
Audit Report

Associated Medical Schools of New York
Science and Technology Entry Program (STEP) Grant

For the Period

July 1, 2010 through June 30, 2011

SP-0212-01

October 4, 2013

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of Audit Services
Albany, New York 12234





THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

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October 4, 2013

Dr. Lee Goldman
Chair of the Board of Trustees
Associated Medical Schools of New York
1270 Avenue of the Americas, Suite 606
New York, NY 10020

Dear Dr. Goldman:

I enclose the final audit report (SP-0212-01) of Associated Medical Schools of New York for the period, July 1, 2010 through June 30, 2011. The audit was conducted pursuant to Education Law Section 305 and the Board of Regents/State Education Department Strategic Plan – Goal #5, which states: “Resources under our care will be used or maintained in the public interest.”

I appreciate the cooperation and courtesies extended to the staff during the audit. If you have any questions or require additional information regarding the audit, please contact me at (518) 473-4516.

Sincerely,

Maria C. Guzman
Principal Auditor

Enclosure

c: S. Cates-Williams, D. Juron, J. D’Agati, S. Hansen, A. Timoney (DOB), S. Sossei (OSC), J. Wiederhorn

Executive Summary

Background and Scope of the Audit

The Associated Medical Schools of New York (AMSNY) is a consortium of 16 public and private medical schools in New York State. AMSNY entered into a contract agreement with the New York State Education Department (Department) to administer a Science and Technology Entry Program (STEP) grant. There are 10 colleges that participate in the AMSNY STEP consortium. They are Albany Medical College, Albert Einstein College of Medicine, Columbia University College of Physicians & Surgeons, Icahn School of Medicine at Mount Sinai, New York Medical College, New York Institute of Technology College of Osteopathic Medicine, New York University school of Medicine, SUNY Downstate College of Medicine, University of Rochester School of Medicine & Dentistry, and the School of Medicine & Biomedical Sciences at the University of Buffalo SUNY. AMSNY coordinates the receipt and distribution of funds, as well as the gathering of claims for expenditures from the 10 colleges. The Final Expenditure Report submitted by AMSNY to the Department is a claim of all of the STEP grant expenditures by AMSNY and the 10 colleges.

The purpose of STEP is to prepare historically underrepresented or economically disadvantaged secondary school students for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions. The colleges provide program activities to assist students in acquiring the skills and attitude necessary to pursue postsecondary education leading to careers in scientific, technical or health-related fields, or the licensed professions. The contract requires AMSNY to comply with applicable federal and State laws and regulations and the policies and procedures stipulated in the Department Fiscal Guidelines.

We conducted this audit to verify the allowability and accuracy of the amounts reported and expended on AMSNY's Final Expenditure Report for the period July 1, 2010 through June 30, 2011.

Audit Results

We found that most of the expenditures claimed in operating the STEP Grant were adequately supported and documented. However, out of the \$890,291 claimed, \$9,735 in salary related expenses and \$39,438 in non-salary expenses were not supported.

Comments of AMSNY Officials

AMSNY officials' comments about the findings and conclusions were considered in preparing this report. Their response to the draft report is included as Appendix B. Auditor's notes commenting on their response are included as Appendix C.

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Introduction

Background

The Associated Medical Schools of New York (AMSNY) is a consortium of 16 public and private medical schools in New York State. AMSNY entered into a contract agreement with the New York State Education Department (Department) to administer a Science and Technology Entry Program (STEP) grant. There are 10 colleges that participate in the AMSNY STEP consortium. They are Albany Medical College, Albert Einstein College of Medicine, Columbia University College of Physicians & Surgeons, Icahn School of Medicine at Mount Sinai, New York Medical College, New York Institute of Technology College of Osteopathic Medicine, New York University school of Medicine, SUNY Downstate College of Medicine, University of Rochester School of Medicine & Dentistry, and the School of Medicine & Biomedical Sciences at the University of Buffalo SUNY. AMSNY coordinates the receipt and distribution of funds, as well as the gathering of claims for expenditures from the 10 colleges. The Final Expenditure Report submitted by AMSNY to the Department is a claim of all of the STEP grant expenditures by AMSNY and the 10 colleges.

