# YOLO COUNTY FINANCIAL OVERSIGHT AND AUDIT SUBCOMMITTEE <u>UPDATE - DIVISION OF INTERNAL AUDIT ACTIVITY</u>

- To: Members of the Financial Oversight Committee and Audit Subcommittee
- From: Kim Eldredge, Senior Auditor, CGAP
- Re: Update- Division of Internal Audit Activity Quarterly Report

Members of the Financial Oversight and Audit Subcommittee, the following updates are provided for this Quarter:

# (a) Status update of current in-progress and completed engagements –

|        | In-progress:                           |   | <b><u>Completed:</u></b>       |
|--------|--|---|--------------------------------|
| - Trea | asury Wire Transfers/ACH Payments –    | - | Landfill Cash                  |
| Aug    | gust                                   | - | Placer County Peer Review      |
| - Cou  | ntywide Payroll Audit – Planning phase | - | Treasury Cash Count QE 3/31/19 |
| - P-C  | ard continuous auditing – November     | - | Treasury Cash Count QE 6/30/19 |
|        |  |   |                                |

## (b) Proposed Annual Audit Plan for fiscal year 2019-2020 –

The Division of Internal Audit performed a risk assessment that included discussion with members of the Board, the County Administrator and department executive management regarding risk considerations. We distributed a risk assessment survey for input on their perspective of risk at the county and areas of audit interest in department business operations. A risk score card was also used to identify high risk departments relative to the following risk factors of the proposed budget, number of staff, number of audit findings and date of the last audit. We ranked and tabulated the results to develop a risk-based audit plan. Because of the limited staffing resources, we evaluated all audit requests based on our risk assessment criteria. Special request audits from the Board and department heads were considered for inclusion in the audit plan.

Attached is a copy of the proposed annual audit plan for fiscal year 2019-2020 (Attachment A) and the countywide risk assessment (Attachment B).

| Proposed Annual Audit Plan             | Hours |
|--|-------|
| Countywide & Department Audits         | 3,108 |
| Continuous Auditing Program            | 530   |
| Countywide Risk Assessment-Preliminary | 120   |
| Special Project                        | 323   |
| Audit Functions                        | 1,673 |
| Administration                         | 350   |
| Other Administration Per MOU           | 1.656 |
| Total Proposed Budgeted Hours          | 7,760 |

# (c) Summary of audit reports received --

| Entity  | Total number of audit reports |
|---|-------------------------------|
| County (Attachment C)                                   | 29                            |
| Joint Powers Agencies and Other Entities (Attachment D) | 17                            |
| Special Districts – 2-year reporting (Attachment E)     | 53                            |

If you would like more information on the audit plan, or would like to discuss the internal audit activity functions and resources, please do not hesitate to contact me at (530) 666-8190 ext 9204 or <u>kim.eldredge@yolocounty.org</u>. Thank you.

#### Yolo County Division of Internal Audit Proposed Audit Plan Fiscal Year 2019-2020

| Name   | Entity                        | Preliminary Audit Objective/Project Description  | Hours | Comments   |
|--|-------------------------------|--|-------|--|
| Accounts Payable Audit                                     | Countywide                    | To assess internal controls over accounts payable to ensure<br>invoicing/payment processes are properly reviewed and complete,<br>valid, and accurate. Includes review of system controls and data<br>analytics. | 304   | High-risk area: Implementation of new financial/payroll system. Identified in Infor System Audit.  |
| Capital Project Audit                                      | Countywide                    | To assess internal controls over capital projects and county<br>management oversight to ensure projects were completed timely and<br>within budget.  | 154   | County Management Request  |
| Contracting and Procurement Audit                          | Countywide                    | The internal audit activity will work with the Procurement Manager on determining scope of audit.  | 164   | High-risk area: Implementation of new financial/payroll system. Identified in Infor System Audit.  |
| Payroll Audit  | Countywide                    | To assess internal control over payroll processing to ensure payroll is accurate, authorized, reviewed, and duties are properly segregated.  | 304   | High-risk area: Implementation of new financial/payroll<br>system. Identified in Infor System Audit. Review of payroll<br>processes not performed in 9 years.                                    |
| Audit Projects Less than 8 hours                           | Countywide                    | Various county management requests, non-audit services, consulting with departments, and other counties and entities.  | 600   | Requirement - Standard 2130  |
| Audit Communication with Management and Staff              | Countywide                    | Division weekly meetings, discussions on audit subject matters, and other communications.  | 400   | Requirement - Standard 2200  |
| Follow-up Audits and Testing of<br>Correction Action Plans | Countywide                    | Monitor progress of the dispositon of results to mangement.  | 200   | Requirement - Standard 2500, 2600  |
| Continuous Auditing Program                                | Countywide-Cont Aud           | Development of analytics, testing of tranactions, and results for three<br>high risk areas (accounts payable, payroll and purchase card). Report<br>to FOC   | 530   | Divisional Goal  |
| Acounts Receivable-Risk Assessment                         | Countywide-Risk<br>Assessment | To perform a preliminary risk assessment to determine audit area and scope of work.  | 60    | Internal audit activity will perform a countywide preliminary<br>risk assessment on accounts receivable and select two (2)<br>high risk individual departments to audit based on the<br>results. |
| Cash Audit   | Countywide-Risk<br>Assessment | To perform a preliminary risk assessment to determine audit area and scope of work.  | 60    | Internal audit activity will perform a countywide preliminary<br>risk assessment on accounts receivable and select two (2)<br>high risk individual departments to audit based on the<br>results. |
| Accounts Receivable-Department Audit                       | Department                    | To assess internal control over accounts receivable to ensure<br>receivable accounts are accurate, valid, properly approved, and<br>recorded.  | 120   | Department selected based on preliminary risk assessment   |
| Accounts Receivable-Department Audit                       | Department                    | To assess internal control over accounts receivable to ensure receivable accounts are accurate, valid, properly approved, and recorded.  | 120   | Department selected based on preliminary risk assessment   |
| Cash-Department Audit                                      | Department                    | To assess internal control over cash receipts to ensure receipts are safeguarded, deposited, and reconciled with County records.   | 120   | Department selected based on preliminary risk assessment   |
| Cash-Department Audit                                      | Department                    | To assess internal control over cash receipts to ensure receipts are safeguarded, deposited, and reconciled with County records.   | 120   | Department selected based on preliminary risk assessment   |

