

County of San Bernardino

**Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section**

Transitional Assistance Department: Single Audit Follow-up



Larry Walker
Auditor-Controller/Treasurer/Tax Collector

222 West Hospitality Lane
San Bernardino, CA 92415-0018
(909) 386-8821

Website: www.sbcounty.gov/atc
Fraud, Waste & Abuse Hotline: (800) 547-9540

Auditor-Controller/Treasurer/Tax Collector

Mission Statement

The San Bernardino County Auditor-Controller's Office is committed to serving our customers by processing, safeguarding, and providing information regarding the finances and public records of the County. We perform these functions with integrity, independent judgment, and outstanding service. We are accurate, timely, courteous, innovative, and efficient because of our well-trained and accountable staff.

Audit Team

Denise Mejico

Chief Deputy Auditor

Mary Barber, CPA

Internal Audits Manager

Rhawnie Berg

Supervising Internal Auditor III

Thomas Flores

Internal Auditor III

AUDITOR-CONTROLLER/ TREASURER/TAX COLLECTOR



COUNTY OF SAN BERNARDINO

- 222 West Hospitality Lane, Fourth Floor
San Bernardino, CA 92415-0018 • (909) 387-8322 • Fax (909) 386-8830
- 172 West Third Street, First Floor
San Bernardino, CA 92415-0360 • (909) 387-8308 • Fax (909) 387-6716

LARRY WALKER
Auditor-Controller/
Treasurer/Tax Collector

December 15, 2014

Nancy Swanson, Director
Transitional Assistance Department
860 E. Brier Drive
San Bernardino, CA 92415

SUBJECT: Transitional Assistance Department – FY13 Single

In compliance with Article V, Section 6, of the San Bernardino County Charter, County Policy 05-20 entitled Internal Operational Auditing, and Office of Management and Budget (OMB) Circular A-133, we have completed a follow-up audit of the implementation of recommendations noted in the County of San Bernardino's Single Audit for the fiscal year ended June 30, 2013 (FY13) for the Transitional Assistance Department. The objective of the audit was to determine if corrective action for the department's FY13 Single Audit finding has been implemented. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors.

We have provided a status of the audit finding identified in the original audit report issued on March 25, 2014. The Department has implemented all of the recommendations from the original audit report.

We would like to express our appreciation to the personnel at Human Services Auditing and the Transitional Assistance Department who assisted and cooperated with us during this engagement.

Respectfully submitted,

Larry Walker
Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By:


Denise Mejico
Chief Deputy Auditor

Enclosure

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Transitional Assistance Department: FY13 Single Audit Corrective Action Follow-up Audit

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Background

The Single Audit Act Amendments of 1996 and the OMB Circular A-133 require non-federal entities that expend \$500,000 or more of federal awards in a fiscal year to have a single or program specific audit. The County's external auditor's Vavrinek, Trine, Day & Co., LLP (VTD), conducted the County's FY13 single audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133. VTD issued the report on March 25, 2014. In accordance with OMB Circular A-133, the auditee is responsible for follow-up and corrective action on all audit findings.



Scope and Objective

The objective of this follow-up audit was to determine whether the Department implemented the recommendations contained in the County of San Bernardino FY13 Single Audit Report, issued on March 25, 2014.

Methodology

In achieving the audit objective, the following audit procedures were performed, including but not limited to:

- Ensuring the e-Time Time Entry Reports supported the Time Studies.
- Verifying that an employee and supervisor signed the Time Study.
- Observing the flyer developed to communicate the new time study approval policy.
- Observing the department's new time study approval policy in the Children and Family Services and the Transitional Assistance Handbooks.
- Verifying the new policy was implemented as of the date included in their corrective action plan.



Prior Finding 2013-002:

Program: Guardianship Assistance

CFDA No.: 93.090

Federal Grantor: U.S. Department of Health and Human Services

Passed-through: California Department of Social Services

Award No.: 1946001347-A7

Award Year: FY 2012-2013

Compliance Requirement: Allowable Activities and Allowable Costs/Cost Principles

Instance of Non-Compliance - Of the employee and payroll transactions selected for testing, we noted 1 time study that was not supported by the time sheet resulting in 116 hours of unallocable time being charged to the program.

Recommendations:

We recommend that the County (Transitional Assistance Department) strengthen procedures to ensure that time cards and time studies are consistently approved by a supervisor. In addition, we recommend that the County (Transitional Assistance Department) strengthen its procedures to ensure hours documented on a time study are adequately supported by timecards.

Current Status: Implemented

The Department has developed and implemented a policy to ensure the Time Studies are supported by e-time Time Entry reports and are consistently approved by a supervisor.