



County of Orange Internal Audit Department
Status Report #2 for the Audit Oversight Committee
 Audit Year - 12 Months ending 6/30/08
 Time Period Covered 10/01/07 through 12/31/2007
 Report Date 02/28/08

Multi-Yr Projects

Current Audit Plan

Audit Name	Audit Number	Start Date	End Date	Total Budget	Actuals To Date	Revisions							Est. to Comp. Hours	Over / (Under) Budget Hours	Milestones & Comments	
						Budget	Revised Budget	#1	#2	Actuals to Date (Per AOC Reports - Not Cumulative)						
						#3	#4	#5	#6	#7						
Financial Audits & Mandates (FAM)																
(1) DA / Spousal Abuser Prosecution Grant - (6/30/06)	2708	07/17/07	12/31/07			160	160		169					0	9	Done. Financial statement issued 12/31/07.
(2) DA / Workers Comp - Auto Insurance Fraud Grant - (6/30/06)	2709	07/17/07	12/31/07			250	250	13	436					0	199	Done. Financial statements issued 11/30/07 and 12/31/07. Additional work was required because of a missing check that was subsequently found.
(3) DA / Health & Disability Insurance Fraud Grant - (6/30/06)	2710	07/17/07	09/28/07			250	250	241	1					0	(8)	Done. Financial statement issued 9/20/07.
(4) CAFR - Disclosure Process Review	2767	12/26/07					100	100	3					97	0	To be discussed with the AOC at the 2/28/08 meeting.
<u>Follow-Ups (First):</u>																
(5) FAM Follow-Up Audits A - Tax Redemption (2513)	2719	07/01/07					100	100	30	59				11	0	Pre-Exit Draft report issued 10/15/07, waiting for Treasurer-Tax Collector's response.
<u>Follow-Ups (Second):</u>																
(6) Tax Redemption Audit - 3 YE 6/30/06	2711					40	40							40	0	
(7) Auditing & Accounting Standards Update	2712	07/01/07				100	100	29	18					53	0	On-going assignment.
Subtotal				0	0	800	200	1,000	313	686	0	0	0	0	201	200
Information Technology Audits (IT)																
(1) CAATs / Monthly Analysis of Certain Disb. & Payroll Data	2713	07/01/07				600	600	121	134					300	(45)	On-going. Monthly reports issued.
(2) CAPS* Upgrade Project - Review of Internal Control Plans Per MOU	2764	07/01/07				0	800	800	295	185				320	0	IAD staff attended various CAPS* training and meetings. See supplemental status report provided.
(3) ATS Implementation assistance - scope to be determined & MOU developed.	2714					200	(200)	0						0	0	Hours reallocated to Special Request Audit of Sheriff Expenditures & Procurement. See #2766 below. We will draft a memo to the relevant departments discussing required communications and our role on the new system implementation, if any.
(4) PA/PG - ePages Implementation Assistance - limited to segregation of duties						0	0							0	0	
<u>Follow-Up Audits (First):</u>																
(5) A-C Collections/ IT Component of DCR (carry-over from prior year)	2624					250	250		1					249	0	A-C requested additional extension to 1/22/08.
(6) IWMD Lists F/up (carryover from prior year)	2626	04/10/07		320	69		120	120	69	2				0	(49)	Done. Final report issued 9/20/07.
<u>Follow-Up Audits (Second):</u>																
(7) HCA Self Assessment Validation (TBD)	N/A					50	(50)	0							0	Deleted. A second follow-up audit was not needed.
(8) Review of New System Implementation Notifications (AM No. S-1)	2717	07/01/07				25	25							25	0	On-going assignment.
(9) IT Research & Development	2718	07/01/07				75	75	2						50	(23)	On-going assignment.
Subtotal				320	69	1,200	670	1,870	487	322	0	0	0	0	944	(117)