#### Yolo County Division of Internal Audit Proposed Audit Plan Fiscal Year 2019-2020

| Name   | Entity   | Preliminary Audit Objective/Project Description   | Hours | Comments   |
|--|--|---|-------|--|
| Revenue Audit  | Department                                       | To asess internal control over fiduciary or special revenue funds to<br>ensure sources and uses of funds are proper and in compliance with<br>County and department policy, procedures, and laws.   | 100   | Department selected based on preliminary risk assessment   |
| Integrated Waste Management Internal<br>Control Review | Department of<br>Community Services              | To conduct a surprise cash count of the revolving funds; review the division's internal controls over the handling of cash and commerical accounts; review cash collections to loads transferred and activity reports.  | 128   | Completed: Opportunities for improvement of internal<br>controls relating to commerical accounts, cash handling, and<br>transfer load/activity reports ECC |
| Treasury Cash Counts                                   | Department of<br>Financial Services-<br>Treasury | To count cash in the county treasury (at least once in each quarter).   | 64    | Mandated: Government Code 26920 (a)(1)   |
| Treasury Wire Transfers/ACH Payments<br>Audit          | Department of<br>Financial Services-<br>Treasury | To verify that wire transfers/ACH transactions are properly authorized,<br>supported by adequate documentation, comply with County Policy<br>and best practices. Review the Deparments internal controls over<br>handling of wire transfers/ACH transactions. | 210   | In-progress: Anticipated date of completion 8/30/2019  |
| Inter-Governmental Transfer Fund (IGT)                 | Special Project                                  | To review spending for allowance under partnership plan.  | 100   | County Management Request  |
| Contingency Reserve                                    | Special Project                                  | Unassigned projects   | 223   | To be determined   |
| Internal Audit General                                 | Audit Function                                   | Various general duties-timekeeping, team-building activities (strength finders), etc.   | 560   |  |
| Continuing Professional Development                    | Audit Function                                   | Continuing professional development-Internal auditors must enhance<br>their knowledge, skills, and other competencies through continuing<br>professional development.   | 173   | Requirement - Standard 1230  |
| Peer Review External Assessment-Placer<br>County       | Audit Function                                   | Peer review program sponsored by the California State Association of County Auditors  | 200   | Completed: August 2019   |
| Countywide Trainings                                   | Audit Function                                   | Countywide Fiscal Foundations Series: Data Analytics; Ethics & Fraud;<br>Preparing for an Audit; and audit tips-short video clips. Includes<br>development, preparation and instruction.  | 200   | Department Goal  |
| Internal Audit Activity Management                     | Audit Function                                   | Manage the internal audit activity, establish a risk-based audit plan;<br>ensure that engagements are performed with proficiency and due<br>professional care; develop and update policies and procedures.  | 200   | Requirement - Standards 1000, 1200, 2000   |
| Quality Assurance and Improvement<br>Program           | Audit Function                                   | Develop and maintain a quality assurance and improvement program that covers all aspects of the internal audit activity.  | 100   | Requirement - Standard 1300  |
| Electronic workpapers                                  | Audit Function                                   | "New" - Implementation and training   | 240   | Divisional Goal  |
| Department of Financial Services General               |  | Various meetings, employee evaluations, and other events not directly related to the division   | 300   |  |
| Finanical Oversight Committee                          | Administration                                   | Support services for the Financial Oversight Committee  | 50    |  |
| Estimated staff benefits & leave                       | Other-Administration                             | General provisions within the MOU   |       | Memorandum Of Understanding Agreements with Labor<br>Relations   |
| Total audit & non-audit hours and benefi               | ts & leave                                       |   | 7760  |  |

