information

The Department of Emergency Management directs and coordinates the Commonwealth's Comprehensive Emergency Management Program. The Department works with local governments, state and federal agencies, and voluntary organizations to provide resources and expertise for disasters in four major areas: preparedness, response, recovery, and mitigation.

The Department's budget and expenses for fiscal year 2013 are shown below. The budget increased significantly during the year because the agency was catching up on processing grants and project expenses from previous years' disasters.

Fiscal Year 2013 Budget and Actual Expenses

Original Budget	Final Budget	Actual Expenses
\$46,923,735	\$121,798,028	\$116,290,702

Key Findings and Recommendations

- During our last two audits we have identified internal control weaknesses in the Finance area that we believe are due to a combination of staffing inadequacies, poor management and a lack of communication.
- Emergency Management needs to strengthen their overall financial management practices and procedures. Over the course of our audit, we found a number of cash management and budgeting issues that are indicative of overall weaknesses in Emergency Management's financial management practices.
- Emergency Management needs to review overtime policies and staffing in the Public Assistance area. While there are some staffing challenges due to the nature of the work, there are staffing and workload patterns that have developed that management needs to evaluate.
- Emergency Management needs to continue to work to resolve three findings from our previous audit in the areas of petty cash, fuel card management and reconciliation procedures.

Status of Information

Technology Transformation

Emergency Management continues to work with the Commonwealth's Information Technology Partnership and Northrup Grumman to reach a solution that meets Emergency Management's high availability and unique systems requirements.

As the two entities work towards a solution, Emergency Management is paying legacy fees of \$14,000 a month to the IT Partnership. Emergency Management's transformation is scheduled to start later in 2014 and conclude in 2015.

Organizational Changes in

Fiscal Year 2014

With the retirement of the Finance Director in March 2014, Emergency Management is undergoing some organizational changes in the Finance area. Given these changes, management should take this opportunity to examine Finance operations and strengthen current financial management practices.



See the full report at www.apa.virginia.gov

101 N 14th Street, Richmond, VA 23219
(804) 225.3350