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						Budget	Revised Budget	#1	#2	#3	#4	#5				#6	#7
Internal Control Reviews (ICR)																	
(1) Development & Implementation of Countywide Risk and Control Standards																	
(2) Treasurer-Interest Apportionment Process (carryover fr 2006)	2634	08/17/06		700	631	200	100	300	324	162				25	211	Draft Report issued on 12/24/07. Additional hours due to significant issues requiring additional audit work.	
(3) Auditor-Controller Claims & Disbursing Unit	2720	07/19/07				400	600	1,000	622	419				50	91	(4) Draft Reports issued on Tuition Reimbursement; Mileage Claims; Employee SSNs and Vendor Payments.	
(4) County Executive Office-Contract Administration	2721					400	(400)	0						0	0	Postponed. Hours reallocated to Special Request Audit of Sheriff Expenditures & Procurement. See #2766 below.	
(5) CEO/Public Finance - Cash Receipts and Disbursements	2722	09/26/07				500		500	2	389				250	141	Fieldwork in process. Additional hours due to complexity of processes under audit.	
(6) Clerk-Recorder Cash Receipts - So County Branch	2723	10/18/07				250		250		27				223	0	Fieldwork delayed due to other audit priorities.	
(7) Housing & Comm. Services Dept. - OCHA HAP Payments	2724	07/17/07				400	100	500	512	102				20	134	Draft report issued on 11/07/07. Additional hours due to IT audit coverage and training a new staff person.	
(8) Probation Department Payroll Review	2725	07/12/07				400		400	236	81				25	(58)	Draft report issued on 11/20/07.	
(9) Sheriff-Coroner Payroll Review	2726					400	(400)	0							0	Deleted from current Plan. Hours transferred to Reserve.	
(10) VTI-SSN Access Review	2763	07/28/07						80	80	29	17			0	(34)	Done. Final Report issued on 11/14/07.	
Follow-Up Audits (Initial)	2727					900	(100)	800	123	40				425	(212)		
(11) CEO/Purchasing P-Card Administration (from 06/07)		06/08/06	07/23/07													Done. Report issued 7/23/07.	
(12) Probation Revolving Funds (from 06/07)		04/05/07	08/30/07													Done. Report issued 8/30/07.	
(13) IWMD Contract Administration (from 06/07)		05/31/07	08/30/07													Done. Report issued 8/29/07.	
(14) JWA Cash Disbursements																	
(15) RDMD Contract Administration and Disbursements		11/26/07														Fieldwork in process.	
(16) SSA Revolving Funds		11/27/07														Fieldwork in process.	
(17) Sheriff-Coroner Contract Administration and Disbursements																	
(18) HCA Payroll Processes																	
(19) A/C Central Payroll Processes																	
Follow-Up Audits (Second):	2728					380	(80)	300		83				175	(42)		
(20) SSA Accounts Receivable & Collections		11/14/07														Fieldwork in process.	
(21) IWMD Contract Administration		12/03/07	12/31/07													Done. Final report issued 12/19/07.	
(22) CEO/Purchasing - P-Card																	
(23) Probation Revolving Fund		11/05/07														Fieldwork in process.	
(24) ICR - Work Paper Close-Out & Final Report Issuance audits from 2006 plan)	2729	07/01/07	09/30/07			20	0	20	33					0	13	Done. For finalization of audits started in FY 06/07.	
Subtotal				700	631	4,250	(100)	4,150	1,881	1,320	0	0	0	0	0	1,193	244
Control Self Assessment (CSA)																	
(1) CSA - tbd	2730					500	(500)	0						0	0	Deleted. Hours reallocated to BOS Special Request of Sheriff-Coroner DMJM contracts. See #2768 below.	
CSA Promotion						50	(50)	0						0	0	Deleted.	
Subtotal				0	0	550	(550)	0	0	0	0	0	0	0	0	0	0