The purpose of STEP is to prepare historically underrepresented or economically disadvantaged secondary school students for entry into postsecondary degree programs in scientific, technical, health-related fields, and the licensed professions. The colleges provide program activities to assist students in acquiring the skills and attitude necessary to pursue postsecondary education leading to careers in scientific, technical or health-related fields, or the licensed professions. The contract requires AMSNY to comply with applicable federal and State laws and regulations and the policies and procedures stipulated in the Department Fiscal Guidelines.

Objectives, Scope, and Methodology

We conducted this audit to verify the allowability and accuracy of the amounts reported on AMSNY's Final Expenditure Report for the STEP grant for the period July 1, 2010 through June 30, 2011.

To accomplish our objectives, we reviewed applicable laws, regulations, policies, and procedures; interviewed AMSNY and

Department management and staff; and examined records and supporting documentation.

The audit was conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States. An audit includes examining, on a test basis, evidence supporting transactions recorded in the accounting and operational records and applying other procedures considered necessary. An audit also includes assessing the estimates, judgments, and decisions made by management. We believe that the audit provides a reasonable basis for our findings, conclusions, and recommendations.

Comments of AMSNY Officials

AMSNY officials' comments about the findings and conclusions were considered in preparing this report. Their response to the draft report is included as Appendix B. Auditor's notes commenting on their response are included as Appendix C.

Salary Related Expenditures

Grant funds may be used to pay for all or part of the salaries and allowable fringe benefits of personnel who are directly working on the grant project. Fringe benefits may only be claimed for the salaries actually expended in the grant. Records must be maintained to describe the duties and salary of each grant-funded position.

Employees who spend 100 percent of their time conducting grant program activities may be paid 100 percent from grant funds. Other employees who spend only part of their time conducting grant activities can be paid partially from grant funds based on time actually spent on the grant. We requested AMSNY to provide documentation for payroll expenditures claimed by the 10 colleges; however, not all colleges provided documentation.

Two of the colleges (Albert Einstein and Columbia University) did not provide supporting documentation for the entire salaries paid for by the STEP grant such as detailed payroll records and support for the fringe benefit calculations. AMSNY itself had a small disallowance because they claimed fringe benefits based on a rate that was higher than what was supported. Table 1, below, shows a total of \$4,981 disallowed for AMSNY and the amounts for each of the individual schools.

Table 1
Disallowed Personal Service Costs

Name	Prof Salaries	Support Staff	Fringe Benefits	Total
AMSNY			\$4,981	\$4,981
Albert Einstein	\$1,242	\$1,027	497	2,766
Columbia	743	1,008	237	1,988
Total	\$1,985	\$2,035	\$5,715	\$9,735

Source: OAS Analysis of Personal Service Costs

Recommendations

1. Ensure that all of the schools in the consortium have the documentation to support their personal service costs.
2. Only claim personal service fringe benefits based on the rate that can be supported.

Non-Salary Related Expenditures

Grant recipients must have adequate accounting and reporting systems in place to ensure that accurate, timely, and complete grant financial records are maintained and disclosed in required reports to the board and the Department. Expenditure documentation must be adequate to support charges to the grant and to demonstrate adherence to the terms and conditions of the grant. AMSNY's expenditure documentation did not always support the applicability and/or eligibility of costs under the provisions of the grant.

We reviewed supporting documentation for \$202,974 of other than personal service expenditures to ensure that they were accurate, allowable, and were approved as part of the budget. Based on our review, \$39,438 is disallowed for various reasons. Some costs were disallowed because the documentation provided was inadequate or no documentation was provided. Other costs were disallowed because they were incurred and expended in the prior year. Some were disallowed due to the methodology used to allocate costs. Some disallowances were made because they were not consistent with the approved budget or other requirements of the grant. In other cases, electronic equipment purchased was either missing or given to students.

Costs Not Adequately Documented

We disallowed \$10,985 where the documentation provided was inadequate or no documentation was provided. This includes parking passes; gift cards; field trips as well as other travel costs; laptops and software; and office supplies.

