

**Performance Audit Division  
MONTHLY PROGRESS REPORT**

Reporting Month	August 2016		Report Number	13	
PROJECT	COMPLETION DATES				
• Name	College of DuPage		AUTHORIZATION	Estimate	Actual
• Number	6-16-80019-30		100 Background	8/31/15	8/31/15
			200 Survey	12/31/15	12/31/15
• Type	Performance Audit		400 Fieldwork	4/30/16	4/30/16
			500 Report Drafting	6/30/16	6/30/16
• Agencies	College of DuPage		610 Quality Assurance	7/31/16	
			710 Final Report Prep	9/30/16	
• Locations	Glen Ellyn, IL		800 Digest to Director	8/30/16	
			REPORT RELEASE	9/30/16	
AUDIT PHASE	HOURS AUTHORIZED	Cumulative	STAFF HOURS USED Period	Total	HOURS TO COMPLETE
100 Background	500	636.5	0	636.5	-136.5
200 Survey	1,500	1,818.5	0	1,818.5	-318.5
400 Fieldwork	1,500	2,028.7	0	2,028.7	-528.7
500 Report Drafting	1,000	1,019.5	5	1,024.5	-24.5
610 Quality Assurance	750	474	0	474	276
710 Final Report Prep	500	0	475.5	475.5	24.5
800 Digest to Director	25	0	0	0	25
TOTAL HOURS	5,775	5,977.2	480.5	6,457.7	-682.7
DAYS (Hours/7)	825	853.9	68.6	922.5	-97.5

## COMMENTS

<b>JOB PROGRESS &amp; STATUS</b> <i>(Correlate With Audit Phases)</i>	<ul style="list-style-type: none"> <li>▪ Completed referencing the report draft</li> <li>▪ Sent report draft to the College August 16, 2016 for their review</li> <li>▪ An Exit Conference was held on August 26, 2016</li> <li>▪ A revised report draft was sent to College August 30, 2016</li> </ul>		
<b>JOB STAFFING &amp; TIMELINE</b>	<ul style="list-style-type: none"> <li>▪ Mike Paoni – Auditor V (Audit Manager)</li> <li>▪ Patrick Rynders – Auditor III (Audit Supervisor)</li> <li>▪ Paul Skonberg - (Auditor II)</li> <li>▪ Bill Helton – Auditor III (Chicago) *</li> <li>▪ Brian Bratton - Intern</li> </ul> <p style="margin-top: 10px;">*Also assigned to other projects</p>		
<b>DIRECTOR'S COMMENTS</b>			
	<b>PREPARER</b>	<b>MANAGER</b>	<b>DIRECTOR</b>
<b>NAME</b>	MP		
<b>DATE</b>	9/13/16	9/13/16	9/13/16

---

# Office of the Auditor General

## Timekeeping Report by Project/Phase/Employee/Period

---

Criteria: Projects = 6-16-80019-30, Period = August / 2016 thru August / 2016

---

**Project Number** 6-16-80019-30

**Project Name:** College of DuPage

**Manager:** Paoni **Division:** Performance **Firm:** OAG Staff

	<b>Period_ID</b>	<b>Hours Worked</b>	<b>Actual Cost</b>
<hr/>			
Phase Num: 500 Report Drafting			
<b>Title:</b> Audit Director			
Dada, Ameen	1702	5.0	\$545.41
	<b>Total for Phase:</b>	<b>5.0</b>	<b>\$545.41</b>
<hr/>			
Phase Num: 710 Final Report Prepar.			
<b>Title:</b> Auditor V			
Paoni, Michael	1702	108.0	\$10,311.06
<b>Title:</b> Auditor III			
Helton, William	1702	6.0	\$450.24
Rynders, Patrick	1702	120.0	\$6,926.02
<b>Title:</b> Auditor II			
Skonberg, Paul	1702	136.0	\$5,842.66
<b>Title:</b> Intern			
Bratton, Brian	1702	105.5	\$2,410.68
	<b>Total for Phase:</b>	<b>475.5</b>	<b>\$25,940.66</b>
<hr/>			
<b>Total for Project:</b>		<b>480.5</b>	<b>\$26,486.06</b>

