

## YOLO COUNTY AUDIT COMMITTEE

### MINUTES OF MEETING MAY 6, 2020

Note: This meeting was held via teleconference, pursuant to the Governor’s Executive Order N-29-20 (March 17, 2020).

Members present on the call: Gary Sandy (Chair - Supervisor), Duane Chamberlain (Supervisor)

Members excused: None.

Others present on the call: Kim Eldredge, Noemy Mora-Beltran, David Estrada, Douglas Port (Internal Audit) and Lawrence Raber (Public).

Moderator: David Estrada

Recorded by: Kim Eldredge

- 1) **Call to order.** Gary Sandy called the meeting to order at 9:30 AM with Duane Chamberlain in attendance. Quorum was formed.
- 2) **Introductions.** Members and public above were on the call.
- 3) **Approval of agenda.** The agenda was reviewed and approved; agenda adopted (Chamberlain/Sandy).
- 4) **Follow-up of item from 11/12/2019 meeting.** There were no follow-up items open from prior meeting.
- 5) **Public comment.** Kim Eldredge reported that no public comments were received for the record.
- 6) **Approval of the 11/12/2019 meeting minutes.** Accepted and approved (Chamberlain/Sandy).
- 7) **Receive verbal update on the status of current engagements of the Division of Internal Audit Activity (Eldredge).** Kim Eldredge provided an update on the internal audit activity and status of current engagements.

Project Name	Status
Payroll Audit	In-progress; delayed due to Human Resources Department management changes and coverage/emergency services for the pandemic; project 80% completed
Follow-up Audits and Testing of Correction Action Plans	Completed for QE 3/31/2020
Continuous Auditing Program	In-progress; Purchase Card Continuous Auditing completed; waiting on county management. Payroll Continuous Auditing in-progress (included in payroll audit)
Cash Audit-Risk Assessment	Completed

Project Name	Status
Accounts Receivable-Risk Assessment	In-progress; project 55% completed
Cash-Department Audit	In-progress. Selected Sheriff Department; started planning docs; fieldwork on-hold due to coverage/emergency services for the pandemic
Cash-Department Audit	In-progress. Selected HHSA; started planning docs; fieldwork on-hold due to coverage/emergency services for the pandemic
Contingency Reserve	Reallocated hours to include (3) Special Reviews requested by county management; In-progress: 1) review of Food Bank claims for FEMA reimbursement (Pending); 2) Transit District; 3) Cash loss report
Countywide Trainings	Completed. Preparing for an Audit; Ethics & Fraud. Data Analytic Series planned to be completed by 6/30/2020
Electronic workpapers	Contract w/legal and procurement. Planned "GO Live" July 1

- 8) **Receive status report on corrective actions of audit recommendations (Eldredge).** Kim Eldredge provided the Committee with a summary of status of audit recommendation by department, reason for departments not reporting status of audit recommendation and field follow-up activity performed during QE 3/31/2020. Concern was raised by the committee members of audit recommendations not implemented. Starting next Audit Committee meeting, Kim will select a department to explain position for not implementing audit recommendations.
- 9) **Receive status report on Purchase Card Continuous Auditing report (Mora-Beltran).** Noemy Mora-Beltran provided a status report on the exceptions noted from CAAT results (computer-assisted audit techniques) performed on FY18-19 purchase card transactions. Noemy noted that the Purchase Card Continuous Auditing report is in progress and final report should be issued by next meeting; waiting on county management responses to findings and recommendations. The committee stated that they would like to see more detail on type of purchases and use of cards issued.
- 10) **Receive status report on the Preliminary Risk Assessment – Cash (Estrada).** David Estrada provided a status report on the audit work performed for the Preliminary Risk Assessment – Cash. David stated that the auditors performed a county-wide cash audit, assessed internal controls, and recommended a proposed cash audit rotation of both desk reviews and cash audits. Internal controls concerns were noted in the areas of: 1) Accountability over cash receipt forms, 2) Mail receipt logs, 3) Acceptance of credit card payments, 4) Accountability over petty cash funds, and 5) Accountability over cash collections. From this work, the auditors selected two (2) departments for cash audit – Health & Human Services Agency and Sheriff’s Department.
- 11) **Confirm next meeting date.** Kim Eldredge requested that the committee meet in July to discuss the proposed audit plan for fiscal year 2020-21. The next meeting is scheduled for July 30, 2020.
- 12) **Committee Member and Staff Announcements.** There were no committee member and staff announcements.
- 13) **Adjournment.** Meeting adjourned at 10:47 a.m.