

# County of San Bernardino

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

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## **Information Services:**

**Review of  
Certified Statement of Assets Transferred  
Date of Transfer – April 10, 2020**



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

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**Website:** [www.sbcounty.gov/atc](http://www.sbcounty.gov/atc)

**Fraud, Waste & Abuse Hotline:** (800) 547-9540

# Auditor-Controller/Treasurer/Tax Collector

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## *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.*

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## Audit Team

**Denise Mejico**  
Chief Deputy Auditor

**Menaka Burkitt**  
Internal Audits Manager

**Sakura Younger**  
Supervising Internal Auditor III

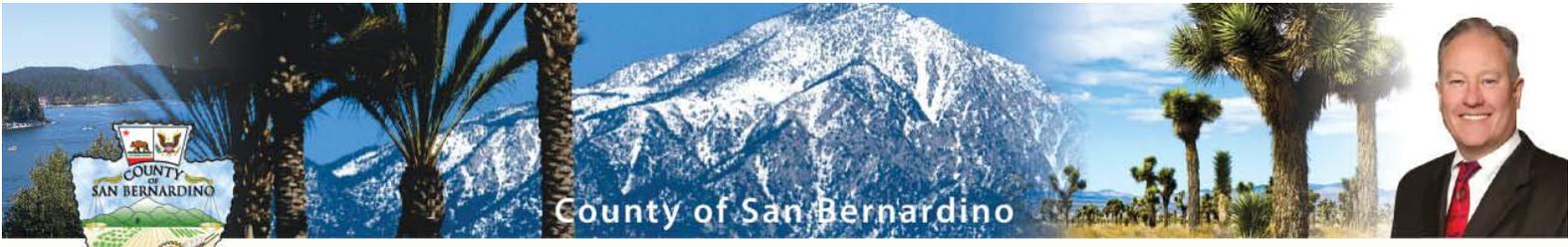
**Maressa Nuñez**  
Accountant III



## Information Services

### Review of Certified Statement of Assets Transferred

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County of San Bernardino

**Auditor–Controller/Treasurer/Tax Collector**

**Ensen Mason CPA, CFA**

*Auditor–Controller/Treasurer/Tax Collector*

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*Assistant Auditor–Controller/Treasurer/Tax Collector*

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*Assistant Auditor–Controller/Treasurer/Tax Collector*

**June 30, 2020**

**Larry Ainsworth, Chief Information Officer**

Information Services  
670 E. Gilbert Street  
San Bernardino, CA 92415-0915

**SUBJECT: Review of Certified Statement of Assets Transferred  
Date of Transfer April 10, 2020**

In compliance with Article V, Section 1, of the San Bernardino County Charter, we have completed a review of the Information Services (Department)’s Certified Statement of Assets Transferred (CSAT) form for the incoming official Larry Ainsworth, Chief Information Officer, as of the date of transfer of April 10, 2020. The primary objectives of the review were to determine if the CSAT form was accurate, complete and filed timely with the Auditor-Controller/Treasurer/Tax Collector (ATC), as required by the County Charter.

Our review determined that the form was not filed in a timely manner. Also, the form was not complete and there was a balance that was reported inaccurately.

The Information Services Department is responsible for correcting the amounts on the CSAT form within 30 days of receipt of this report. The updated CSAT form should be maintained at the department level and available upon request.

Respectfully submitted,

**Ensen Mason CPA, CFA**  
Auditor-Controller/Treasurer/Tax Collector  
San Bernardino County

By  
**Denise Mejico**  
Chief Deputy Auditor

Distribution of Review Report:

Robert Lovingood, 1<sup>st</sup> District Supervisor  
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Dawn Rowe, 3<sup>rd</sup> District Supervisor  
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Gary McBride, Chief Executive Officer  
Grand Jury  
Auditor-Controller Audit Committee

Date Report Distributed: June 30, 2020

EM:DLM:MN:oac



## **Purpose**

In accordance with Article V, Section 1 of the San Bernardino County Charter, each County officer or employee in charge of any office, department, service, or institution of the County, and the executive head of each special district whose affairs and funds are under the supervision and control of the Board of Supervisors or for which the Board is ex-officio, is required to make and file with the Auditor-Controller/Treasurer/Tax Collector (ATC) a complete detailed inventory of all property belonging or pertaining to his/her office within five days after assuming the duties of the office.

Departments are responsible for completing their own Certified Statement of Assets Transferred (CSAT) form when there is a change in Department Head. The 2018 Internal Controls and Cash Manual (ICCM) Chapter 17-Transfer of Assets and Other Property states that incoming officials must complete and submit the CSAT form and worksheet to the ATC's Internal Audits Section (IAS).

## **Scope and Objectives**

Our review examined the CSAT form completed by the Information Services (Department) for the incoming official Larry Ainsworth, Chief Information Officer as of the transfer date of April 10, 2020.

The objectives of our review were to determine whether the form was accurate, complete and filed timely.

## **Methodology**

The CSAT form and supporting documentation provided by Department were reviewed to verify that the amounts entered on the CSAT form were correctly stated in accordance with the ICCM Chapter 17-2 - Transfer of Assets and Other Property.

## Purpose, Scope, Objectives and Methodology



The following procedures were performed in accordance with the related ICCM requirements:

ICCM Requirement	Procedure Performed
ICCM Chapter 17-2 states that incoming officials must total all money not held in the County Treasury that the department is responsible for.	Department-provided cash balances were compared to the IAS cash database.
ICCM Chapter 17-2 states that balances of all trust and agency funds must be reconciled to the balance as of the transfer date.	Auditor obtained trust and agency fund balances in SAP (Enterprise Financial Management System) and compared to the balances provided by the Department.
ICCM Chapter 17-3 states that fixed asset amounts from the quarterly equipment, vehicle and software reports from General Accounting should be reconciled as of the transfer date.	Department-provided fixed asset reports were compared to the SAP fixed assets report.

Additionally, we determined whether the annual reporting of sensitive equipment was filed timely with ATC, a Signature/Fund Custodian Authorization form was submitted to ATC Accounts Payable and whether the Cal-Card was cancelled with the Purchasing Department.



## Summary

The Information Services Department (Department) reported the following:

Asset	Amount
Cash	\$2,000
Agency Funds	0
Fixed Assets	28,835,070
Other Assets	2,381,452

A Signature/Fund Custodian Authorization form has been submitted to the ATC's Accounts Payable Section to cancel the outgoing officer's signature authority. Assigned County credit cards and/or Cal-Cards have been returned. A sensitive equipment listing has been filed with the ATC - IAS within the last year.

The following conditions were identified:

- The Department was required to submit the CSAT no later than April 17, 2020. However, the CSAT was submitted 16 business days late on May 11, 2020.
- The CSAT form was incomplete and the Department did not provide support for any of the reported amounts.
- Fixed assets of \$28,835,070 were reported on the CSAT form, however, the amount did not agree to the SAP Fixed Assets records. The SAP reports from the Transfer Date of April 10, 2020 total \$64,664,225. Therefore, the amount reported was \$35,829,155 lower than official County records.

## Conclusion

The Department's CSAT form for the incoming official Larry Ainsworth, Chief Information Officer, with the transfer date of April 10, 2020, was not submitted timely. The form was not complete and there was a balance that differed from official County records.

We recommend that the Department investigate the differences and ensure that department records can be reconciled to official County records for all asset categories.