#### Yolo County Division of Internal Audit County-Wide Risk Assessment Fiscal Year 2019-2020

| DEPARTMENT                            | AUDIT SUBJECT   | PROPOSED<br>EXPENDITURES<br>(18-19 FINAL<br>BUDGET) | SCORE | %    | PROPOSED<br>REVENUES (18-19<br>FINAL BUDGET) | SCORE |      | NUMBER OF<br>STAFF<br>(FUNDED) | SCORE |      | NUMBER<br>OF AUDIT<br>FINDINGS | SCORE |      | DATE OF<br>LAST AUDIT<br>(incl ext<br>audits) | SCORE |      | TOTAL<br>SCORE |
|---------------------------------------|---|---|-------|------|--|-------|------|--------------------------------|-------|------|--------------------------------|-------|------|---|-------|------|----------------|
| RELATIVE WEIGHTS OF I                 | RISK FACTORS  |   | 6     |      |  | 5     |      |                                | 5     |      |                                | 4     |      |   | 5     |      | 250            |
|                                       |   |   |       |      |  |       |      |                                |       |      |                                |       |      |   |       |      |                |
| Health & Human<br>Services            | Internal Control Cash & Equipment Audit 2011 & 2015                                   | 217,891,518   | 10    | 46%  | 195,371,260                                  | 10    | 53%  | 609                            | 10    | 37%  | 14                             | 5     | 10%  | 2015  | 4     | 5%   | 200            |
| Community Services                    | Internal Control Cash & Equipment Audit 2013;<br>Inventory Observation 2015           | 69,052,661  | 10    | 15%  | 51,502,919                                   | 10    | 14%  | 130                            | 10    | 8%   | 3                              | 1     | 2%   | 2015  | 4     | 5%   | 184            |
| Sheriff                               | Internal Control Cash & Equipment Audit 2014; Audit<br>of Public Admin 2018           | 44,170,858  | 9     | 9%   | 24,985,729                                   | 5     | 7%   | 276                            | 10    | 17%  | 17                             | 6     | 12%  | 2018  | 1     | 1%   | 158            |
| County Administrator                  | Internal Control Cash & Equipment Audit 2012 & 2013; Gravel Mining Fee Ordinance 2013 | 39,430,743  | 8     | 8%   | 33,166,547                                   | 7     | 9%   | 40                             | 6     | 2%   | 7                              | 3     | 5%   | 2013  | 6     | 8%   | 155            |
| District Attorney                     | Internal Control Cash & Equipment Audit 2011  | 20,588,138  | 5     | 4%   | 11,937,594                                   | 3     | 3%   | 119                            | 10    | 7%   | 4                              | 2     | 3%   | 2011  | 8     | 11%  | 143            |
| Probation                             | Internal Coltrol Payroll & Contracting 2013; Agreed<br>Upon Procedures 2018           | 26,619,216  | 6     | 6%   | 22,898,832                                   | 5     | 6%   | 145                            | 10    | 9%   | 16                             | 6     | 12%  | 2018  | 1     | 1%   | 140            |
| General Services                      | Internal Control Cash & Equipment Audit 2012  | 12,078,735  | 3     | 3%   | 7,202,084                                    | 2     | 2%   | 61                             | 8     | 4%   | 6                              | 2     | 4%   | 2012  | 7     | 9%   | 111            |
| Library                               | Internal Control Cash & Equipment Audit 2012  | 10,135,522  | 3     | 2%   | 9,295,222                                    | 2     | 3%   | 40                             | 6     | 2%   | 5                              | 2     | 4%   | 2012  | 7     | 9%   | 101            |
| Public Defender                       | None  | 7,957,739   | 2     | 2%   | 385,866                                      | -     | 0%   | 41                             | 7     | 3%   | -                              | -     | 0%   | -   | 10    | 13%  | 97             |
| Child Support Services                | Internal Control Cash & Equipment Audit 2013  | 5,948,363   | 2     | 1%   | 5,948,363                                    | 2     | 2%   | 42                             | 7     | 3%   | 2                              | 1     | 1%   | 2013  | 6     | 8%   | 91             |
| Financial Services                    | Discharge of Accountability 2015; Treasury Cash<br>Count Reviews 2016-2019            | 5,413,332   | 2     | 1%   | 1,580,317                                    | 1     | 0%   | 34                             | 6     | 2%   | 37                             | 10    | 27%  | 2019  | -     | 0%   | 87             |
| Assessor/Clerk-<br>Recorder/Elections | Internal Control Cash & Equipment Audit 2012 & 2013; Social Security Truncation 2018  | 7,753,625   | 2     | 2%   | 2,781,400                                    | 1     | 1%   | 51                             | 7     | 3%   | 15                             | 5     | 11%  | 2018  | 1     | 1%   | 77             |
| County Counsel                        | None  | 2,559,652   | 1     | 1%   | 1,228,512                                    | 1     | 0%   | 12                             | 3     | 1%   | -                              | -     | 0%   | -   | 10    | 13%  | 76             |
| Board of Supervisors                  | None  | 2,010,620   | 1     | 0%   | -  | -     | 0%   | 15                             | _     | 1%   | -                              | -     | 0%   | -   | 10    | 13%  | 71             |
| Agriculture                           | Internal Control Cash & Equipment Audit 2012;<br>Cannabis 2018                        | 3,225,794   | 1     | 1%   | 2,395,290                                    | 1     | 1%   | 20                             | 4     | 1%   | 11                             | 4     | 8%   | 2018  | 1     | 1%   | 52             |
| Total                                 |   | 474,836,516   |       | 100% | 370,679,935                                  |       | 100% | 1,634                          |       | 100% | 137                            |       | 100% |   | 76    | 100% |                |