# Office of the Auditor General

## Timekeeping Report by Project/Employee/Phase

Criteria: Projects = 6-16-80019-30, Period = July / 2015 thru August / 2016

**Project Number** 6-16-80019-30

**Project Name:** College of DuPage

**Manager:** Paoni **Division:** Performance **Firm:** OAG Staff

Phase Number/Nam		Hours Worked	Actual Cost
<b>Employee:</b> Dada, Ameen		<b>Title:</b> Audit Director	
400	Fieldwork (Start)	32.0	\$3,490.60
500	Report Drafting	30.0	\$3,272.44
610	Quality Assurance	18.0	\$1,963.46
<i>Total for Employee:</i>		<b>80.0</b>	<b>\$8,726.51</b>
<b>Employee:</b> Schlouch, James		<b>Title:</b> Audit Director	
100	Background Research	6.5	\$751.30
200	Audit Survey	27.5	\$3,234.18
<i>Total for Employee:</i>		<b>34.0</b>	<b>\$3,985.48</b>
<b>Employee:</b> Paoni, Michael		<b>Title:</b> Auditor V	
100	Background Research	220.5	\$20,010.22
200	Audit Survey	355.0	\$32,942.33
400	Fieldwork (Start)	434.5	\$40,319.56
500	Report Drafting	271.5	\$25,920.85
610	Quality Assurance	119.0	\$11,361.26
710	Final Report Prepar.	108.0	\$10,311.06
<i>Total for Employee:</i>		<b>1,508.5</b>	<b>\$140,865.27</b>
<b>Employee:</b> Helton, William		<b>Title:</b> Auditor III	
200	Audit Survey	261.5	\$19,280.55
400	Fieldwork (Start)	466.0	\$34,968.49
500	Report Drafting	32.0	\$2,401.27
610	Quality Assurance	3.0	\$225.12
710	Final Report Prepar.	6.0	\$450.24
<i>Total for Employee:</i>		<b>768.5</b>	<b>\$57,325.66</b>
<b>Employee:</b> Rynders, Patrick		<b>Title:</b> Auditor III	
100	Background Research	236.0	\$12,965.63
200	Audit Survey	391.5	\$22,005.05
400	Fieldwork (Start)	444.5	\$24,984.03

# Office of the Auditor General

## Timekeeping Report by Project/Employee/Phase

Criteria: Projects = 6-16-80019-30, Period = July / 2015 thru August / 2016

**Project Number** 6-16-80019-30

**Project Name:** College of DuPage

**Manager:** Paoni **Division:** Performance **Firm:** OAG Staff

Phase Number/Nam	Hours Worked	Actual Cost
500 Report Drafting	222.0	\$12,631.96
610 Quality Assurance	113.5	\$6,550.86
710 Final Report Prepar.	120.0	\$6,926.02
<i>Total for Employee:</i>	<i>1,527.5</i>	<i>\$86,063.56</i>

**Employee:** Skonberg, Paul **Title:** Auditor II

100 Background Research	173.5	\$7,087.73
200 Audit Survey	454.0	\$18,983.23
400 Fieldwork (Start)	498.0	\$21,394.46
500 Report Drafting	263.5	\$11,320.16
610 Quality Assurance	114.0	\$4,897.53
710 Final Report Prepar.	136.0	\$5,842.66
<i>Total for Employee:</i>	<i>1,639.0</i>	<i>\$69,525.78</i>

**Employee:** Bratton, Brian **Title:** Intern

200 Audit Survey	329.0	\$7,517.65
400 Fieldwork (Start)	231.3	\$5,285.21
500 Report Drafting	205.5	\$4,695.68
610 Quality Assurance	106.5	\$2,433.53
710 Final Report Prepar.	105.5	\$2,410.68
<i>Total for Employee:</i>	<i>977.8</i>	<i>\$22,342.73</i>

<b>Total for Project:</b>	<b>6,535.3</b>	<b>\$388,834.98</b>
---------------------------	----------------	---------------------

**Project Status Reports**Project #: 6-16-80019-30Status Data For: College of DuPageFirm: OAG StaffManager: Paoni

Contract Type:

Procurement Type:

Procurement Year:

Rotation Year:

Firm Contact:

Previous Audits by this Firm:

Audit Type: Perf

	<u>Original End</u>	<u>Revised End</u>	<u>Reason for Revision</u>	<u>Actual End</u>	<u>Exception Note</u>
100 Background	8/31/2015			8/31/2015	
200 Audit Survey	12/31/2015			12/31/2015	
300 Negotiation					
400 Start of Fieldwork					
450 Findings Received					
499 End Of Fieldwork	4/30/2016			4/30/2016	
500 Report Drafting	6/30/2016			6/30/2016	
600 Manager Review	7/31/2016			7/31/2016	
700 Final Report Received	9/30/2016				
800 Digest to Director					
900 Report Distribution					

**Project Summary Information:** Begin Date:

End Date: 6/30/2016

Number of Reports: 0

	<u>Budget</u>	<u>Contract</u>	<u>Reported</u>	<u>Actual Paid</u>	<u>Realization Factor</u>	<u>Budget</u>	<u>Actual</u>
Contractor Hours:						OAG Travel:	
Hourly Rate:	\$0.00		0.00				
Contract Fees:					% STD-Fee 0.00%	Final Payment Made?	<input type="checkbox"/>
Contractor Expenses:		\$0.00	\$0.00	\$0.00	% ACT-Exp 0.00%	All Dates Entered?	<input type="checkbox"/>
Totals:						Timekeeping Closeout?	<input type="checkbox"/>