

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



**PURCHASING DEPARTMENT:
REVIEW OF CERTIFIED STATEMENT OF ASSETS TRANSFERRED
DATE OF TRANSFER—JUNE 28, 2021**

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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.

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Denise Mejico, CFE
Chief Deputy Auditor

Menaka Burkitt, CFE
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Steven Ems, CIA
Supervising Internal Auditor III

Phaedra Green
Internal Auditor III



**Purchasing Department:
Review of Certified Statement of Assets Transferred**

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Auditor–Controller/Treasurer/Tax Collector

August 31, 2021

Patrick Scalzitti, Interim Director
Purchasing Department
777 East Rialto Avenue
San Bernardino, CA 92415-0760

RE: Review of Certified Statement of Assets Transferred
Date of Transfer June 28, 2021

We have completed a review of the Purchasing Department’s Certified Statement of Assets Transferred (CSAT) form for the incoming official Patrick Scalzitti, Interim Director, as of the date of transfer of June 28, 2021. 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 complete and filed in a timely manner. However, there was an amount that was reported inaccurately.

The Department is responsible for correcting the amount 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.

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

Ensen Mason CPA, CFA

Auditor–Controller/Treasurer/Tax Collector

Douglas R. Boyd Sr., ESQ.

Assistant Auditor–Controller/Treasurer/Tax Collector

Tori Roberts CPA

Assistant Auditor–Controller/Treasurer/Tax Collector

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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San Bernardino County Audit Committee

Date Report Distributed: August 31, 2021

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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 Purchasing Department (Department) for the incoming official Patrick Scalzitti, Interim Director, as of the date of transfer of June 28, 2021.

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 fiduciary funds must be reconciled to the amount as of the transfer date.	Auditor obtained fiduciary 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-Cards were canceled with the Purchasing Department.



Summary

The Purchasing Department reported:

Asset	Amount
Cash	\$1,140
Fiduciary Funds	-
Fixed Assets	2,427,031
Other Assets	7,249,891

The Signature/Fund Custodian Authorization form for the outgoing officer expired on June 30, 2021, therefore a form canceling the outgoing officer's signature authority was not required to be submitted. Assigned County credit cards and/or Cal-Cards were not issued for the outgoing official. A sensitive equipment listing has been filed with the Internal Audits Section (IAS) within the last year.

Cash funds of \$1,140 were reported on the CSAT form; however, the amount did not agree to the IAS Cash Database due to the Department reporting the cash on hand as of the transfer date instead of the authorized amount. Cash reported in the database as of the transfer date of June 28, 2021 was \$1,500. Therefore, the amount reported on the CSAT was \$360 lower than the IAS Cash Database.

Conclusion

The Department's CSAT form for the incoming official Patrick Scalzitti, Interim Director, with the transfer date of June 28, 2021, was complete and filed in a timely manner. However, there was an amount that was reported inaccurately.

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