Results:

Based on our scorecard for FY 2019-20, we identified 5 departments as high risk relative to the risk factors of the proposed budget, number of staff, number of audit findings, and date of last audit. The departments identified were Health & Human Services, Community Services, Sheriff, County Administrator, and District Attorney. Engagement scheduling has been given priority to address these high risk departments in the following areas for the county-wide audits and the continuous auditing program: accounts payable; payroll; and contracting and procurement. However, due to administrative activities related to the new Internal Audit Manager and limited staffing resources, all departments with high risk may not be covered during this fiscal year.

|              |        |            |        | NUMBER |        |          |        | DATE OF |        |
|--------------|--------|------------|--------|--------|--------|----------|--------|---------|--------|
| PROPOSED     | Weight | PROPOSED   | Weight | OF     | Weight | AUDIT    | Weight | LAST    | Weight |
| EXPENDITURES | Rating | REVENUES   | Rating | STAFF  | Rating | FINDINGS | Rating | AUDIT   | Rating |
| 500,000      | 0      | 500,000    | 0      | 0      | 0      | 0        | 0      | <2009   | 10     |
| 5,000,000    | 1      | 5,000,000  | 1      | 1      | 1      | 3        | 1      | 2010    | 9      |
| 10,000,000   | 2      | 10,000,000 | 2      | 5      | 1      | 6        | 2      | 2011    | 8      |
| 15,000,000   | 3      | 15,000,000 | 3      | 10     | 2      | 9        | 3      | 2012    | 7      |
| 20,000,000   | 4      | 20,000,000 | 4      | 15     | 3      | 12       | 4      | 2013    | 6      |
| 25,000,000   | 5      | 25,000,000 | 5      | 20     | 4      | 15       | 5      | 2014    | 5      |
| 30,000,000   | 6      | 30,000,000 | 6      | 30     | 5      | 18       | 6      | 2015    | 4      |
| 35,000,000   | 7      | 35,000,000 | 7      | 40     | 6      | 21       | 7      | 2016    | 3      |
| 40,000,000   | 8      | 40,000,000 | 8      | 55     | 7      | 24       | 8      | 2017    | 2      |
| 45,000,000   | 9      | 45,000,000 | 9      | 75     | 8      | 27       | 9      | 2018    | 1      |
| 50,000,000   | 10     | 50,000,000 | 10     | 100    | 9      | 30       | 10     | 2019    | 0      |
| MORE         | 10     | MORE       | 10     | 500    | 10     |          |        |         |        |
|              |        |            |        | MORE   | 10     |          |        |         |        |