Cost Allocations

Some expenditures benefit more than one program. When this happens, expenditures should be allocated equitably between the programs benefiting. These allocations should be adequately documented and maintained. AMSNY allocated costs based on historical costs that were not consistent or equitable. For example, they allocated the first two month's telephone bills to the STEP grant.

During the audit, we found that AMSNY allocated \$23,468 for Purchased Services and \$2,432 for Supplies and Materials. However, using a more equitable allocation method, which AMSNY agreed to, we calculated a 21 percent ratio of the STEP grant personal service costs for the audit year over the total personal service costs. (This rate should be re-calculated annually using current year's cost. Further, the methodology should be periodically evaluated to ensure it remains equitable.) Using this ratio, we re-allocated the Purchased Services and Supplies and Materials costs as shown in Table 2 below. This resulted in a disallowance of \$15,122 due to over-allocated cost to the STEP grant.

Table 2
AMSNY Expenditure Allocations

	Amount Claimed	Expenditures to be Allocated	21% Allocation Allowed	Amount Disallowed
Purchased Services	23,468	48,890	10,267	13,201
Supplies & Materials	2,432	2,432	511	1,921
Totals	\$25,900	\$51,322	\$10,778	\$15,122

Source: OAS Analysis of Expenditure Allocations

Electronic Equipment

Administrative and instructional supplies and equipment, including computers and software are allowable expenses. According to the STEP Field Manual, if a program closes, any equipment purchased must be transferred to another STEP program so that it can continue to support STEP students.

Since the AMSNY STEP program has not closed, it is expected that any equipment purchased remain within the program. Awarding of equipment to students is not within the approved budget or allowable within the STEP Field Manual.

AMSNY charged the STEP grant \$11,487 for 7 Apple IPADs and 13 Hewlett Packard Notebooks purchased by the University of Rochester School of Medicine and Dentistry

(UR). Although AMSNY provided us with an invoice for the purchase of IPADs, we only received purchase requisitions for the Notebooks. We asked for additional supporting documentation for the Notebooks as well as information as to the present location of all 20 electronic equipment items.

AMSNY gave us the names of a number of people that purportedly received the equipment. However, the number of people did not match the number of equipment items. AMSNY provided the names of six people who received 7 IPADs and 15 people who received 13 Notebooks. We compared the names of the people who were reported to have received the Notebooks and found that they did not match all of the names of the students on the roster.

According to an AMSNY official, the IPADs were awarded to the students at the conclusion of the program. Lastly, we disallowed the purchase of a Kindle costing \$168 given to a retiring employee.

Costs Claimed From Prior Fiscal Year

Other costs disallowed are those claimed in the Final Expenditure Report that were incurred and paid by New York University from the prior fiscal year totaling \$1,677. Those costs are for field trips, food, and catering.

Summary of Disallowances

Table 3 below, shows the summary of all non-salary disallowances for each school we discussed above. The remaining four schools (Mount Sinai, New York Osteopathic College, SUNY Downstate and the University of Buffalo) had no disallowances.

Table 3
Disallowed Non-Salary Expenditures

	Inadequately Documented	Allocation	Electronic Equipment	Prior Yr Cost	Total
AMSNY	2,419	15,122			17,541
Albany Medical College	1,700				1,700
Albert Einstein	181				181
Columbia University	170				170
New York Med College	137		168		305
New York University	572			1,677	2,249
University of Rochester	5,806		11,487		17,293
Total	\$10,985	\$15,122	\$11,655	\$1,677	\$39,438

Source: OAS Analysis of Non-Salary Expenditures

Recommendations

3. Ensure that all of the schools in the consortium have the documentation to support their other than personal service costs.
4. Ensure that allocations are made based on equitable methods.
5. Evaluate the allocation methodology being used to ensure it remains equitable. Rates should be recalculated annually using current year's costs.
6. Ensure that all of the schools in the consortium can account for the whereabouts of all equipment.
7. Ensure that equipment is not awarded to anyone or given away.
8. Do not claim any costs incurred and paid in fiscal years other than the year for which the Final Expenditure Report is prepared.
9. Submit a revised FS-10-F long form reflecting a reduction of \$49,173 for disallowed costs; \$9,735 for personal service costs and \$39,438 for other than personal service costs. The revised FS-10-F long form accompanied by a copy of this report or transmittal letter identifying this audit as the reason for the revision, should be submitted within 30 days to:

