



**FULTON COUNTY**

**FULTON COUNTY, GEORGIA  
OFFICE OF THE COUNTY AUDITOR**

**Treasury Gift Card Audit**

**August 1, 2017**

**TABLE OF CONTENTS**

	PAGE
INTRODUCTION.....	1
BACKGROUND.....	1
OBJECTIVE .....	3
SCOPE.....	3
METHODOLOGY .....	3
FINDINGS AND RECOMMENDATIONS .....	3
CONCLUSION.....	4

## INTRODUCTION

The Office of the County Auditor has conducted an audit of the Gift Card Program administered by the Finance Department's Office of Treasury. The quarterly audit was conducted as required by the Treasury Gift Card Standard Operating Procedures (SOP).

## BACKGROUND

The Finance Department's Office of Treasury manages the Treasury Gift Card Program which consists of procuring, safeguarding, and distributing prepaid gift cards to all Fulton County programs. The Treasury Gift Card Program allows departments within Fulton County to obtain prepaid gift cards in denominations of \$25, \$50, \$75, \$100, \$200, and \$500. Departments provide the gift cards as incentives to participants in various County programs and/or activities. Gift cards are also provided as prizes for contests offered throughout the County and/or monetary awards to recognize employee achievements. During our review, gift cards were issued to departments for the following:

**The Personnel Department** presented gift cards as employee prizes during the Annual Employee Appreciation Day. The prizes included \$50, \$100, and \$200 gift cards.

**External Affairs** provides gift cards for the quarterly "Fulton-One County United in Service" (FOCUS) Awards. The FOCUS Awards are held each quarter and recognizes employees of Fulton County for their exemplary service. Any employee of Fulton County may nominate another employee for recognition in one (1) of the ten (10) possible categories. The awards categories are as follows:

- Customer Service
- Efficiency
- Heroism
- Impact
- All People Are Healthy
- All People Trust Government is Efficient, Effective and Fiscally Sound
- All People Have Economic Opportunities
- All People Are Culturally and Recreationally Enriched
- All People Are Self-Sufficient
- All People Are Safe

Nominations may include individual employees or teams of employees working together. The award amounts for individuals and group awards are \$50 and \$150, respectively. Nominations are reviewed by a county-wide Nomination Review Committee. The committee evaluates nominations based on award criteria.

As part of the **Department of Public Works Water Resources Division's** ongoing public education and outreach, the department sponsors the Water Art Calendar Contest. The contest is open to all students of Fulton County schools grades K-12 attending public, private, charter or home school. The students are invited to create art work promoting better water quality and water conservation practices to serve as a daily reminder of the importance of water in our everyday lives. A total of 24 winners were acknowledged and presented with gift cards during the December 7, 2016 Board of Commissioner's Meeting. One (1) grand prize winner received a \$100 gift card, twelve (12) winners received \$50 gift cards, nine (9) honorable mentions winners received \$25 gift cards, and two (2) teachers received \$25 gift cards. In addition, their art was featured in the 2017 Water Art Calendar and the department hosted a reception.

The **Department of Public Works Water Resources Division** also sponsors the Water Tower Model Competition. The competition requires students to design and build a water tower with specific size and height requirements. The models are judged based on three (3) categories: hydraulic efficiency, structural efficiency, and design ingenuity/interview presentation. Any child in grades 6-8 who resides or attends school in Fulton County is eligible to participate. The 2016 Water Tower Model Competition was held at the Fulton Science Academy and this competition was the first-ever contest of its type in Fulton County. Eight (8) winners were recognized at this event and were awarded gift cards. Three (3) winners received \$100 gift cards, one (1) winner received a \$50 gift card and (4) winners received \$25 gift cards.

The **Department of Arts & Culture** provides gift cards as juried awards for participation in the annual National Arts Program (NAP). The program is designed to give all artists, at all skill levels, an uninhibited opportunity to exhibit their work in a professional manner and to compete for prizes. The exhibits are judged by professional artists and visual art professionals in Amateur, Intermediate, Professional and Youth classifications. The gift cards are distributed as follows:

- **Youth 12 & Under:** First Place - \$75; Second Place - \$50; Third Place - \$25
- **Teen 13 – 18:** First Place - \$75; Second Place - \$50; Third Place - \$25
- **Amateur:** First Place - \$300; Second Place - \$200; Third Place - \$100
- **Intermediate:** First Place - \$300; Second Place - \$200; Third Place - \$100
- **Professional:** First Place - \$300; Second Place - \$200; Third Place - \$100
- **People's Choice (Best of Show):** \$300; (Education Scholarship):\$200

The **Department of Housing and Community Development** conducts an annual Point-In-Time Homeless Count mandated by the U.S. Department of Housing and Urban Development. The department assembles groups of volunteers and trains them to go out into the community to collect information from homeless Fulton County residents and provide a count of homeless individuals identified in their assigned geographic area. The count for 2017 took place during the last week in January and each volunteer was given a \$50 gift card for his/her participation.

**OBJECTIVE**

The objective of our audit was to evaluate the procurement and distribution of gift cards to ensure compliance with Treasury Gift Card SOP as well as any departmental operating procedures related to gift cards. In addition, we determined whether adequate controls exist to prevent misuse.

**SCOPE**

The period covered by this audit is October 1, 2016 through March 31, 2017.

**METHODOLOGY**

We conducted this audit in accordance with Generally Accepted Government Auditing Standards (GAGAS). GAGAS requires that we plan and perform the audit by obtaining sufficient and appropriate audit evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives.

To accomplish our objectives, we performed a physical count of the gift card inventory. In addition, we reviewed the following documentation:

- Wells Fargo Gift Card Order Requests
- Gift Card Inventory Management Log
- Gift Card Requisition Forms
- Gift Card Inventory Listings
- Gift Card Rosters

We believe that the evidence obtained provides a reasonable basis for our findings and recommendations detailed in the section below.

**FINDINGS AND RECOMMENDATIONS**

There were no reportable findings noted during our review. The Finance Department's Office of Treasury properly procured gift cards and adequately safeguarded and maintained the gift card inventory. During the scope period, the Finance Department's Office of Treasury appropriately distributed gift cards to the requesting departments within Fulton County. Those departments issued gift cards accordingly to recipients for the intended purposes. It appears adequate controls exist in the Finance Department's Office of Treasury as well as in the requesting departments to prevent misuse of gift cards.

**CONCLUSION**

Based on our review, the Finance Department's Office of Treasury has maintained compliance with the Treasury Gift Card SOP. As a result, no written response to this audit report is required.

We would like to thank management and staff for their timely cooperation and assistance during the audit. The distribution of the report is reserved for the executive management of Fulton County and the Board of Commissioners.