

COUNTY OF SACRAMENTO

DEPARTMENT OF FINANCE - AUDITOR-CONTROLLER DIVISION – INTERNAL AUDIT UNIT

INTERNAL AUDITS REPORT

CHANGE OF CUSTODY AGREED-UPON PROCEDURES FINAL REPORT AS OF MARCH 2, 2021

DEPARTMENT OF PERSONNEL SERVICES



Audit Committee Submittal Date: 10/14/2021

SUMMARY

Background

The Department of Finance (Finance) performed a change of custody agreed-upon procedures for the outgoing director of the Department of Personnel Services (DPS) who retired March 2, 2021.

Audit Objective

To inspect DPS's cash and capital assets as of March 2, 2021 and confirm the record to the Sacramento County Accounting System (COMPASS).

Summary

We noted no exceptions with DPS's imprest cash and capital assets based on our procedures.



County of Sacramento

Inter-Departmental Memorandum

September 27, 2021

To: Joseph Hsieh, Acting Director
Department of Personnel Services

From: Ben Lamera
Director of Finance

By: Hong Lun (Andy) Yu, CPA
Audit Manager

A handwritten signature in blue ink, appearing to be "H. Yu", is written over the name of the sender.

Subject: **REPORT OF AGREED-UPON PROCEDURES FOR THE SACRAMENTO COUNTY DEPARTMENT OF PERSONNEL SERVICES (DPS) CHANGE OF CUSTODY ON MARCH 2, 2021**

Enclosed is our report on the Sacramento County Personnel Services' change of custody on March 2, 2021.

If you have any questions regarding this report, please contact Michael Marsman at (916) 874-6270.

Thank you and your staff for the cooperation and assistance during our procedures.

Enclosure

cc: Vidalia Hatton, Administrative Services Officer III, Department of Personnel Services



County of Sacramento

Inter-Office Memorandum

September 21, 2021

To: Joseph Hsieh, Acting Director
Department of Personnel Services

From: Ben Lamera
Director of Finance

By: Hong Lun (Andy) Yu, CPA
Audit Manager

A handwritten signature in blue ink, appearing to be "H. Yu", written over the name of the preparer.

Subject: **REPORT OF AGREED-UPON PROCEDURES FOR THE SACRAMENTO COUNTY DEPARTMENT OF PERSONNEL SERVICES (DPS) CHANGE OF CUSTODY ON MARCH 2, 2021**

We have performed the procedures enumerated below, which were agreed to by Sacramento County Department of Personnel Services (DPS) regarding the change of custody on March 2, 2021. We performed our procedures at DPS's office located at 700 H St, Sacramento, California, 95814 and 9616 Micron Ave, Sacramento, CA 95827. DPS's management is responsible for maintaining sufficient controls for its accounting operations and assets. This agreed-upon procedures engagement was conducted in accordance with the Standards for Attestation Engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of DPS's management. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose. This report is applicable solely to the procedures referred to below and is not intended to pertain to any of DPS's other operations, procedures or compliance with laws and regulations.

Our procedures and findings are summarized as follows:

1. We counted the Department's imprest cash and all cash receipts on hand as of the close of business on August 9, 2021 and compared it to the authorized amount in the Sacramento County Financial System (COMPASS). See Attachment I, *Schedule of Accountability*.

Finding: We did not note any exceptions as a result of this procedure.

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2. We traced the balance from Procedure Number 1 back to the cash balance at March 2, 2021. Please see Attachment I, *Schedule of Accountability*.

Finding: We did not note any exceptions as a result of this procedure.

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3. We reviewed the capital asset listing and physically inspected 11 of 11 capital assets at DPS's location on August 6, 2021 and August 9, 2021 and traced back to the COMPASS balances on March 2, 2021. Please see Attachment I, *Schedule of Accountability*.

Finding: We did not note any exceptions as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with the Standards for Attestation Engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. We were not engaged to, and did not perform an audit or examination, the objective of which would be the expression of an opinion or conclusion, respectively, on DPS's fiscal processes or results of our procedures referred above. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Sacramento County Board of Supervisors, those charged with governance, Sacramento County Audit Committee, Sacramento County Executive, and DPS management. It is not intended to be, and should not be, used by anyone other than these specified parties. However, this restriction is not intended to limit distribution of this report, which is a matter of public record.

Attachment

Attachment I, *Schedule of Accountability*

**COUNTY OF SACRAMENTO
DEPARTMENT OF PERSONNEL SERVICES (DPS)
CHANGE OF CUSTODY
SCHEDULE OF ACCOUNTABILITY**

MARCH 2, 2021

Imprest Cash

| <u>Imprest Cash On Hand</u> | <u>Amount Reported</u> | <u>Amount Counted</u> | <u>Variances</u> |
|---------------------------------|------------------------|-----------------------|------------------|
| Petty Cash | \$ 430.00 | 430.00 ⁽¹⁾ | \$ 0.00 |

Capital Assets

| <u>Capital Assets On Hand</u> | <u>Amount Reported</u> | <u>Amount Inspected</u> | <u>Variances</u> |
|---------------------------------------|------------------------------|-----------------------------|------------------|
| Capital Assets | \$ 141,929.11 ⁽²⁾ | 141,929.11 ⁽³⁾ | \$ 0.00 |

- (1) We traced the petty cash balance from the cash count date of August 9, 2021 back to the balance as of March 2, 2021 and noted no exceptions.
- (2) Amount consists of the acquisition value of the Department of Personnel Services (DPS) capital assets reported in the Sacramento County Financial System (COMPASS). No capital assets were acquired between March 2, 2021 and the date of this report.
- (3) Amount consists of 11 capital assets.