

# COUNTY OF SACRAMENTO

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

**INTERNAL AUDITS REPORT**

**CHANGE OF CUSTODY  
AGREED-UPON PROCEDURES REPORT  
AS OF JULY 15, 2022**

**CORONER'S OFFICE**



**Audit Committee Submittal Date: 09/15/2022**

## **SUMMARY**

---

### **Background**

The Department of Finance (DOF) performed a change of custody agreed-upon procedures for the outgoing Coroner of Sacramento County Coroner's Office (SCCO) with a change of custody date of July 15, 2022.

### **Audit Objective**

To inspect SCCO's cash, cash equivalents, and capital assets as of July 15, 2022 and confirm the record to the Sacramento County Accounting System (COMPASS).

### **Summary**

We noted issues regarding tracking and recording of capital assets and untimely replenishment of petty cash.



**County of Sacramento**

---

*Inter-Office Memorandum*

August 23, 2022

To: Kimberly Gin, Interim Coroner  
Sacramento County Coroner's Office

From: Ben Lamera  
Director of Finance

By: Tae-Young Kang, CPA  
Interim Audit Manager

A handwritten signature in black ink, appearing to read "Tae-Young Kang", with a long horizontal flourish extending to the right.

Subject: **INDEPENDENT AUDITOR'S REPORT ON AGREED-UPON PROCEDURES FOR THE SACRAMENTO COUNTY CORONER'S OFFICE (SCCO) CHANGE OF CUSTODY ON JULY 15, 2022**

We have performed the procedures enumerated below, which were agreed to by the Sacramento County Coroner's Office (SCCO) regarding the change of custody on July 15, 2022. We performed our procedures at SCCO's office located at 4800 Broadway Suite 100, Sacramento, California, 95820. SCCO's management is responsible for maintaining sufficient controls for its accounting operations and capital assets. The sufficiency of these procedures is solely the responsibility of SCCO'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 as follows and is not intended to pertain to any of SCCO's other operations, procedures or compliance with other laws and regulations.

Our procedures and findings are summarized as follows:

- We counted and compared SCCO's imprest cash on hand to authorized amounts noted on the Sacramento County Financial System (COMPASS) on July 15, 2022, the last working day of the outgoing Coroner.

Finding: The only imprest cash in the possession of SCCO was petty cash which was all accounted for during our cash count. However, we noted that petty cash used was not replenished in a timely manner. See finding #1 at ATT 2 – *Findings and Recommendations*.

- We compared SCCO's capital assets record to COMPASS' record. Then, we selected and physically inspected 15 out of 49 capital assets at SCCO's office.

Finding: We noted issues regarding tracking and recording of capital assets. See Finding #2 and 3 at ATT 2 - *Findings and Recommendations*

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, examination, or review, the objective of which would be the expression of an opinion or conclusion, respectively, on SCCO's fiscal processes, financial schedules, 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.

SCCO's responses to the findings identified during our procedures are described in ATT 2 - *Findings and Recommendations*. We did not perform procedures to validate SCCO's responses to the findings and, accordingly, we do not express opinions on the responses to the findings.

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 SCCO's 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.

#### Attachments

ATT 1 - *Schedule of Accountability*  
ATT 2 - *Findings and Recommendations*

**COUNTY OF SACRAMENTO  
SACRAMENTO COUNTY CORONERS OFFICE (SCCO)  
CHANGE OF CUSTODY ON JULY 15, 2022  
SCHEDULE OF ACCOUNTABILITY**

ATT 1

**Imprest Cash**

<b>Imprest Cash On Hand</b>	<b>Amount Reported</b>	<b>Amount Counted<sup>(1)</sup></b>	<b>Variances</b>
Petty Cash	\$ 400.00	400.00	\$

**Capital Assets**

<b>Capital Assets On Hand</b>	<b>Acquisition Value<sup>(2)</sup> Reported</b>	<b>Acquisition Value<sup>(3)</sup> Inspected</b>	<b>Exception</b>
Capital Assets	\$ 853,659.05	630,934.32	\$

<sup>(1)</sup> Amount includes \$55 cash receipts. See Finding #1 at ATT 2 - *Findings and Recommendations*.

<sup>(2)</sup> Amount consists of the acquisition value of Coroner's capital assets reported in the Sacramento County Financial System (COMPASS) for 49 units.

<sup>(3)</sup> Amount represents the acquisition value of Coroner's capital assets reported in COMPASS for the 15 units selected for inspection.