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						Budget	Revised Budget	#1	#2	#3	#4	#5				#6	#7
Review of Lease Revenue																	
(1) JWA/Parking Concepts Inc. (expanded review)	2732					400	400							400	0		
(2) JWA/Thrifty Car Rental	2733	10/03/07				300	300	1	105					175	(19)	Fieldwork in process.	
(3) JWA/GAT Airline Ground Support	2734	10/04/07				300	300	1	113					150	(36)	Fieldwork in process.	
(4) JWA/Creative Croissants	2735	01/03/08				250	250		3					200	(47)		
(5) RDMD - Riverview Golf	2736	07/05/07				325	325	230	46					49	0	Pre-Draft Report to be issued 2/8/08.	
(6) RDMD/Lake Forest Golf	2737					325	(325)	0						0	0	Postponed. Will perform as time permits.	
(7) RDMD/David L. Baker Golf	2738	11/06/07				325	325		118					175	(32)	Fieldwork in process.	
(8) RDMD/Mile Square Golf	2739					325	(325)	0						0	0	Postponed. Will perform as time permits.	
(9) RDMD/Sunset Marina	2740	08/24/07				350	350	36	102					200	(12)	Fieldwork in process	
(10) RDMD/Strawberry Farms	2761	07/01/07	07/31/07				150	150	141					0	(9)	Done. Final report issued 7/31/07.	
Follow-Up on Review of Lease Revenue (First):	2741					900	(275)	625	7	3				600	(15)		
(11) DPHD/Dana West Marina (carry-over)		09/12/06														DPHD negotiating \$ findings. Partial payment to be received 2/15/08.	
(12) DPHD/Dreamcatcher Yachts (carry-over)		11/02/06		100												DPHD negotiating \$ findings.	
(13) DPHD/Ship to Shore Insurance (carry-over)		11/02/06		100												DPHD negotiating \$ findings.	
(14) DPHD/Noel Marina Canvas (carry-over)		11/02/06														Resolution reached on \$ findings. DPHD working with lessee on internal control and lease compliance findings.	
(15) RDMD/PCI (carry-over)	2651	04/19/07		200	82		100	100	63	46				20	29	Fieldwork in process.	
(16) RDMD/Anaheim Arena Parking																	
(17) RDMD/Science Enrichment Services																	
(18) JWA/Hertz																	
(19) JWA/Atlantic Aviation																	
(20) JWA/Newport Beach Golf Course																	
(21) DPHD/Ocean Institute																	
Follow-up on Review of Lease Revenue (Second):	2742					400	(145)	255	27	42				150	(36)		
(22) DPHD/Rancho Beach House																Deleted. A second follow-up audit was not needed.	
(23) RDMD/Newport Dunes Water Resort	2742-A	07/17/07	10/26/07													Done. Final report issued 10/26/07.	
(24) DPHD/Dana Point Marina Inn (carry-over)		05/17/07														One remaining recommendation in process.	
(25) tbd																	
(26) tbd																	
(27) tbd																	
(28) tbd																	
(29) tbd																	
(30) Administration of Review of Lease Revenue	2744	07/01/07				100	(25)	75	7	13				55	0	On-going assignment.	
(31) W/P Close-Out & Final Report Issuance (audits from prior year plan)	2745	07/01/07				25	50	75	76	9				0	10	Done. Final reports issued for Hertz, Atlantic Aviation, & Newport Beach Golf Course.	
Subtotal				400	82	4,325	(795)	3,530	589	600	0	0	0	0	0	2,174	(167)
Compliance & Other Audits																	
(1) CEO - HIPAA Security Rule Compliance Review	2743					300	(300)	0						0	0	Deleted from current plan.	
(2) BOS Strategic Planning	2715	07/01/07					400	400	292	45				63	0	Fieldwork to be conducted as needed.	
(3) Audit of Cost Allocations for OCEA Pension Enhancements	2765	09/20/07					500	500	3	260				237	0	Fieldwork 80% complete.	
(4) Sheriff-Coroner Audit - Expenditures & Procurement	2766	11/15/07					1,100	1,100		535				565	0	Fieldwork in process. Auditing 100% of Sheriff/Admin. travel, revolving fund, and purchasing expenditures.	
(5) BOS Request - Review of Sheriff Contracts with DMJM	2768						500	500						500	0	BOS directive on 1/18/08 for IAD to conduct this audit.	
(6) Reserve for Additional Audit Requests						1,015	(515)	500						500	0		
Subtotal				0	0	1,315	1,685	3,000	295	840	0	0	0	0	0	1,865	0



