

County of San Bernardino

Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section

County Counsel: Cal-Card Follow-Up Audit



Ensen Mason CPA, CFA
Auditor-Controller/Treasurer/Tax Collector

268 West Hospitality Lane
San Bernardino, CA 92415-0018
(909) 382-3183

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

Auditor-Controller/Treasurer/Tax Collector

Mission Statement

This 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

Menaka Burkitt
Internal Audits Manager

Rachel Ayala
Supervising Internal Auditor III

John Niggemeyer
Internal Auditor II



County Counsel

Cal-Card Follow-Up Audit

Audit Report Letter	1
Scope, Objective and Methodology	3
Prior Audit Finding, Recommendations and Current Status	4



Auditor-Controller/Treasurer/Tax Collector

Ensen Mason, MBA, CPA, CFA
Auditor-Controller/Treasurer/Tax Collector

Douglas R. Boyd, Sr., ESQ.
Assistant Auditor-Controller/Treasurer/Tax Collector

March 2, 2020

Michelle Blakemore, County Counsel

County Counsel
385 N. Arrowhead Avenue
San Bernardino, CA 92415-0120

SUBJECT: CAL-CARD FOLLOW-UP AUDIT

In compliance with Article V, Section 6, of the San Bernardino County Charter, we have completed a follow-up audit of the County Counsel Department's (Department) Cal-Cards as of December 2019. The objective of the audit was to determine if the recommendations for the finding in the County Counsel Cal-Card audit report, issued April 24, 2019, have 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 April 24, 2019. The Department has implemented all of the recommendations from the original audit report.

We sent a draft report to the Department on February 10, 2020.

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

Respectfully submitted,

Ensen Mason CPA, CFA

Auditor-Controller/Treasurer/Tax Collector

San Bernardino County

By: _____

Denise Mejico

Chief Deputy Auditor

Distribution of Audit Report:

Robert Lovingood, 1st District Supervisor

Janice Rutherford, 2nd District Supervisor

Dawn Rowe, 3rd District Supervisor

Curt Hagman, Chairman, 4th District Supervisor

Josie Gonzales, Vice-Chair, 5th District Supervisor

Gary McBride, Chief Executive Officer

Grand Jury

Auditor-Controller Audit Committee

Date Report Distributed: 3/3/2020

EM:DLM:JN:oac



Scope and Objective

Our audit reviewed the Cal-Card procedures in place at the County Counsel Department as of December 2019.

The objective of this follow-up audit was to determine if the Department implemented the recommendations contained in the prior audit report, County Counsel Cal-Card Audit issued on April 24, 2019.

Methodology

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

- Interview of Department staff regarding changes to the Cal-Card process as a result of the recommendation from the prior audit
- Review of Department's Cal-Card Procedures



Prior Finding: Controls over the usage of Cal-Cards could be improved.

The County Procurement Card Manual "Violations" Section on page 5 states that allowing another person to use your card is not allowed. The "Program Information" Section on page 1 also states that the cardholder is the only one authorized to use the card. No other staff member, family member, supervisor, or anyone else may use this card.

A cardholder allowed staff to use her Cal-Card to make purchases on a regular basis.

When program guidelines are not followed, this can result in the suspension of Cal-Cards or other disciplinary actions.

Recommendation:

We recommend that management monitor for potential violations of Procurement Card Program policies and procedures listed in the Cal-Card Manual including the sharing of Cal-Cards. We also recommend management consider issuing Cal-Cards to employees with job duties that require routinely making purchases with Cal-Cards.

Current Status: Implemented

Each packet is reviewed monthly by management to ensure compliance with Cal-Card policies and procedures. Additionally, a review of the Department's Cal-Card needs was performed by management and, as a result of the review, one additional Cal-Card was issued to an Accounts Payable Accounting Technician.