**COUNTY OF SACRAMENTO  
SACRAMENTO COUNTY CORONERS OFFICE (SCCO)  
CHANGE OF CUSTODY ON JULY 15, 2022  
FINDINGS AND RECOMMENDATIONS**

**1. Petty Cash Replenishment**

Condition

During our inspection of Sacramento County Coroners Office's (SCCO's) petty cash, we noted that petty cash in the amount of \$55 used to purchase stamps on November 2, 2020 has not yet been replenished as of our fieldwork date.

Criteria

Petty cash should be reconciled and replenished once a year at a minimum in order to properly track and make the funds available for future usage.

Effect

Not replenishing petty cash in a timely manner makes it difficult to track and limit/hinder utilization of the fund when needed.

Recommendation

We recommend SCCO replenish petty cash once a year at a minimum.

Management Response

This item was missed during year-end closing procedures. An imprest cash claim shall be submitted immediately and procedures implemented to address future replenishment claims.

**2. Asset Tags**

Condition

During our inspection of SCCO capital assets, we noted that 9 out of 15 assets were missing their asset tags.

Criteria

All capital assets should be tagged with an inventory number in order to properly track and account for the asset.

Effect

Assets that are not properly tagged are difficult to track and vulnerable to theft or misappropriation and not being detected in a timely manner.

Recommendation

We recommend SCCO tag all capital assets with an inventory number and routinely verify asset tags are in place in order to properly track and account for the assets.

**COUNTY OF SACRAMENTO  
SACRAMENTO COUNTY CORONERS OFFICE (SCCO)  
CHANGE OF CUSTODY ON JULY 15, 2022  
FINDINGS AND RECOMMENDATIONS**

Management Response

Asset tags corresponding with the asset number shall be produced and placed on all capital assets, with the exception of weapons, which are tracked by the weapon serial number.

**3. Bulk Asset Purchase**

Condition

During our inspection of SCCO's capital assets, we noted that asset number 74132 is actually made up of 11 firearms. The Firearms were purchased as a bulk and recorded in COMPASS as one item.

Criteria

Per County of Sacramento Asset Capitalization Policy 1301 "All firearms are capital assets regardless of cost." All capital assets should be individually accounted for in COMPASS and tagged with its own asset number.

Effect

SCCO is not in compliance with the County's Asset Capitalization Policy and Procedure. Improper tracking and recording of capital assets can lead to theft or misappropriation of the assets and not being detected in a timely manner.

Recommendation

We recommend SCCO account for all capital assets including firearms individually in COMPASS and tag each capital asset with its own asset number. We further recommend SCCO to contact the Department of Finance, General Accounting Unit to develop a resolution to resolve the issue noted regarding asset number 74132.

Management Response

Capital asset number 74132 was one of 15 asset numbers (74132 - 74146) created and submitted on RP33660704 (Requisition for a Purchase Order for the 15 capital assets). The item was for 15 Sig Sauer P229R Handguns with three Law Enforcement Magazines each. Central Purchasing issued PA81109371 for the acquisition. This acquisition included a trade-in of 20 old P225 weapons (asset numbers 48362, 48363, 48364, 48365, 48366, 48367, 48368, 48369, 48370, 48371, 48372, 48373, 48374, 48375, 48376, 54801, 54802, 54803, 54805 and 54806) and three old P232 weapons (asset numbers 52158, 52160 and 56162). The Invoice and trade-in payment from vendor were submitted to Department of Finance Payment Services and General Accounting; however, the net costs were not split between assets and the entire assets were recorded under asset number 74132. The trade-in assets were then closed out and asset numbers 74133 - 74146 were deleted. All weapons in SCCO's possession

**COUNTY OF SACRAMENTO  
SACRAMENTO COUNTY CORONERS OFFICE (SCCO)  
CHANGE OF CUSTODY ON JULY 15, 2022  
FINDINGS AND RECOMMENDATIONS**

are tracked internally, and weapon assignment and maintenance history are maintained by SCCO and a contracted Weapons Maintenance and Training Coordinator. The current net book value for each of these 15 weapons is \$0. Placement of an asset record sticker on each individual weapon is not feasible; therefore, they are tracked by the stamped serial number issued by the manufacturer.

Staff shall be directed to coordinate efforts with the Department of Finance General Accounting Unit to split assets recorded under asset number 74132 and create individual asset numbers in COMPASS for these 15 assets.