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Audit Name	Audit Number	Start Date	End Date	Multi-Yr Projects		Revisions							Est. to Comp. Hours	Over / (Under) Budget Hours	Milestones & Comments			
				Total Budget	Actuals To Date	Budget	Revised Budget	#1	Actuals to Date (Per AOC Reports - Not Cumulative)									
									#2	#3	#4	#5	#6	#7				
Performance Measure Validation (PMV) Audits																		
(1) PMV - Assessor	2746	07/25/07	08/16/07			200	(200)	0	21							21	Deferred indefinitely 8/16/07	
(2) PMV - Clerk of the Board	2747	08/17/07	12/10/07			200		200	137	51					0	(12)	Done. Final report issued 12/10/07.	
(3) PMV - Clerk-Recorder	2748					200	(200)	0							0	0	Postponed. Will perform as time permits.	
(4) PMV - County Counsel	2749	07/02/07	10/03/07			200		200	130	7					0	(63)	Done. Final report issued 10/3/07.	
(5) PMV - County Executive Office	2750					200		200							200	0		
(6) PMV - Dana Point Harbor Department	2751					200	(200)	0							0	0	Postponed. Hours reallocated to Special Request Audit of Sheriff Expenditures & Procurement. See #2766 above.	
(7) PMV - District Attorney	2752					200	(200)	0							0	0	Postponed. Will perform as time permits.	
(8) PMV - Human Resources Department	2753	10/02/07				200		200		94					106	0	Fieldwork in process.	
(9) PMV - Integrated Waste Management Department	2754	11/05/07				200		200		13					187	0	Fieldwork in process.	
(10) PMV - Internal Audit Department	2762	07/25/07	09/28/07				40	40	63						0	23	Done. Final report issued 9/20/07.	
(11) PMV - Probation Department	2755					200		200							200	0		
(12) PMV - Public Administrator/Public Guardian	2756					200	(200)	0							0	0	Postponed. Will perform as time permits.	
(13) PMV - Public Defender	2757	10/15/07	12/04/07			200		200		115					0	(85)	Done. Final report issued 12/4/07.	
(14) PMV - Sheriff-Coroner	2758					200	(200)	0							0	0	Postponed. Will perform as time permits.	
(15) PMV - Treasurer-Tax Collector	2759	07/18/07	12/04/07			200		200	89	112					0	1	Done. Final report issued 12/4/07.	
PMV - Follow-Up Audits (Initial):	2760					300		300	133						167	0		
(16) Health Care Agency																		
(17) Housing & Community Services																		
(18) Social Services Agency		07/01/07	08/17/07														Done. Final report issued 8/17/07.	
(19) RDMD																		
(20) Health Care Agency																		
(21) Housing & Community Services																		
(22) PMV - Work Paper Close-Out & Final Report Issuance	2716	07/01/07					50	50	37	4					9	0	On-going assignment	
Subtotal						0	0	3,100	(1,110)	1,990	610	396	0	0	0	0	869	(115)
Control Related & Other Assignments																		
(1) Annual Risk Assessment Audit Plan	2701	07/01/07						500		500	75	13				412	0	On-going assignment
(2) Cash Losses	2702	07/01/07						20		20	5					15	0	On-going assignment
(3) Fraud Hotline	2703	07/01/07						120		120	42	21				57	0	On-going assignment
(4) External Audit Reporting	2704	07/01/07						300		300	88	46				166	0	On-going assignment
(5) Technical Assistance to Other Depts/Agencies	2705	07/01/07						200		200	50	11				139	0	On-going assignment
(6) HIPAA Administration	2706	07/01/07						70		70	6	1				30	(33)	On-going assignment
(7) Reports for Board, AOC, EA Meetings	2707	07/01/07						250		250	29	111				110	0	On-going assignment
Total Budget						1,220	0	17,000	0	17,000	4,470	4,367	0	0	0	0	8,175	12

Additional Coverage Provided by Consultants																		
Total Contract Audit Resources																		
						0	0	0	0	0	0	0	0	0	0	0	0	0



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						Budget	Revised Budget	#1	#2	#3	#4	#5			

Footnotes

1. The Orange County Internal Audit Department (OCIAD) generates several different types of reports including audit reports, summary reports and status reports. In addition, OCIAD undertakes several different projects including audits of financial statements, audits of internal controls, audits of transactions through the use of computer programs, audits of lessee compliance with County contracts, and audits of IT controls. OCIAD receives and oversees Hotline calls up through resolution through investigation by the respective departments and agencies. OCIAD also assists the CEO as authorized by the AOC by facilitating meetings, preparing summary reports and providing staff resources for technical assistance. A total project count therefore includes all assignments completed; not just released audit reports. Each year, OCIAD prepares an Annual Internal Audit Report in addition to its Quarterly Status Report. The Annual Internal Audit Report is for the general public in content and tone.
2. The annual Audit Plan is subject to change for such events where the IAD Director, Audit Oversight Committee (AOC), or Board majority assesses if it is warranted to substitute, postpone or cancel a scheduled audit due to timing, priority, resource, risk considerations **and our level of support to the CAPS+ Implementation**. Such modifications will be noted in the "Milestones & Comments" section of this Quarterly Status Report for review by the AOC. The acceptance of the Quarterly Status Report authorizes any changes noted.
3. For purposes regarding Fiscal Year-End reporting, we consider assignments completed (Done) as of the official release of a completed draft audit report to the Department/Agency Director, and are shown as such in our Milestones & Comments column of this Quarterly Status Report.