## County of Yolo Summary of Audit Reports - **County** Received During Fiscal Year Ending - June 30, 2019

|    |   |  |                           |   | Date      |
|----|---|--|---------------------------|---|-----------|
|    | Audit Report Title  | Audit Firm   | Audit Period              | Results and Findings  | Issued    |
| 1  | Audit of Yolo County Purchase Card<br>Program - Administration  | Internal Audit Division  | 7/1/2016 to<br>6/30/2018  | 1) Program Administration Total Findings 3: Card<br>management needs improvement; monthly<br>reconciliation of the purchase card program not<br>performed; and Purchase Card Procedures<br>Manual not up to date. 2) Purchase Card<br>Transactions Total Exceptions 137:<br>Noncompliance with County policy and<br>procedures and lack of supporting documentation<br>(81 exceptions); and noncompliance with<br>program eligibility and department's policy and<br>procedures for client services (56 exceptions) | 5/28/2019 |
|    | Community Services, Division of<br>Integrated Waste Management -<br>Internal Control Cash Audit                         | Internal Audit Division  | 7/1/2017 to<br>9/30/2018  | Total Findings 6: Accounts receivable balances<br>in the Infor system not recorded; individual<br>accounts in the WasteWORKS system not<br>monitored; invoicing terms not in compliance with<br>the County's Master Fee Schedule; department<br>written policy and procedures not available;<br>improvement needed on the monitoring of cash<br>overages/shortages at the Scalehouse; and<br>accountability over Esparto Convenience Center<br>transactions   | 8/2/2019  |
| 3  | County of Yolo Transportation<br>Development Act Fund Non-Transit<br>Purposes   | Richardson &<br>Company LLP  | 6/30/2017 &<br>6/30/2018  | Unmodified  | 1/9/2019  |
|    | County of Yolo Transportation<br>Development Act Fund Transit<br>Purposes   | Richardson &<br>Company LLP  | 6/30/2017 &<br>6/30/2018  | Unmodified  | 1/3/2019  |
| 5  | HHSA - Compliance Review for<br>Temporary Assistance for Needy<br>Families and Work Incentive<br>Nutritional Supplement | State of California -<br>Health and Human<br>Services Agency;<br>Department of Social<br>Services      | Program Year<br>2015-16   | Areas of concern: 1) Missing, incorrect or<br>incomplete documentation to support reported<br>hours; 2) Not using recent earnings statements to<br>project  | 2/16/2018 |
| 6  | HHSA - Hospital Preparedness<br>Program (HPP) Grant Agreement<br>No. 14-10559   | California Department<br>of Public Health<br>(CDPH)  | 6/30/2017                 | Total Findings 1: Incomplete documentation of travel expenditures   | 5/23/2019 |
| 7  |   | State of California -<br>Health and Human<br>Services Agency;<br>Department of Health<br>Care Services | Program Year<br>2018-19   | Total Findings 1: Mental Health Plan exceeded outpatient provider capacity  | 9/21/2018 |
| 8  | HHSA - Program Monitoring Visit for<br>the Women, Infants, and Children<br>(WIC) Division                               |  | 3/21/2018 to<br>3/23/2018 | Total Findings 2: Proper procedures not followed<br>for health and nutrition services; proof of<br>identification not obtained  | 12/3/2018 |
|    | HHSA - Public Health Emergency<br>Preparedness Program (PHEP)<br>Grant Agreement No. 14-10559                           | California Department<br>of Public Health<br>(CDPH)  | 6/30/2017                 | Total Findings 3: Inventory management<br>incomplete; incomplete documentation of travel<br>expenditures; and excess interest earned was not<br>remitted to CDPH  | 5/23/2019 |
| 10 | HHSA - Quality Assurance<br>Monitoring Review of the In-Home<br>Supportive Services (IHSS) program                      | State of California -<br>Health and Human<br>Services Agency;<br>Department of Social<br>Services      | 9/18/2018 to<br>9/21/2018 | No exceptions noted   | 11/2/2018 |

## County of Yolo Summary of Audit Reports - **County** Received During Fiscal Year Ending - June 30, 2019

|    | Audit Report Title  | Audit Firm                        | Audit Period                                    | Results and Findings   | Date<br>Issued |
|----|---|-----------------------------------|---|--|----------------|
| 11 | Internal Auditor's Initial Assessment<br>of the Infor System Follow-up Audit  | Internal Audit Division           | As Applied<br>Discussion<br>Draft<br>10/20/2018 | Total Findings 4: Infor project Contract<br>Administration not following best practices;<br>Kinsey & Kinsey Software License Agreement not<br>approved by the Board of Supervisors; system<br>functionality, security, system controls, county<br>operations and documenting and reporting needs<br>improvement; and training materials not updated<br>and written procedures not available for many<br>accounting and procurement processes                           | 12/20/2018     |
| 12 | Purchase Card Overall Review of<br>Transactions - Department of<br>Financial Services, Accounting &<br>Financial Reporting Division | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 2: Lack of monitoring of purchase card transactions; and policy and procedures for travel not up to date  | 5/28/2019      |
| 13 | Purchase Card Review of<br>Transactions - County Administrator  | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 4: No original or supporting<br>receipts on file; purchase card statements not<br>signed by authorized Approving Official; no travel<br>request forms attached; and no documentation<br>for using alternative methods for travel<br>arrangements  | 5/28/2019      |
| 14 | Purchase Card Review of<br>Transactions - Department of<br>Financial Services   | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 1: No verification of when goods were received  | 5/28/2019      |
| 15 | Purchase Card Review of<br>Transactions - District Attorney   | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 3: No verification of when goods<br>were received; transaction exceeding monthly<br>credit limit; and split transaction   | 5/28/2019      |
| 16 | Purchase Card Review of<br>Transactions - General Services  | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 1: No verification of when goods were received  | 5/28/2019      |
| 17 | Purchase Card Review of<br>Transactions - Health & Human<br>Services Agency   | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 8: No original or supporting<br>receipts on file; no verification of when goods<br>were received; purchase card statements not<br>signed by authorized Approving Official; no travel<br>request forms attached; no documentation for<br>using alternative methods for travel<br>arrangements; split transaction; no purchase<br>order used; and noncompliance with program<br>eligibility and department's policy and procedures<br>for client services | 5/28/2019      |
| 18 | Purchase Card Review of<br>Transactions - Library   | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 3: No original or supporting<br>receipts on file; no verification of when goods<br>were received; and split transaction   | 5/28/2019      |
|    | Purchase Card Review of<br>Transactions - Probation   | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 5: No original or supporting<br>receipts on file; no verification of when goods<br>were received; no description of business<br>purpose; transaction exceeding monthly credit<br>limit; and split transaction   | 5/28/2019      |
| 20 | Purchase Card Review of<br>Transactions - Sheriff's   | Internal Audit Division           | 7/1/2016 to<br>6/30/2018                        | Total Findings 5: No original or supporting<br>receipts on file; no verification of when goods<br>were received; no description of business<br>purpose; no travel request forms attached; and<br>transaction exceeding single purchase limit   | 5/28/2019      |
|    | Statement   | Internal Audit Division           | 7/1/2018 to<br>12/31/2018                       | Total Findings 3: Compliance deficiencies and<br>internal control concerns   | 5/6/2019       |
| 22 | Yolo County Audit of County Annual<br>Financial Report  | Vavrinek, Trine, Day &<br>Co. LLP | 6/30/2018                                       | Unmodified   | 12/21/2018     |

