CALIFORNIA ENERGY COMMISSION

1516 Ninth Street
Sacramento, California 95814

Main website: www.energy.ca.gov

IN THE MATTER OF:)
) Commission Staff Workshop
California Energy Commission Grant   ) RE: Common Energy Commission Grant
Audit Guidance   ) Audit Findings; Standard Accounting
) Procedures and Record Keeping to Avoid
) Audit Findings

NOTICE OF COMMISSION STAFF WORKSHOP

The California Energy Commission's (Energy Commission) Chief Auditor will conduct a workshop to provide an overview of common Energy Commission grant audit findings and best practices for standard accounting procedures and record-keeping to avoid audit findings.

FEBRUARY 7, 2019
10:00 AM

Warren-Alquist State Energy Building
1516 Ninth Street
1st Floor, Art Rosenfeld Hearing Room
Sacramento, California 95814
(Wheelchair Accessible)

Remote access is available by computer or phone via WebEx™
(Instructions below.)

Agenda

Welcome and Workshop Overview

Role of the Audits, Investigations, and Program Review Office

Common Grant Audit Findings

Best Practices for Procedures and Record-Keeping

Resources

Questions

Background

The Audits, Investigations, and Program Review (AIPR) Office conducts audits of Energy Commission grant recipients to ensure the expenditures claimed for the grant and as match are allowable, supported, and incurred within the approved time period, and to verify the products and deliverables detailed in the grant agreement's scope of work are completed as required.

If a grant recipient is audited and the audit generates audit findings, the Energy Commission will request specific actions of the recipient to resolve the findings, which could include repayment of funds. This workshop will provide information on common audit findings found among Energy Commission grants and will provide recommendations for accounting and record-keeping practices that recipients can put in place to minimize or avoid audit findings.

Public Comment

Oral comments. The Commission will accept oral comments during the workshop. Comments may be limited to three minutes per speaker and one speaker per organization. Any comments will become part of the public record.

Written comments. Written comments must be submitted by email to Lisa Negri at lisa.negri@energy.ca.gov by 5:00 p.m. on February 15, 2019. Written comments will also be accepted at the workshop; however, the Energy Commission may not have time to review them before the conclusion of the meeting.

Written and oral comments, attachments, and associated contact information (e.g. address, phone number, email address) become part of the viewable public record. This information may also become available via any Internet search engine.

If preferred, a paper copy may be sent to:

Lisa Negri
California Energy Commission
1516 Ninth Street, MS 38
Sacramento, California 95814-5512

Public Adviser and Other Commission Contacts

The Energy Commission's Public Adviser's Office provides the public assistance in participating in Energy Commission proceedings. For information on how to participate in this forum, please contact Public Adviser Alana Mathews, at publicadviser@energy.ca.gov, (916) 654-4489, or toll free at (800) 822-6228.

If you have a disability and require participation assistance, please contact Yolanda Rushin at yolanda.rushin@energy.ca.gov or (916) 654-4310 at least five days in advance.

Media inquiries should be directed to the Media and Public Communications Office at mediaoffice@energy.ca.gov or (916) 654-4989.

Questions on the subject matter of this meeting, should be directed to Lisa Negri at lisa.negri@energy.ca.gov or (916) 653-2645.

Remote Attendance

WebEx is the Energy Commission's online meeting service. When attending remotely, presentations will appear on your computer/laptop/mobile device screen, and audio may be heard via the device or telephone. Please be aware that the WebEx meeting may be recorded. WebEx technical support is available at 1-866-229-3239.

Via Computer: Go to https://energy.webex.com/ec. If this event is listed, click "Register." If not, click "Unlisted Events" on the left of the screen and enter Event Number **920 244 320**. When prompted, enter your name and email address. No password is needed.

The "Join Conference" menu will offer you a choice of audio connections:
1. To call into the meeting, select "I will call in" and follow the on-screen directions.
2. International attendees, select "Global call-in number."
3. To have WebEx call you, enter your phone number and click "Call Me." This step will not work if your number has an extension.
4. For Internet audio: If you have a broadband connection, a headset, or a computer microphone and speakers, you may use VoIP (Internet audio). Go to the audio menu and click "Use Computer Headset," then "Call Using Computer."

Via Telephone Only: (no visual presentation): Dial 1-866-469-3239 (toll-free in the U.S. and Canada) and when prompted, enter the meeting number above. International callers may select a number from https://energy.webex.com/energy/globalcallin.php.

Via Mobile Device: Download the application from www.webex.com/products/web-conferencing/mobile.html.

Muting

We greatly appreciate your cooperation in reducing background noise on the audio connection by muting your line when you are not speaking. Mute your line rather than placing your phone on hold. Using WebEx, right click on your name in the panelists or attendees list and select "Mute." If you are only using a telephone connection, press "*6" once to mute and again to unmute.

Availability of Documents

Documents and presentations for this meeting will be available online at
https://www.energy.ca.gov/contracts/

Dated: December 28, 2018, at Sacramento, California
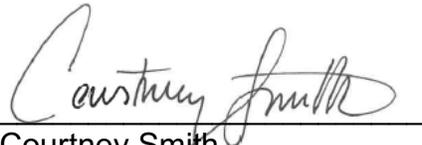
Courtney Smith
Chief Deputy Director

Mail Lists:
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Research listserv
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foodproduction listserv
transportation listserv
schoolbusprogram listserv
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