**Orange County Internal Audit Department
Executive Summary of Findings for Internal Control Reviews
For the Period October 1, 2007 through December 31, 2007**

Dept./Agency	Process Review	Audit No.	Audit Period	Final Report Issued	Reported Internal Control Issues
Auditor-Controller	Bi-Weekly Payroll Process- Special Report on Virtual Timesheet Interface (VTI): Access to Employee Social Security Numbers	2763	As of August 1, 2007	November 14, 2007	<ol style="list-style-type: none"> 1. Significant Issue to have A-C Information Technology investigate the full extent and impact of the ability to access employee SSNs and annual leave balances in VTI under various user roles. 2. Significant Issue to have A-C Information Technology implement corrective actions to restrict access to employee SSNs. 3. Significant Issue to have the Auditor-Controller evaluate whether SSNs are necessary as system identifiers when employee ID numbers are also used in VTI. 4. Significant Issue to explore necessary measures for remediation if any breach or misuse of employee SSNs is identified during the course of the Auditor-Controller's investigation.

Note: Departments/agencies have **60 days** to submit responses for audit recommendations. **Draft audit reports** were issued for the following Internal Control Reviews during this report period:

- **A-C Claims & Disbursing Unit – Issues Concerning Employee Social Security Numbers;** issued November 14, 2007.
- **A-C Claims & Disbursing Unit – Mileage and Other Expenses Reimbursement Process;** issued December 3, 2007.
- **A-C Claims & Disbursing Unit – Vendor Payment Process;** issued December 18, 2007.
- **Treasurer-Tax Collector – Interest Apportionment Process;** issued December 24, 2007.
- **Housing & Community Services Department- Housing Choice Program Payment Process;** issued November 7, 2007.
- **Probation Department – Payroll Review;** issued on November 20, 2007.

**Orange County Internal Audit Department
Executive Summary Report on ICR Follow-Up Audits Issued
For the Period October 1, 2007 through December 31, 2007**

Department/ Agency	Process Review	Audit No.	Original Report Issued	Reported Internal Control Issues	Status on Corrective Actions	Follow -Up Report Issued	Planned Actions for Recommendations Not Fully Implemented
Integrated Waste Management Department	Second Follow-Up: Contract Administration	2728-C (for Original Audit No. 2591)	11/29/06 First Follow-Up Audit issued 8/29/07	1. Accuracy of Contract Monitoring Worksheets – IWMD Accounting (New Recommendation from First Follow-Up Audit)	Implemented	12/19/07	N/A

**Orange County Internal Audit Department
 Executive Summary of Findings for Attestation Services & Mandates Issued
 For the Period of October 1, 2007 through December 31, 2007**

Agency	Audit on	Audit No.	Audit Period	Final Report Issued	Internal Control and Compliance Issues Noted
District Attorney	Spousal Abuser Prosecution Program Audit	2708	June 30, 2007	December 31, 2007	None
District Attorney	Audit of Workers' Compensation Insurance Fraud Program	2709	June 30, 2007	November 30, 2007	None
District Attorney	Audit of Automobile Insurance Fraud Program	2709	June 30, 2007	December 31, 2007	None

**Orange County Internal Audit Department
Executive Briefing on IT Audit Activity
For the Period of October 1, 2007 through December 31, 2007**

1. CAPS+ Implementation Project:

Background: In our 7/18/07 MOU and 8/28/07 memo, we established our role on the CAPS+ Implementation Project. Our role will be to review and provide written feedback to the CAPS+ Steering Committee on the various Internal Control Plans/Documents to ensure processes contain appropriate internal controls.

Activity This Quarter:

- A. CAPS Steering Committee: Attended the monthly meetings.
- B. Project Advisory Committee: Attended the monthly meetings
- C. Project Management Team: Attended the weekly meetings.
- D. Attend Software Training: IADs teams of 2 - 4 staff completed their attendance of the configuration training in the functional areas of purchasing, claims and disbursing, general accounting, capital assets, and the infoAdvantage report training. We also attended the annual user conference for CGI Group Inc. (CAPS+ software provider).
- E. Independent Verification & Validation (IV&V) Contract Assistance:

Background: At the 5/11/07 CAPS Steering Committee meeting, Internal Audit recommended that the Committee hire an IV&V firm as a risk mitigation activity and as an industry best practice for an implementation project of the CAPS+ size. The IV&V firm should provide regular independent assessments of whether the project is on track (budget and timeframes), whether the defined requirements and deliverables for the project have been fulfilled, and whether the system performs as intended. The firm should also assess the change management and testing processes, as well as review the overall proposed policies and procedures for the CAPS+ system.