## County of Yolo Summary of Audit Reports - **County** Received During Fiscal Year Ending - June 30, 2019

|    | Audit Depart Title                                    | Audit Firm                        | Audit Period  | Deputto and Findings  | Date<br>Issued |
|----|---|-----------------------------------|---------------|---|----------------|
| 23 | Audit Report Title<br>Yolo County Single Audit Report | Vavrinek, Trine, Day &<br>Co. LLP | 6/30/2018     | Results and Findings<br>Total Findings 5: Bank reconciliations not<br>prepared timely; no policy and procedures for<br>Prop 8 adjustments; duties not properly<br>segregated within the Infor System; timecards not<br>properly approved; significant deficiency-eligibility,<br>instance of non-compliance (Adoption<br>Assistance), questioned costs \$20,502 | 12/21/2018     |
| 24 | Yolo County Treasury Cash Count                       | Internal Audit Division           | QE 6/30/2018  | Total Findings 2 (repeat findings): Internal<br>Control-Treasury recording of bank transactions<br>delayed within county financial system, control<br>deficiency-limited close, and access to GL45; and<br>wire instructions not available for review   | 9/20/2018      |
| 25 | Yolo County Treasury Cash Count                       | Internal Audit Division           | QE 9/30/2018  | Total Findings 1 (repeat finding): Internal Control-<br>Treasury recording of bank transactions delayed<br>within county financial system, control deficiency-<br>limited close   | 2/19/2019      |
| 26 | Yolo County Treasury Cash Count                       | Internal Audit Division           | QE 12/31/2018 | Total Findings 1 (repeat finding): Internal Control-<br>Treasury recording of bank transactions delayed<br>within county financial system, control deficiency-<br>limited close   | 2/19/2019      |
| 27 | Yolo County Treasury Cash Count                       | Internal Audit Division           | QE 3/31/2019  | Total Findings 1 (repeat finding): Internal Control-<br>Treasury recording of bank transactions delayed<br>within county financial system, control deficiency-<br>limited close   | 8/13/2019      |
| 28 | Yolo County Treasury Cash Count                       | Internal Audit Division           | QE 6/30/2019  | Total Findings 1 (repeat finding): Internal Control-<br>Treasury recording of bank transactions delayed<br>within county financial system, control deficiency-<br>limited close   | 8/13/2019      |
| 29 | Yolo County Treasury Review                           | Vavrinek, Trine, Day &<br>Co. LLP | QE 3/31/2018  | Total Findings 2: No timely reconciliations of<br>Investment Summary reports; variances not<br>resolved   | 8/13/2018      |

#### County of Yolo Summary of Audit Reports - Joint Power Agencies (JPAs) and Other Entities Received During Fiscal Year Ending - June 30, 2019

