

County of San Bernardino

Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section

Preschool Services: Cal-Card Follow-Up Audit



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Auditor-Controller/Treasurer/Tax Collector

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Preschool Services Cal-Card Follow-Up Audit

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April 21, 2020

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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 Preschool Services Department’s (Department) Cal-Cards as of November 2019. The objective of the audit was to determine if the recommendation for the finding in the Preschool Services Cal-Card audit report, issued May 14, 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 May 14, 2019. The Department has implemented the recommendation from the original audit report.

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:



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Date Report Distributed: April 21, 2020

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Scope and Objective

Our audit reviewed the Cal-Card procedures in place at the Preschool Services Department as of November 2019.

The objective of this follow-up audit was to determine if the Department implemented the recommendation contained in the prior audit report, Preschool Services Cal-Card Audit issued on May 14, 2019.

Methodology

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

- Interview of Department staff
- Review of Department's Cal-Card Procedures
- Examination of original source documents



Prior Finding: Procurement Card Payment Packages were not submitted timely.

The Cal-Card Manual "Reconciliation and Review" section for Cardholder Responsibilities on Page 19 indicates that the Procurement Card Payment Package Sheet and necessary documentation should be forwarded to the Approving Official by the fifth day of the month following the billing cycle. Furthermore, Page 22 of the manual states that the Procurement Card Payment Package should be sent to the Office of the Auditor-Controller/Treasurer/Tax Collector's (ATC) Accounts Payable (A/P) Section by the 20th of each month following the billing cycle.

The following conditions were noted during our review of 25 packages:

- 4 were not submitted timely to the Approving Official for review.
- 2 were not submitted timely to the ATC's A/P Section.

Cardholders are not always submitting their packages to the Approving Official on time. When Cal-Card Packages are not submitted by the due date, unauthorized purchases may not be identified in a timely manner.

Recommendation:

We recommended that the Department ensure that employees submit the packages to their Approving Official and ATC's A/P Section by the deadlines noted in the Cal-Card Manual.

Current Status: Implemented

Each packet is reviewed monthly by management to ensure compliance with Cal-Card policies and procedures. New tracking procedures have been implemented since the prior audit to ensure timely submission of card packets. Additionally, we tested a sample of 10 Cal-Card packets from July to November 2019 and found all packets were submitted timely to the Approving Official and to the ATC's A/P section.