OC Board of Supervisors'

Internal Audit Department

ORANGE COUNTY

**FINAL CLOSE-OUT**

# FIRST FOLLOW-UP AUDIT:

# INTERNAL CONTROL REVIEW OF AUDITOR-CONTROLLER – CLAIMS & DISBURSING'S EDUCATIONAL AND PROFESSIONAL REIMBURSEMENT PROCESS ORIGINAL AUDIT NO. 2720-1

**AS OF SEPTEMBER 4, 2008**

**Auditor-Controller Claims & Disbursing satisfactorily implemented corrective actions to address the eight recommendations from our original audit of the Educational and Professional Reimbursement Process, in which 3,285 requests totaling over $1.4 million in reimbursements were processed during the period July 1, 2006 through June 30, 2007.**

AUDIT NO: 2829-C
REPORT DATE: SEPTEMBER 10, 2008


Audit Director: Peter Hughes, Ph.D., MBA, CPA
Deputy Director: Eli Littner, CPA, CIA
Sr. Audit Manager: Michael Goodwin, CPA, CIA
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# Internal Audit Department

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# Letter from Director Peter Hughes

## Transmittal Letter

**Audit No. 2829-C** **September 10, 2008**

**TO:** David E. Sundstrom
Auditor-Controller

**FROM:** Dr. Peter Hughes, CPA, Director
Internal Audit Department

**SUBJECT:** First and Final Close-Out Follow-Up Audit of Auditor-Controller – Claims & Disbursing's Educational and Professional Reimbursement Process, Original Audit No. 2720-1, Issued January 29, 2008

We have completed a First and Final Close-Out Follow-Up Audit of the Auditor-Controller – Claims & Disbursing's Educational and Professional Reimbursement Process. Our audit was limited to reviewing, as of September 4, 2008, actions taken to implement eight recommendations made in our original audit report in which Auditor-Controller Claims & Disbursing processed **3,285** educational and professional reimbursement requests totaling **$1,420,893** during the audit period.

The results of our Follow-Up Audit are discussed in the **Internal Auditor's Report** following this transmittal letter. Because satisfactory corrective actions have been taken for the audit recommendations, **this report represents the close-out of the original audit.**

Each month I submit an **Audit Status Report** to the BOS where I detail any material and significant audit findings released in reports during the prior month and the implementation status of audit recommendations as disclosed by our Follow-Up Audits. Accordingly, the results of this audit will be included in a future status report to the BOS.

### Attachment

Other recipients of this report listed on the Internal Auditor's Report on page 1.

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***First and Final Close-Out Follow-Up Audit of Auditor-Controller – Claims & Disbursing's Educational and Professional Reimbursement Process, (Original Audit No. 2720-1) Audit No 2829-C***

**As of September 4, 2008**


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# INTERNAL AUDITOR'S REPORT

**Audit No. 2829-C** **September 10, 2008**

TO: David E. Sundstrom
Auditor-Controller

FROM: Dr. Peter Hughes, CPA, Director
Internal Audit Department

SUBJECT: First and Final Close-Out Follow-Up Audit of Auditor-Controller – Claims & Disbursing's Educational and Professional Reimbursement Process, Original Audit 2720-1, Issued January 29, 2008

## Scope of Review

We have completed a First and Final Close-Out Follow-Up Audit of the Auditor-Controller – Claims & Disbursing's Educational and Professional Reimbursement Process. Our audit was limited to reviewing actions taken as of September 4, 2008 to implement the eight recommendations made in our original audit report. The recommendations were to meet with Human Resources on policy issues for employee reimbursements; develop and implement policies and procedures for internal and departmental use; strengthen the reimbursement claim review process; and revise the Educational and Professional Reimbursement claim form.

## Results

**We are pleased to report that satisfactory corrective actions have taken place for all eight audit recommendations.** As such, this report represents the final close-out of the original audit.

We appreciate the cooperation and assistance extended to us by Auditor-Controller – Claims & Disbursing during our Follow-Up Audit. If you have any questions, please contact me directly or Eli Littner, Deputy Director at 834-5899, or Michael Goodwin, Senior Audit Manager at 834-6066.

Distribution Pursuant to Audit Oversight Committee Procedure No. 1:

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