The State Education Department
Grants Finance, Room 510W EB
Albany, NY 12234

Grants Finance will review the revised FS-10-F long form and send Form FS-80, Notice of Overpayment to you, confirming the amount overpaid, and provide remittance instructions.

Contributors to the Report
Associated Medical Schools of New York

- T. Stewart Hubbard, III – Audit Manager
- Jean Stone – Associate Auditor
- Ashley Weil – Senior Auditor



Albany Medical College

September 30, 2013

Albert Einstein
College of Medicine of
Yeshiva University

Maria C. Guzman

Columbia University
College of Physicians and
Surgeons

Principal Auditor

Hofstra North Shore-LIJ
School of Medicine
at Hofstra University

The State Education Department

Office of Audit Services, Room 524 EB

Icahn School of
Medicine
at Mount Sinai

89 Washington Avenue

Albany, NY 12234

New York Institute
of Technology College
of Osteopathic Medicine

Dear Ms. Guzman:

New York Medical
College

In connection to the draft audit report of the Associated Medical Schools of New York's (AMSNY) Science and Technology Entry Program (STEP) grant for the period of July 1, 2010- through June 30, 2011, AMSNY respectfully submits the response.

New York University
School of Medicine

School of Medicine and
Biomedical Sciences at
The University of Buffalo,
SUNY

Sophie Davis School of
Biomedical Education
at CCNY

Stony Brook University
School of Medicine

SUNY Downstate
Medical Center

SUNY Upstate
Medical University

Touro College of
Osteopathic Medicine

University of Rochester
School of Medicine
and Dentistry

Weill Cornell
Medical College

- 1) We would like to clarify that the ten participating institutions in AMSNY's STEP consortium, include: Albany Medical College, Albert Einstein College of Medicine, Columbia University College of Physicians & Surgeons, Icahn School of Medicine at Mount Sinai, New York Medical College, New York Institute of Technology College of Osteopathic Medicine, New York University School of Medicine, SUNY Downstate College of Medicine, University of Rochester School of Medicine & Dentistry, and the School of Medicine & Biomedical Sciences at the University at Buffalo SUNY. See Auditor's Note 1
- 2) We would like to request that the information listed in Table 3 of page 6 be broken out so that the data is listed under the appropriate sections of the report. The data on inadequate documentation equal to \$10,985 (page 4), electronic equipment equal to \$11,655 (page 5), and prior year expense equal to \$1,677 (page 6). See Auditor's Note 2
- 3) We agree with the minor disallowances made to salaries reported by Albert Einstein College of Medicine and Columbia University College of Physicians and Surgeons. The errors that occurred were due to the time frame of when the schools close their fiscal year, are required to submit reports to the state, and when the schools reconcile the information. As a result of this finding, we have begun to require more frequent financial reporting from consortium members in order to ensure that the process for submitting the final report is efficient and the information is accurate.



4) We agree with the recommendations to improve documentation procedures leading to a disallowance of \$10,985 in FY 2010-2011. We have instituted a more reliable process for schools to submit their documentation to AMSNY going forward.

5) We agree with the recommendations about the allocation of expenses and have developed a methodology, in consultation with the Department of Education's auditors, to allocate expenses such as supplies, phone & web usage, and other general costs, in a more equitable manner. We would like to note that AMSNY had justifiable expenses equal to the full amount of the grant award (see attached). However, as a result of AMSNY's misinterpretation of the relation between the budget and the final expenditure report, it did not claim all of its expenses in FY 2010-2011. We respectfully request that SED take into consideration these other expenses and allow AMSNY to include them in a revised FS-10-F Long Form. With the inclusion of other appropriate expenditures, we request that the disallowances in this category be reduced to \$20 for supplies and materials and \$0 for purchased services.