|      |  |                                | Audit                    |  | Date       |
|------|--|--------------------------------|--------------------------|--|------------|
|      | Audit Report Title   | Audit Firm                     | Period                   | Results and Findings                     | Issued     |
| 1    | Area 4 Agency on Aging   | Gilbert Associates, Inc.       | 6/30/2017 &<br>6/30/2018 | Unmodified                               | 1/9/2019   |
| 2    | California Joint Powers Risk Management<br>Authority   | Maze & Associates              | 6/30/2018                | Unmodified                               | 12/3/2018  |
| 3    | Golden State Finance Authority   | Moss-Adams LLP                 | 12/31/2018               |  | 4/29/2019  |
| 4    | Sacramento Area Council of Governments   | Vavrinek, Trine, Day & Co. LLP | 6/30/2018                | Unmodified                               | 1/31/2019  |
| 5    | Sacramento Area Council of Governments -<br>Management Letter                                      | Vavrinek, Trine, Day & Co. LLP | 6/30/2018                | Unmodified - Total Findings 3            | 1/31/2019  |
| 6    | West Sacramento Area Flood Control<br>Agency   | Crowe LLP                      | 6/30/2018                | Unmodified - Total Findings 1            | 2/12/2019  |
| 7    | Yolo County Habitat/Natural Community<br>Conservation Plan JPA                                     | Maze & Associates              | 6/30/2018                | Unmodified                               | 1/17/2019  |
| 8    | Yolo County Habitat/Natural Community<br>Conservation Plan JPA - Memorandum on<br>Internal Control | Maze & Associates              | 6/30/2018                | Unmodified                               | 1/17/2019  |
| 9    | Yolo County Habitat/Natural Community<br>Conservation Plan JPA - Required<br>Communication         | Maze & Associates              | 6/30/2018                | No exceptions noted                      | 1/17/2019  |
| 10   | Yolo County Housing  | Cohn Reznick LLP               | 6/30/2018                | Unmodified                               | 11/29/2018 |
|      | Yolo County Housing - Single Audit   | Cohn Reznick LLP               | 6/30/2018                | Unmodified on each major federal program | 11/29/2018 |
| 12   | Yolo County Public Agency Risk<br>Management Insurance Authority<br>(YCPARMIA)                     | Crowe LLP                      | 6/30/2017 &<br>6/30/2018 | Unmodified                               | 10/25/2018 |
| 13   | Yolo Emergency Communications Agency (YECA)  | Richardson &<br>Company, LLP   | 6/30/2018                | Unmodified                               | 12/21/2018 |
| 14   | Yolo Subbasin Groundwater Agency   | Richardson &<br>Company, LLP   | 6/30/2018                | Unmodified - Total Findings 2            | 2/27/2019  |
| 15   | Yolo-Solano Air Quality Management District  | Richardson &<br>Company, LLP   | 6/30/2018                | Unmodified                               | 12/21/2018 |
| Othe | er Entities  |                                |                          |  | •          |
| 16   | Yolo County Flood Control And Water<br>Conservation District                                       | Richardson &<br>Company, LLP   | 4/30/2018                | Unmodified                               | 7/27/2018  |
| 17   | Yolo County Transportation District  | Richardson &<br>Company, LLP   | 6/30/2017 &<br>6/30/2018 | Unmodified                               | 3/21/2019  |

# County of Yolo Summary of Audit Reports - **Special Districts** Received During Fiscal Years Ending - June 30, 2018 and 2019

| Audit Report Title   | Audit Firm                     | Audit<br>Period      | Results and Findings        | Date Issued |
|--|--------------------------------|----------------------|-----------------------------|-------------|
| Alliance of Schools for Cooperative Insurance              | Vavrinek, Trine, Day & Co.     | 6/30/16              | Unmodified                  | 11/30/16    |
| California Joint Powers Rist Management<br>Authority       | Maze & Associates              | 6/30/17              | Unmodified                  | 12/5/17     |
| Clarksburg FPD   | Fetcher & Company              | 6/30/12              | Unmodified                  | 4/30/18     |
| Clarksburg FPD   | Fetcher & Company              | 6/30/13<br>6/30/14   | Unmodified                  | 4/30/18     |
| Clarksburg FPD   | Fetcher & Company              | 6/30/15<br>6/30/16   | Unmodified                  | 4/30/18     |
| CSAC Excess Insurance Authority                            | Gilbert Associates, Inc.       | 6/30/16<br>6/30/17   | Unmodified                  | 12/6/17     |
| Davis Cemetery District                                    | Vavrinek, Trine, Day & Co.     | 6/30/15              | Unmodified                  | 8/8/16      |
| Dixon Resource Conservation District of<br>Solano County   | Perry, Bunch & Johnston        | 6/30/16<br>6/30/17   | Unmodified                  | 2/7/18      |
| Dunnigan Water District                                    | Robert W. Johnson, CPA         | 12/31/17             | Unmodified                  | 3/7/18      |
| Esparto Community Service District                         | Pehling & Pehling              | 6/30/16              | Unmodified                  | 10/6/16     |
| Esparto Community Service District                         | Pehling & Pehling              | 6/30/17              | Unmodified                  | 2/1/18      |
| First 5 Yolo Childern & Families Commission                | Jensen Smith                   | 6/30/18              | Unmodified                  | 10/10/18    |
| First 5 Yolo Childern & Families Commission                | Jensen Smith                   | 6/30/17              | Unmodified                  | 10/2/17     |
| Yolo County Habitat/Natural Community<br>Conservation Plan | Maze & Associates              | 6/30/16              | Unmodified                  | 3/13/17     |
| Yolo County Habitat/Natural Community                      |                                |                      |                             | 5/3/18      |
| Conservation Plan  | Maze & Associates              | 6/30/17              | Unmodified                  |             |
| Yolo County Habitat/Natural Community<br>Conservation Plan | Maze & Associates              | 6/30/18              | Unmodified                  | 1/17/19     |
| Knights Landing CSD  | Perry, Bunch & Johnston        | 12/31/13<br>12/31/14 | Unmodified                  | 8/16/2016   |
| Knights Landing CSD  | Perry, Bunch & Johnston        | 6/30/15<br>6/30/16   | Unmodified                  | 5/10/17     |
| Knights Landing Ridge Drainage District                    | Smith &Newll CPA               | 12/31/14             | Unmodified                  | 7/2/15      |
| Knights Landing Ridge Drainage District                    | Smith &Newll CPA               | 12/31/15             | Unmodified Total Findings 1 | 5/25/16     |
| Knights Landing Ridge Drainage District                    | Smith &Newll CPA               | 12/31/16             | Unmodified Total Findings 1 | 8/9/17      |
| Knights Landing Ridge Drainage District                    | Smith &Newll CPA               | 12/31/17<br>6/30/07  | Unmodified Total Findings 1 | 10/4/18     |
| Madison CSD  | Vavrinek, Trine, Day & Co.     | 6/30/08              | Unmodified                  | 1/8/16      |
| Madison CSD  | Vavrinek, Trine, Day & Co.     | 6/30/09<br>6/30/10   | Unmodified                  | 9/9/16      |
| Madison CSD  | Vavrinek, Trine, Day & Co.     | 6/30/11<br>6/30/12   | Unmodified                  | 4/19/17     |
| North Delta Water Agency                                   | Perry, Bunch & Johnston, Inc.  | 6/30/16<br>6/30/17   | Unmodified                  | 12/4/17     |
| Public Agency Retirement Services Trust                    | SSAE 16 Professionals, LLP     | 6/30/17              | Unmodified                  | 7/17/17     |
| Public Agenices Post-Retirement Health Care<br>Plan Trust  | White Nelson Diehl Evans LLP   | 6/30/17              | Unmodified                  | 11/9/17     |
|  |                                | 6/30/2011 -          |                             |             |
| Reclamation District 2093                                  | Sonoma County, Auditor Control |                      | Unmodified                  | 8/22/19     |
| Reclamation District 2035                                  | Richardson & Company           | 6/30/17              | Unmodified                  | 2/9/18      |
| Reclamation District 999                                   | Don Cole & Company             | 12/31/14             | Unmodified                  | 3/11/15     |
| Reclamation District 999                                   | Don Cole & Company             | 12/31/15             | Unmodified                  | unknown     |

