

COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

ANDREW C. SISK, CPA Auditor-Controller E-mail: asisk@placer.ca.gov

NICOLE C. HOWARD, CPA Assistant Auditor-Controller E-mail: nhoward@placer.ca.gov

November 27, 2012

Mr. Jonn Melrose Placer County Veteran Services Officer 1000 Sunset Blvd., Ste. 115 Rocklin, CA 95765

Re: Transfer of Accountability of Assets

Dear Mr. Melrose:

The purpose of our review was to determine whether there has been a proper transfer of accountability of the assets under the control of the former Veteran Services Officer, Richard Buckman, to the new Veteran Services Officer, John Melrose. We made inquiries of Veteran Services Office personnel as well as County Executive Office and Personnel department staff, and reviewed supporting asset documentation as of September 5, 2012, and November 8, 2012.

As a result of our review, the accountability of the assets of the Veteran Services Office has been properly transferred.

We appreciate the courtesy and cooperation of the County Veteran Services Office staff throughout the course of this review.

Respectfully,

Nicole C. Howard, CPA

Assistant Auditor-Controller

cc: Bryan Hacker, Senior Management Analyst, County Executive Office

Andrew Sisk, Auditor-Controller Placer County Audit Committee