INTERNAL AUDIT DEPARTMENT
COUNTY OF ORANGE

Integrity
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Independence

Follow-Up of Department Control Review
Housing and Community Services Department
New Programs
Purchasing Card Program, Audit No. 2346

AUDIT NUMBER: 2440 **REPORT DATE: FEBRUARY 4, 2005**

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The Internal Audit Department is an independent audit function reporting directly to the Orange County Board of Supervisors.

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As of November 30, 2004

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INTERNAL AUDIT DEPARTMENT

OFFICE OF THE DIRECTOR

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Transmittal Letter

Audit No. 2440

February 4, 2005

TO: Paula Burrier-Lund, Director
Housing and Community Services Department

FROM: Peter Hughes, Ph.D., CPA, ~~Director~~
FOR Internal Audit Department

SUBJECT: Follow-Up of Department Control Review
Housing and Community Services Department/New Programs
Purchasing Card Program, Audit No. 2346

We have completed a follow-up audit of purchasing card transactions in the Housing and Community Services Department/New Programs (Office on Aging and Special Programs Division) as of November 30, 2004. Our follow-up audit was limited to reviewing, as of November 30, 2004, actions taken to implement the recommendations made in our audit report dated May 5, 2004.

We appreciate the courtesy and cooperation of your staff during our review.

Attachment

Other recipients of this report:
Members, Board of Supervisors
Members, Audit Oversight Committee
Thomas G. Mauk, County Executive Officer
Foreman, Grand Jury
Darlene J. Bloom, Clerk of the Board of Supervisors
Paul Lanning, Manager, HCS/Administrative and Community Development Services

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INTERNAL AUDITOR'S REPORT

Audit No. 2440

February 4, 2005

Paula Burrier-Lund, Director
Housing and Community Services Department
1770 North Broadway
Santa Ana, CA 92706

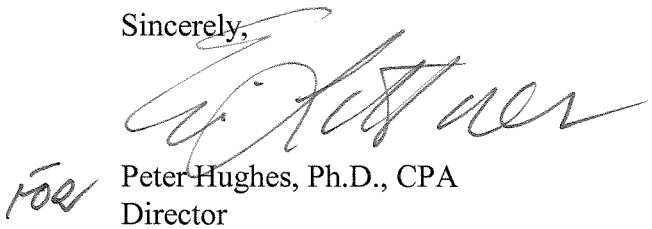
We have completed a follow-up audit of purchasing card transactions of the Housing and Community Services Department (HCS)/New Programs (Office on Aging and Special Programs). Our examination was limited to reviewing, as of November 30, 2004, actions taken to implement the recommendations made in our audit report dated May 5, 2004.

The original audit report contained eight recommendations. Our follow-up audit indicated that four recommendations were fully implemented, two recommendations were partially implemented, and two recommendations were not implemented. The Office on Aging no longer had a purchasing card subsequent to our original audit; therefore, the recommendations we followed-up on pertained only to the Special Programs Division.

Upon informing HCS management of the results of our follow-up audit, they deactivated the purchasing card for the Special Programs Division. The Special Programs Division now uses the services of HCS' Budget and Support Services to request purchases. Because HCS management took immediate corrective action by deactivating the purchasing card, we believe the remaining recommendations are no longer applicable, and no additional follow-up audit is necessary.

We appreciate the cooperation and assistance extended to us by the staff of HCS/Administrative and Community Development Services during our review. If we can be of further assistance, please contact Eli Littner, Deputy Director at (714) 834-5899 or Michael Goodwin, Audit Manager at (714) 834-6066.

Sincerely,



for Peter Hughes, Ph.D., CPA
Director

Distribution: Pursuant to Audit Oversight Committee Procedure No. 1
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