



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
INSPECTOR GENERAL

April 1, 2020

MEMORANDUM

SUBJECT: Notification of Audit:
EPA's Working Capital Fund Operations, Expenditures, and Rate Establishment
Project No. OA&E-FY20-0035

FROM: John Trefry, Director, Forensic Audits
Office of Audit and Evaluation

A handwritten signature in blue ink, reading "John Trefry", is placed next to the "FROM:" line.

TO: David Bloom, Deputy Chief Financial Officer

Donna Vizian, Principal Deputy Assistant Administrator
Office of Mission Support

The Office of Inspector General for the U.S. Environmental Protection Agency plans to begin an audit of the EPA's Working Capital Fund. This audit, which is included in our *Fiscal Year 2020 Annual Plan*, is a discretionary, self-initiated project that will contribute to the improvement of the EPA's business practices and accountability.

The OIG's objectives are to determine whether (1) the EPA's Working Capital Fund is operating efficiently by keeping expenditures low; (2) the rates established for various services are properly supported; and (3) allocations of costs to the Working Capital Fund are reasonable, allowable, and proper. We will interview managers and staff regarding their work. We will also review related policies, procedures, guidance documents, and other information used by the Working Capital Fund staff to perform their roles and responsibilities. Applicable generally accepted government auditing standards will be used in conducting our work. The anticipated benefit of this audit is improved operational efficiency.

We anticipate starting our work in May 2020. We will contact the audit follow-up coordinators for the Office of the Chief Financial Officer and the Office of Mission Support to arrange a mutually agreeable time to discuss our objectives and the purpose of the audit. We also would be particularly interested in any areas of concern that you may have. We will answer any questions you may have about the project process, reporting procedures, methods used to gather and analyze data, and what we should expect of each other during the audit. Throughout the audit, we will provide updates on a regular basis.

We respectfully note that the OIG is authorized by the Inspector General Act of 1978, as amended, to have timely access to personnel and all materials necessary to complete its objectives. We will request that you resolve the situation if an Agency employee or contractor refuses to provide requested materials to the OIG or otherwise fails to cooperate with the OIG. We may report unresolved access matters to the Administrator and include the incident in the *Semiannual Report to Congress*.

I will supervise the audit, and the project manager will be Leah Nikaidoh. Any information related to the project should be addressed to me at (202) 566-2474 or trefry.john@epa.gov; or Leah Nikaidoh at (513) 487-2365 or nikaidoh.leah@epa.gov.

cc: Henry Darwin, Assistant Deputy Administrator
Doug Benevento, Associate Deputy Administrator
Amanda Gunasekara, Chief of Staff
Michael Molina, Deputy Chief of Staff/Operations
Kevin DeBell, Acting Deputy Chief of Staff
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David Zeckman, Associate Deputy Assistant Administrator for Mission Support
Jeanne Conklin, Controller and Working Capital Fund Board Chair, Office of the Chief Financial Officer
Annette Morant, Audit Follow-Up Coordinator, Office of the Chief Financial Officer
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