

County of San Bernardino

Auditor-Controller/Treasurer/Tax Collector
Internal Audits Section

Public Works – Transportation: Cal-Card Audit



Oscar Valdez

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

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

Menaka Burkitt
Internal Audits Manager

Rachel Ayala
Supervising Internal Auditor III

Thomas Red Eagle
Internal Auditor III



Public Works - Transportation: Cal-Card Audit

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AUDITOR-CONTROLLER/ TREASURER/TAX COLLECTOR



- 268 West Hospitality Lane, Fourth Floor
San Bernardino, CA 92415-0018 • (909) 387-8322 • Fax (909) 890-4045
- 268 West Hospitality Lane, First Floor
San Bernardino, CA 92415-0360 • (909) 387-8308 • Fax (909) 890-5797

Matt Brown
Assistant Auditor-Controller/Treasurer/Tax Collector

John Johnson
Assistant Auditor-Controller/Treasurer/Tax Collector

May 11, 2018

Kevin Blakeslee, Director
Department of Public Works
825 E. Third Street, Room 101
San Bernardino, CA 92415-0835

SUBJECT: Public Works – Transportation Cal Card Audit

In compliance with Article V, Section 6, of the San Bernardino County Charter and County Policy 05-20 entitled Internal Operational Auditing, we have completed an audit of the Department of Public Works – Transportation Division (Division)'s Cal-cards for the period of July 1, 2017 through December 31, 2017. The objectives of the audit were to determine whether the internal controls over the Division's Cal-cards are adequate to effectively safeguard department resources and to determine whether the Cal-cards are being used in accordance with the Procurement Card Program Procedures Manual. We conducted our audit in accordance with the International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors.

Our audit determined that the overall internal controls over the Division's Cal-Cards were generally adequate to effectively safeguard department resources. It also determined that the Cal-cards are being used in accordance with the Procurement Card Program Procedures Manual.

We sent a draft report to the Department on May 10, 2018.

We would like to express our appreciation to the personnel at the Department of Public Works' Transportation Division who assisted and cooperated with us during this engagement.

Respectfully submitted,

Oscar Valdez

Auditor-Controller/Treasurer/Tax Collector
San Bernardino County

By

Denise Mejico

Chief Deputy Auditor

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Background

The Public Works - Transportation Division (Division) is responsible for the operation, maintenance, and improvement of the County's Maintained Road System (Road System) that currently includes approximately 2,550 miles of roadways. Additional activities include administration, planning, design, construction, environmental management, and traffic operations.

Operations and routine maintenance activities include patching and crack filling of asphalt pavement, grading of 421 miles of unpaved roads, shoulder maintenance, snowplowing of over 500 miles of mountain roads, traffic signal maintenance at 90 intersections, roadside weed abatement in urban areas, traffic sign and pavement striping maintenance, storm repairs and cleanup, maintenance of 380 bridges and thousands of concrete box and metal pipe culverts, as well as maintenance of drainage facilities such as inlets, ditches, dikes, and gutters. Maintenance functions are provided through 13 yard districts with regional facilities located to best service the 20,000 square-mile area of the County.

Road System improvements include roadway resurfacing, reconstruction, and other pavement improvement projects that further the County's goal of maintaining the pavement in good or better condition. Other services include construction of bridges, traffic signals, widening and infrastructure projects, including new roads, freeway interchanges, and railroad grade separations, in addition to seeking and securing other state and federal funding for construction projects.

The Procurement Card program is managed by the Purchasing Department. Procurement VISA Cards are issued by U.S. Bank. Procurement cards carry the cardholder's name and may be used for lowvalue (LV) purchases of goods as defined in the County Procurement Manual. The Public Works – Transportation Division primarily use Cal-Cards for county business purposes including work related purchases of equipment and tools, travel, lodging, dining and other administrative expenses.



Scope and Objectives

Our audit examined the Public Works – Transportation Division (Division)'s Cal-cards for the period of July 1, 2017 through December 31, 2017.

The objectives of our audit were to:

- Determine whether the internal controls over the Division's Cal-cards are adequate to effectively safeguard department resources.
- Determine whether the Cal-cards are being used in accordance with the Procurement Card Program Procedures Manual.

Methodology

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

- Interviews of Public Works – Transportation Division staff
- Walk-through of activity
- Review of policies and procedures
- Examination of original source documents



Finding and Recommendation

There are no findings for this audit.