

COUNTY OF SAN BERNARDINO
AUDITOR-CONTROLLER/TREASURER/TAX COLLECTOR
INTERNAL AUDITS SECTION



COUNTY ADMINISTRATIVE OFFICE:
REVIEW OF CERTIFIED STATEMENT OF ASSETS TRANSFERRED
DATE OF TRANSFER – OCTOBER 10, 2020

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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.

Audit Team

Denise Mejico, CFE
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Menaka Burkitt, CFE
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Internal Auditor II

**County Administrative Office:
Review of Certified Statement of Assets Transferred**

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Auditor–Controller/Treasurer/Tax Collector

May 10, 2021

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Leonard X. Hernandez, Chief Executive Officer

County Administrative Office
385 North Arrowhead Avenue
San Bernardino, CA 92415

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

We have completed a review of the County Administrative Office (Department)’s Certified Statement of Assets Transferred (CSAT) form for the incoming official Leonard X. Hernandez, Chief Executive Officer, as of the date of transfer of October 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).

Our review determined that the form was accurate and complete, however was not filed in a timely manner.

We would like to express our appreciation to the personnel at the County Administrative Office 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, CFE
Chief Deputy Auditor

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Leonard X. Hernandez, Chief Executive Officer
Grand Jury
San Bernardino County Audit Committee

Date Report Distributed: May 10, 2021

EM:DLM:AA:oac

Purpose

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 County Administrative Office for the incoming official Leonard X. Hernandez, Chef Executive Officer, as of the date of transfer of October 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 the Department were reviewed to verify that the amounts entered on the CSAT form were correctly stated in accordance with the ICCM Chapter 17-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 amounts were compared to the IAS Cash Database.
ICCM Chapter 17-2 states that amounts of all trust and agency funds must be reconciled to the amount as of the transfer date.	Auditor obtained trust and agency fund amounts in SAP (Enterprise Financial Management System) and compared to the amounts provided by the Department, if any.
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 assets amounts were compared to SAP Fixed Assets reports.

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



Summary

The County Administrative Office reported:

Asset	Amount
Cash	\$2,500
Agency Funds	4,915,772
Fixed Assets	11,002,656
Other Assets	-

A Signature/Fund Custodian Authorization form was submitted to the ATC's Accounts Payable Section to cancel the outgoing officer's signature authority. The official is not responsible to return any assigned County credit cards and/or Cal-Cards since the assumed position was within the same Department. A sensitive equipment listing has been filed with the Internal Audits Section within the last year.

The Department was required to submit the CSAT no later than October 16, 2020 and the CSAT was submitted on January 25, 2021, therefore was 72 business days late.

Conclusion

The Department's CSAT form for the incoming official Leonard X. Hernandez, Chief Executive Officer, with the transfer date of October 10, 2020 was accurate and complete, however was not filed in a timely manner.