

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



**WORKFORCE DEVELOPMENT DEPARTMENT:
REVIEW OF CERTIFIED STATEMENT OF ASSETS TRANSFERRED
DATE OF TRANSFER—OCTOBER 15, 2021**

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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
Chief Deputy Auditor

Menaka Burkitt, CFE
Internal Audits Manager

Rachel Ayala
Supervising Internal Auditor III

Daniel Seaton
Accountant I



**Workforce Development Department:
Review of Certified Statement of Assets Transferred**

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Auditor–Controller/Treasurer/Tax Collector

May 24, 2022

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Auditor–Controller/Treasurer/Tax Collector

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Bradley Gates, Director
Workforce Development Department
290 North D Street, Suite 600
San Bernardino, CA 92415

RE: Review of Certified Statement of Assets Transferred
Date of Transfer October 15, 2021

We have completed a review of the Workforce Development Department’s (Department) Certified Statement of Assets Transferred (CSAT) form for the incoming official Bradley Gates, Interim Director, as of the date of transfer of October 15, 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 accurate, complete, and filed in a timely manner.

We would like to express our appreciation to the personnel at the Workforce Development 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: _____
Denise Mejico, CFE
Chief Deputy Auditor

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Date Report Distributed: May 24, 2022

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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 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 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 Division (IAD).

Scope and Objectives

Our review examined the CSAT form completed by the Workforce Development Department for the incoming official Bradley Gates, Interim Director, as of the date of transfer of October 15, 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.

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 cash fund control records. |
| 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-IAD, a Signature/Fund Custodian Authorization form was submitted to the ATC Accounts Payable Section, and whether the assigned County credit cards and/or Cal-Card were canceled with the Purchasing Department.

Summary

The Workforce Development Department reported:

| Asset | Amount |
|-----------------|---------|
| Cash | \$1,000 |
| Fiduciary Funds | - |
| Fixed Assets | 182,703 |
| Other Assets | - |

A Signature/Fund Custodian Authorization form was not submitted to the ATC Accounts Payable Section to cancel the outgoing officer's signature authority. Assigned County credit cards and/or Cal-Cards for the outgoing official have been returned. A sensitive equipment listing has been filed with IAD within the last year.

Conclusion

The Department's CSAT form for the incoming official Bradley Gates, Interim Director, with the transfer date of October 15, 2021, was accurate, complete, and filed in a timely manner. However, a Signature/Fund Custodian Authorization form was not submitted to the ATC Accounts Payable Section canceling the outgoing officer's signature authority.

We recommend submitting a Signature/Fund Custodian Authorization form to the ATC Accounts Payable Section canceling the outgoing officer's signature authority.