

Open Recommendations as of August 9, 2016 (By Fiscal Year)

Audit No.	Audit Title	Report Date	Agreement Date	Rec #	Recommendation
FY 2013					
OIG-F-17-13-01	Audit of NLRB Fiscal Year 2012 Financial Statements	12/6/2012	12/6/2012	1	We recommend that NLRB's OCIO coordinate with appropriate personnel (i.e. Office of Human Resources, Regional Offices, etc.) to ensure that the OCIO is notified immediately of all terminations, transfers, temporary accounts no longer required, or any NLRB employee who is absent without leave.
Total FY 2013	1				
FY 2014					
OIG-AMR-74-14-03	Cloud Computing	9/11/2014	9/11/2014	4	We recommend that the Chief Information Officer develop procedures to ensure that Agency systems are granted an authority to operate prior to placing Agency data into the system.
Total FY 2014	1				
FY 2015					
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	1	Establish, document, and implement policies for performing open obligation reviews on a quarterly basis, including documented quality control procedures and approvals over the reviews.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	2	Establish, document, and implement policies to ensure accruals are recorded when goods and/or services are received throughout the fiscal year, at least on a quarterly basis, rather than at only year-end. Accruals recorded should be clearly documented with detailed methodologies to support the amounts recorded. The accrual methodologies should be reviewed and approved by appropriate program office personnel, with quality control review procedures and approvals performed and documented by Finance personnel.

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OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	3	Perform a data clean-up for all open obligations and accounts payable general ledger balances to ensure that the balances are properly recorded, with appropriate adjustments posted at the detailed general ledger level.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	4	Train responsible program office and Finance personnel on how to monitor obligations and report accruals on an ongoing basis to enhance compliance with the applicable requirements.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	5	Perform a reconciliation for each GSA agreement to ensure that the obligations are valid, and documentation exists to clearly support that the goods or services ordered were provided by GSA on a timely basis. Coordination should be performed between Finance, Facilities and Property Branch, and GSA on an ongoing basis.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	11	Perform an assessment of its organizational structure to ensure the CFO's Office is adequately staffed with individuals that possess adequate experience in compiling Federal financial statements, including Federal accounting and financial reporting knowledge and experience to enhance NLRB's ability to comply with accounting and financial reporting standards. Once the assessment is completed, corrective action needs to be taken for any deficiencies identified in current staffing competencies or additional staffing needs.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	13	Establish and document the policies and procedures over the financial statement preparation process, including management's documented quality control review and approval of all quarterly financial statements.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	15	Finalize the Financial Manual documenting the procedures needed to ensure NLRB complies with applicable accounting, financial management and reporting standards and regulations. The manual should include specific procedures required to process JVs, including: (1) Verifying the accuracy of data on the JVs, (2) Ascertaining that the JVs and supporting documentation are properly authorized, and (3) Determination that the transactions are legal.

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OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	16	Review, implement, and monitor control activities related to the training and appointment of cardholders.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	17	Establish and implement procedures for periodic review of all active cardholders to determine whether each cardholder has a need for the purchase/travel card, and whether all applicable documentation, including completion of initial and refresher trainings, is maintained.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	18	Establish policies for the maintenance of negative leave requests and supporting documentation in a centralized location.
OIG-F-19-15-01	Audit of the NLRB Fiscal Year 2014 Financial Statements	12/12/2014	12/12/2014	19	Perform a review of employees with negative sick balances to verify requests were approved in accordance with policies and procedures and to determine whether stated balances are valid.
OIG-AMR-73-15-01	Personnel Security	2/3/2015	2/3/2015	1	We recommend that the Director of Administration reorganize the Security Branch to ensure the following: A set of internal activities that ensure that the Security Branch fulfills the personnel security function in compliance with Governmentwide regulations and policies; a method to monitor the Security Branch's compliance with and the effectiveness of the internal control activities; and the Security Branch is appropriately staffed to fulfill its mission.
OIG-AMR-75-15-02	Travel Cards	6/16/2015	6/16/2015	2	We recommend that the Finance Branch develop an internal control to ensure that all employees overseeing the travel card program, including those performing supervisory functions, meet the mandatory training requirements.
OIG-AMR-75-15-02	Travel Cards	6/16/2015	6/16/2015	3	We recommend that the Finance Branch develop and implement procedures to identify infrequent travelers and reduce the credit limits for those travel cardholders.
OIG-AMR-75-15-02	Travel Cards	6/16/2015	6/16/2015	6	We recommend that the Finance Branch use the reports available in the Citibank Reporting System to monitor delinquencies and that it develop and implement procedures to take action on delinquent accounts.

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OIG-AMR-75-15-02	Travel Cards	6/16/2015	6/16/2015	7	We recommend that the Finance Branch use the reports available in the Citibank Reporting System to monitor cash advances.
OIG-AMR-75-15-02	Travel Cards	6/16/2015	6/16/2015	9	We recommend that the Finance Branch develop and implement procedures to monitor the training completion by travel cardholders to ensure that travel cardholders meet the training requirements.
OIG-AMR-75-15-02	Travel Cards	6/16/2015	6/16/2015	10	We recommend that the Finance Branch develop and implement procedures to ensure that travel card accounts are closed when a travel cardholder separates from the Agency.
Total FY 2015	19				
FY 2016					
OIG-F-20-16-01	Audit of NLRB Fiscal Year 2015 Financial Statements	12/14/2015	5/17/2016	1	Ensure that all IT potential procurements or decisions are made with the full knowledge of and involvement of the IPT, including the procurements that are intended to meet the OCFO's need
OIG-F-20-16-01	Audit of NLRB Fiscal Year 2015 Financial Statements	12/14/2015	5/17/2016	2	Ensure that all IT decisions are properly documented, to include the approval process and funding requirements.
OIG-F-20-16-01	Audit of NLRB Fiscal Year 2015 Financial Statements	12/14/2015	5/17/2016	3	Ensure that a Financial Operating Plan is created and maintained by the Budget Branch in order to properly manage and monitor Agency spending at the Agency. The plan should be updated, at a minimum, on a quarterly basis to contain budgeted and spending levels as well as available funding. In addition, the plan should be distributed, on a quarterly basis, to the Board, the General Counsel, and management personnel for review and discussion.

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OIG-AMR-78-16-01	Freedom of Information Act	5/12/2016	5/12/2016	2	Develop and implement written policies and procedures that address the entry of the data in FTS and the maintenance of FOIA request files. In implementing this recommendation, consideration should be given to developing procedures for a reoccurring method of validating FTS data; changing the practice of filing FOIA request by last name to FOIA identification number; developing a method to mark that a closed FOIA request file has been removed; and developing a method to mark that a file is stored separately as a FOIA "special project."
OIG-AMR-78-16-01	Freedom of Information Act	5/12/2016	5/12/2016	4	Update the FTS System of Records Notice to reflect how the FOIA information is used and stored.
Total FY 2016				5	
Total Open					
Recommendations				26	