See Auditor's Note 3

6) We agree with the concerns regarding the purchase of equipment by the University of Rochester School of Medicine & Dentistry and New York Medical College leading to a disallowance of \$11,487 and \$168 respectively.

7) We agree with the disallowance for New York University Langone Medical Center's expenses from the prior fiscal year equal to \$1,677.

8) As per the attached email exchange between Stewart Hubbard and myself, we will submit a revised FS-10-F long form reflecting the disallowances by October 20, 2013.

See Auditor's Note 4

We would like to point out that from the beginning of the audit process, the audit team conducted itself professionally and fairly in all communications with AMSNY. AMSNY is appreciative of the time and considerations that were afforded to its staff as it attempted to understand the areas of concern and develop solutions to improve future reporting to the Department of Education.

If you have any questions, please contact me at 212-218-4610.

Sincerely,

Jo Wiederhorn
President and CEO, AMSNY

C: Lee Goldman, MD (Chair, AMSNY)

Associated Medical Schools of New York • 1270 Avenue of the Americas, Suite 606, NY, NY 10020 Phone: (212) 218-4610 • www.amsny.org

FY 2010-2011 Additional AMSNY STEP Expense for Consideration

Allocated based upon 21% FTE

Date	Num	Name	Memo	Amount	Purchased Service	Supplies Materials
Accounting						
09/20/10	8/4-9/20	Stuart Michael	August 4-September 20	2,925		
10/27/10	Oct 20-21	Stuart Michael	October 20-21	1,310		
01/27/11	10/28-1/13	Stuart Michael	October 28, 2010-January 13, 2011	1,125		
03/30/11		Stuart Michael	Feb 2- March 30 svc	2,980		
05/09/11	4-4/5/9	Stuart Michael	April 6-May 9 Service	1,950		
06/30/11		Stuart Michael	year end	1,000		
Total Accounting				<u>11,290</u>		
Audit						
07/14/10	Retainer	Schall and Ashenfarb	Retainer Fee	3,500		2,333
12/21/10	1234	Schall and Ashenfarb	Final bill	11,500		
Total Audit				<u>15,000</u>		
Legal Fees						
07/31/10	55977	Hinman Straub Advisors, LLC	July '10 Legal Services	3,500		3,100
08/31/10	56349	Hinman Straub Advisors, LLC	Aug '10 Legal Services	3,500		
09/30/10	56719	Hinman Straub Advisors, LLC	Sept '10 Legal Services	3,500		
10/31/10	57125	Hinman Straub Advisors, LLC	October '10 Legal Services	3,500		
10/31/10	57125	Hinman Straub Advisors, LLC	Previous billing	1		
12/31/10	57898	Hinman Straub Advisors, LLC	December 2010 Legal	3,500		
01/01/11	57490	Hinman Straub Advisors, LLC	November 2010 Legal Services	3,500		
01/31/11	58358	Hinman Straub Advisors, LLC	January 2011 Legal Services	3,500		
02/28/11		Hinman Straub Advisors, LLC	February 2011 Legal Services	3,500		
03/31/11	59008	Hinman Straub Advisors, LLC	March 2011 Legal Services Lobbying	3,500		
04/30/11	59383	Hinman Straub Advisors, LLC	April 2011 Legal Services Lobbying	3,500		
06/30/11	60135	Hinman Straub Advisors, LLC	May and June 2011 Legal Services Lobbying	7,000		
Total Legal Fees				<u>42,001</u>		8,680
Kukuwa Adofo-Mensah						
07/01/10	July '10	Kukuwa Adofo-Mensah	July 2010	84		
08/31/10	Aug Phone	Kukuwa Adofo-Mensah	August 2010	100		
09/10/10	Sept Phone	Kukuwa Adofo-Mensah	September 2010	99		
10/14/10	Oct '10	Kukuwa Adofo-Mensah	October 2010	83		
11/22/10	Nov 2010	Kukuwa Adofo-Mensah	November 2010	83		
12/31/10	Dec '10	Kukuwa Adofo-Mensah	December 2010	92		
01/03/11	Jan 2011	Kukuwa Adofo-Mensah	January 2011 Phone	83		
02/28/11	Feb 2011	Kukuwa Adofo-Mensah	February 2011 Phone	83		
03/22/11		Kukuwa Adofo-Mensah	March 2011 Phone	84		
04/25/11	April 2011	Kukuwa Adofo-Mensah	April 2011 Phone	79		
06/01/11	May 2011	Kukuwa Adofo-Mensah	May 2011 Phone	79		
06/23/11	78.8	Kukuwa Adofo-Mensah	June 2011 Phone	79		
Total Kukuwa Adofo-Mensah				<u>1,028</u>		76
Natalya Niewdach						
08/31/10	Aug Phone	Natalya Niewdach	August 2010 Phone Reimbursement	75		
09/30/10	Sept '10	Natalya Niewdach	September 2010 Phone Reimbursement	75		
10/31/10	Oct 2010	Natalya Niewdach	September 2010 Phone Reimbursement	75		
11/30/10	Nov '10	Natalya Niewdach	November 2010 Phone	80		
12/31/10	Dec 2010	Natalya Niewdach	December 2010 Phone	75		
01/31/11	Jan 2011	Natalya Niewdach	January 2011 Phone	100		
02/28/11	Feb 2011	Natalya Niewdach	February 2011 Phone Reimbursement	100		
03/31/11	March 2011	Natalya Niewdach	March 2011 Phone Reimbursement	100		
04/30/11	April 2011	Natalya Niewdach	April 2011 Phone Reimbursement	100		
05/31/11	May 2011	Natalya Niewdach	May 2011 Phone Reimbursement	80		
06/30/11		Natalya Niewdach	June phone reimb	75		
Total Natalya Niewdach				<u>935</u>		255
Pitney Bowes						
08/23/10	AUG 2010	Pitney Bowes	Aug '10 Lease	159		
11/23/10	9592032-NV1	Pitney Bowes	November 2010 Lease	159		
12/23/10	9592032NV10	Pitney Bowes	December 2010	191		
01/23/11	9592032-NV2	Pitney Bowes	Late charges	32		