# County of Yolo Summary of Audit Reports - **Special Districts** Received by County in Fiscal Years Ending June 30, 2018 and 2019

| Audit Report Title   | Audit Firm                 | Audit<br>Period    | Results and Findings         | Date Issued |
|--|----------------------------|--------------------|------------------------------|-------------|
| Reclamation District 999                                   | Don Cole & Company         | 12/31/16           | Unmodified                   | 3/8/17      |
| Reclamation District 999                                   | Don Cole & Company         | 12/31/17           | Unmodified                   | 4/3/18      |
| Reclamation District 108                                   | Smith &Newll CPA           | 12/31/17           | Unmodified                   | 11/6/18     |
| Reclamation District 150                                   | Don Cole & Company         | 6/30/16            | Unmodified                   | 1/9/17      |
| Reclamation District 150                                   | Don Cole & Company         | 6/30/17            | Unmodified                   | 12/29/17    |
|  |                            | 6/30/12            |                              |             |
| Reclamation District 2035                                  | Vavrinek, Trine, Day & Co. | 6/30/13            | Unmodified Total Findings 3  | 12/12/14    |
| Reclamation District 2035                                  | Vavrinek, Trine, Day & Co. | 6/30/14<br>6/30/15 | Unmodified                   | 3/30/16     |
| Reclamation District 2035                                  | Vavrinek, Trine, Day & Co. | 6/30/16            | Unmodified                   | 5/5/17      |
| Reclamation District 2035                                  | Richardson & Company       | 6/30/17            | Unmodified                   | 2/9/18      |
| Schools Insurance Authority                                | Gilbert Associates, Inc.   | 6/30/16<br>6/30/17 | Unmodified                   | 10/12/17    |
| W Sacramento Area Flood Control                            | Richardson & Company       | 6/30/17            | Unmodified- Total Findings 1 | 12/22/17    |
| Winters Cemetery   | Nigro & Nigro              | 6/30/16            | Unmodified                   | 6/12/18     |
| Winters Cemetery   | Nigro & Nigro              | 6/30/17            | Unmodified- Total Findings 2 | 6/12/18     |
| Yolo County Flood Control & Water<br>Conservation District | Richardson & Company       | 4/30/18            | Unmodified                   | 7/26/18     |
| Yolo County Flood Control & Water<br>Conservation District | Richardson & Company       | 4/30/17            | Unmodified                   | 7/26/18     |
| Yolo County Housing Signle Audit                           | Cohn Reznick               | 6/30/17            | Unmodified                   | 12/15/17    |
| Yolo County Public Agency Risk Management                  | Crowe Horwath LLP          | 6/30/16<br>6/30/17 | Unmodified                   | 10/19/17    |
| Yolo County RCD  | R. J. Ricciardi, Inc.      | 6/30/18            | Unmodified                   | 3/6/19      |
| Yolo County Transportation District                        | Richardson & Company       | 6/30/16<br>6/30/17 | Unmodified                   | 2/28/18     |
| Yolo Emergency Communication Agency                        | Richardson & Company       | 6/30/17            | Unmodified                   | 12/14/17    |
| Yolo-Solano AQMD   | Vavrinek, Trine, Day & Co. | 6/30/16<br>6/30/17 | Unmodified                   | 1/10/18     |