Activity This Quarter: To assist the CAPS Project Management Office (PMO) in their acquisition of an IV&V vendor, we attended various meetings and reviewed and provided feedback on the scope of work for the IV&V contract. In the prior quarter, we also provided sample IV&V contracts and referred the CAPS PMO to potential vendors on the State of CA master contracts.

2. Internal Control Reviews with IT Components:

- Housing and Community Services – Housing Choice Voucher Program Payments (Audit No. 2724). We performed an internal control review of the Housing Choice Voucher Program which annually disburses \$89 million in payments. The audit included a high-level IT review of the HAPPY Pro system used to disburse the payments. IT Findings were in the areas of: IT risk assessment, security planning, business continuity, and a related network security issue reported in a separate audit alert discussed in the next bullet below. Final report was issued 1/17/08.
- Audit Alert to CEO/IT (Audit No. 2724): During the above audit of housing payments, we were informed that when HCS transmits its payment data electronically to its bank, CEO/IT must open all County ports to allow the transmission to occur. On 11/7/07, we issued a separate “Audit Alert” to communicate this network security risk to the CIO. The CIO took immediate steps to mitigate and correct the issue.
- Special Report on Virtual Timesheet Interface (Audit No. 2763): During our internal control review of the Auditor-Controller’s Central Payroll Processes (Audit No. 2631-1), we identified an issue concerning user access and confidentiality of employee Social Security numbers in the Virtual Timecard Interface (VTI) system and issued a separate report dated 11/14/07. In their response to the report, the Auditor-Controller indicated that it took corrective action on the vulnerabilities.

3. Computer Assisted Audit Techniques (Audit No. 2713):

Background: The CAATs are automated queries applied to large amounts of electronic data searching for specified characteristics. We then subject the resulting matches to further review and analysis. We perform monthly queries of duplicate vendor payments and deleted vendor activity and annually we review working retiree thresholds.

Activity This Quarter: We issued three monthly CAAT reports. Duplicate payments identified for the quarter were \$2,313. Since 2002, duplicate payments recovered to date are \$651,041. Our annual review of working retiree thresholds is in process.

4. Follow-Up Audit of A-C/CUBS (Collection System) Audit

We are scheduled to perform a Follow-Up Audit of the 37 recommendations made in our audit report for the IT component (CUBS system) of our audit of the Auditor-Controller Accounts Receivable and Collections Processes. The Auditor-Controller requested postponement of the Follow-Up audit until 1/22/08.

5. IT Technical Assistance

As periodically requested by departments/agencies, Internal Audit provides technical advice in areas that includes but are not limited to: accounting and auditing, internal controls, governance, risk mitigation, process improvement, and project oversight. Activity this quarter includes:

- CEO/IT – Audit of ACS: CEO/IT contracts with ACS to operate the County's data center. CEO/IT initiated a financial/contract compliance audit of ACS's billings to the County. Internal Audit provided technical assistance to CEO/IT by reviewing and providing feedback on the proposed audit plan and agreed upon procedures for the audit to be performed by Grant Thornton. We also attended the pre-audit meeting in November and the entrance meeting in December.

6. County IT Working Group

Members: Supervisor Janet Nguyen and her Chief of Staff, the CEO, the CIO, the Auditor-Controller, and the OCEA General Manager Nick Berardino. Other participants include Eli Littner, Deputy Director of Internal Audit, and members of the Technology Council (primarily departmental IT representatives).

Purpose: To provide executive sponsorship for countywide IT initiatives; provide transparency on the County's IT operations; identify opportunities for IT process improvements and increased staff productivity; review cost saving opportunities and cost-effectiveness of services provided to customers; identify issues and provide guidance to address them; and oversee the County's IT strategic planning efforts

IAD Role: We attend to the monthly meetings to provide technical advice in the areas of accounting and auditing, internal controls, governance, risk mitigation, process improvement, and project oversight.

7. New System Notifications Required by County Accounting Manual (Procedure No. S-1)

Background: At the beginning of a financial system development, the owner of the system (County department) is required to notify the Internal Audit Department (IAD) of their planned implementation. The purpose of the notification is to enable the IAD to advise the department of its responsibility to design adequate internal controls into their new business processes. To help ensure the new system will have adequate internal controls, the IAD provides these system owners with technical guides and resources pertaining to the design and implementation of process controls.

Activity This Quarter: No new system notifications were received from departments this quarter.