

FINANCE DEPARTMENT

INTEROFFICE MEMORANDUM



TO: Anthony Nicks, County Auditor
FROM: Hakeem Oshikoya, Finance Director *hakeemkoya*
DATE: July 27, 2020
SUBJECT: Response to Gift Card Audit Findings

We appreciate you and your staff for the efforts exerted in conducting this audit, especially in light of the extraordinary challenges we all are facing with ongoing COVID-19 condition. In response to your audit findings, I submit the following information for you to consider:

Response to Audit Finding 1 – Gift Card Request Form not signed

The specific form in question contains a signature from the department head, but not from the “financial systems supervisor.” Treasury policy and procedures make references to the supervisor of the financial system and suggest that this person is the “supervisor of procurement staff.” In the past, there has been some confusion as to who is mainly responsible for signing the request form. Adding to the confusion of how to properly fill out the form, persons in other departments falsely believed that a representative from the Budget Office should sign off. In actuality, the Financial System Supervisor must also be capable of verifying that all previous Gift Card request forms have been reconciled before approving the new request.

Therefore, the signature in effect confirms that 1) the budget line is valid and 2) that there are no outstanding reconciliations. It would seem that only someone in Treasury could do both tasks. Under the current process, this would either be the Revenue Administrator or the Investment Officer. Steps are being taken to update both the policy and the form for clarity. Revised form is attached for your information.

Response to Audit Finding 2 – Unable to Trace Gift Card Log to Supporting Documentation

For each gift card order, there is thorough documentation on hand. The Gift Card Log, as currently constructed, lends itself to potential errors. The need uncovered in this finding speaks to a simplified gift card log that allows quick reference as to the current inventory. The Revenue Administrator has already begun working to restructure the logging process. As well, reviews of the gift card log will become incorporated into the month-end process. Please contact me with any questions on this matter.

cc: Ray Turner, Deputy Finance Director
Sabrinna McTier, Controller
Bryce Riddle, Investment Officer
Philip Harden, Revenue Administrator