FY 2010-2011 Additional AMSNY STEP Expense for Consideration

						Allocated based upon 21% FTE	
Date	Num	Name	Memo	Amount	Purchased Service	Supplies Materials	
03/28/11		Pitney Bowes		200			
05/23/11	May 2011	Pitney Bowes	9592032-MY11	127			
Total Pitney Bowes				868		179	
Pitney Bowes Purchasing Power							
09/09/10	9/9 Postage	Pitney Bowes Purchasing Power	Additional postage	100			
12/22/10	12/02/10	Pitney Bowes Purchasing Power	Additional postage	100			
01/19/11	supplies	Pitney Bowes Purchasing Power	January 2011 Supplies order	214			
06/30/11	6/16/11	Pitney Bowes Purchasing Power	June 2011 Postage Refill	200			
Total Pitney Bowes Purchasing Power				614		127	
Aon Association Services							
07/01/10		Aon Association Services	thru 4/5/11	2,685			
02/15/11	200106846	Aon Association Services	04/05/11-04/05/12 D&O renewal	3,582			
02/15/11		Aon Association Services	prorate thru 4/5/12	-2,686			
Total Aon Association Services				3,581		740	
Champion Insurance							
07/01/10		Champion Insurance	thru 6/1/11	3,787			
06/01/11	127	Champion Insurance	General Liability	3,407			
06/01/11	128	Champion Insurance	Umbrella policy 6/1/2011-6/1/2012	775			
06/01/11		Champion Insurance	gen liab, thru 6/1/12	-3,123			
06/01/11		Champion Insurance	Umbrella, thru 6/1/12	-710			
Total Champion Insurance				4,136		855	
ADP							
10/29/10	EFT	ADP		102			
11/19/10	EFT	ADP		77			
11/30/10	EFT	ADP		77			
12/15/10	EFT	ADP		77			
12/31/10	EFT	ADP		77			
01/12/11	EFT	ADP	net of \$89 promo credit	11			
01/14/11	EFT	ADP		77			
01/28/11	EFT	ADP		77			
02/09/11		ADP	Deposit	-200			
02/15/11	EFT	ADP		77			
02/28/11	EFT	ADP		77			
03/15/11	EFT	ADP		77			
03/30/11	EFT	ADP		77			
04/15/11	EFT	ADP		74			
04/30/11	eft	ADP		74			
05/12/11	eft	ADP		74			
05/26/11	EFT	ADP		74			
06/15/11	EFT	ADP		74			
06/29/11	EFT	ADP		74			
Total ADP				1,127	233		
Paychex							
11/12/10	EFT	Paychex		263			
12/10/10	EFT	Paychex		223			
12/20/10		Paychex	refund fees	-926			
01/28/11	EFT	Paychex		183			
02/10/11	EFT	Paychex		28			
02/11/11	EFT	Paychex		183			
02/22/11		Paychex	Deposit	-300			
04/29/11		Paychex	Deposit	-165			
Total Paychex				-511	-106		
Payroll Direct Deposit							
07/14/10	DD	Payroll Direct Deposit		539			
07/30/10	DD	Payroll Direct Deposit		521			
08/12/10	DD	Payroll Direct Deposit		521			
08/30/10	DD	Payroll Direct Deposit		471			
09/15/10	DD	Payroll Direct Deposit		471			

FY 2010-2011 Additional AMSNY STEP Expense for Consideration

Date	Num	Name	Memo	Amount	Allocated based upon 21% FTE	
					Purchased Service	Supplies Materials
09/30/10	DD	Payroll Direct Deposit				
10/15/10	DD	Payroll Direct Deposit		471		
Total Payroll Direct Deposit				<u>18</u>		
Total expenditures for additional consideration under FY 2010-11 STEP grant				<u>3,012</u>	622	
Total disallowed per draft audit dated September 13, 2013				83,081	15,194	1,901
					13,201	1,921

*The expenses indicated with an asterisk were calculated based on individual staff time effort (Kukuwa Adofo-Mensah and Natalya Niewdach)

Subject: Re: Question about FS-10

Date: Tuesday, September 24, 2013 9:12:10 AM Eastern Daylight Time

From: Stewart Hubbard

To: Jo Wiederhorn

CC: Crystal Trinh-Mainiero, Ku Mensah, Nadine Gartrell, stuart michael, Jean Stone

Hi Jo,

We do try to be fair and thank you for saying so. And of course you may have a week extension.

Reminder: This is the draft report. Your written response to the report will become an appendix to the final report when that is issued. Your response is the last step for the submission of additional documentation. The final report can be drafted in light of the submission of any additional documentation.

If you have procedural questions on how to amend the Final Expenditure Report and to receive the final payment, you may want to contact the Grants management Office at 518 474 4815.

Have a great and safe vacation.
stew

>>> Jo Wiederhorn <JoWiederhorn@amsny.org> 9/23/2013 4:21 PM >>>
Stewart/Jean:

Thank you very much for providing us with the Preliminary Audit Report. I think it's a fair and balanced report. I'm writing to ask if we can have a one-week extension on the submission of the revised FS-10 form. Given that this re-submission is the direct result of the audit, I would like to review it with a 'fine-tooth comb' before its submitted. I am leaving for vacation this Saturday (the 28th) and will not be back in the office until Oct 14th. The report is due October 13th. I would appreciate your consideration.

Thank you.

Jo

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Auditor's Notes

1. We have made changes in the report to denote the proper name of each college.
2. We would like to keep a table summarizing disallowances but feel that a sub-heading denoting the table as a "Summary of Disallowances" should be added.
3. Our purpose was to audit the Final Expenditure Report to determine allowability of the costs claimed and not to audit costs not claimed.
4. The attached email is only granting an extension on the time to respond to the draft audit report. It is not a request for AMSNY to file a revised FS-10-F long form by October 20, 2013.