



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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Placer County Audit Committee
c/o Placer County Board of Supervisors
175 Fulweiler Avenue
Auburn, CA 95603

Re: Countywide Work Boot/Safety Shoe Reimbursement Claim Review

The Internal Audit Division of the Auditor-Controller's Office performed a review of employee work boot/safety shoe reimbursement claims for calendar year 2015. The objective of our review was to determine whether or not employees received a work boot/safety shoe reimbursement that exceeded the allotted \$300 per calendar year and whether all employees receiving the allowance had the proper job classification.

Based on our testing, which consisted of reviewing work boot/safety shoe reimbursement claims for the calendar year 2015, along with applicable supporting documentation and appropriate job classifications eligible for reimbursement, except as noted below, it appears employees receiving reimbursement for work boot/safety shoe claims were within the allowable allowance and the employee's job classification was on the eligible list for reimbursement.

Our observations and recommendations are as follows:

Reimbursement Exceeded the Allotted \$300 per Calendar Year

We noted an employee received work boot/safety shoe reimbursements exceeding the \$300 annual allowance, as stated in the County of Placer and Placer Public Employees Organization Memorandum of Understanding (MOU), Section 11.11. This resulted in the employee receiving workboot/safety shoe reimbursements from multiple departments due to a departmental employee transfer during the year. Departments are responsible for reviewing employees' prior work boot/safety shoe reimbursements within the same calendar year before approving a reimbursement to be paid. The resulting amount is an overpayment of \$94.50.

We recommend the department develop a process for determining if employees have received prior work boot/safety shoe reimbursements in the same calendar year while working in a previous department. When reimbursement claims are over the MOU stated \$300 annual allowance, the department should only approve reimbursement claims up to the annual allowance. We also recommend the employee reimburse the county \$94.50.

Department of Public Works and Facility Services Response:

The Department agrees with the Auditor Controller's recommendation and the Department has developed a process for determining if employees have received prior work boot/safety shoe reimbursements in the same calendar year while working in a previous department. The Department will be seeking reimbursement from the employee in the amount of \$94.50 which is the amount over the \$300 annual allowance.

Shoes Purchased and Reimbursed Did Not Qualify As Work Boots or Safety Shoes

We noted shoes purchased and reimbursed through the work boot/safety shoe reimbursement allowance were ineligible and did not qualify as work boots or safety shoes, although the supervisor approved the reimbursement. Due to the reimbursement claim being approved, the employee was overpaid the entire claim amount of \$243.84.

We recommend the department provide training to department claim approvers to ensure they understand what qualifies as an eligible work boot or safety shoe. All department claim approvers should perform a sufficient detailed review of the claim supporting documentation to ensure the shoes purchased are eligible for reimbursement and when exceptions are noted, the claim should not be approved.

Department of Public Works and Facility Services Response:

The Department will provide supervisors and claimants with the definition of work boots and safety shoes and provide guidance of what will be approved as qualifying for reimbursement under the program.

The Departments' responses to our recommendations identified in our review are included above. We did not audit their responses and, accordingly, we do not express an opinion on them.

The Internal Audit Division will continue to review work boot/safety shoe reimbursement claims and perform other continuous auditing procedures on a regular basis as workload and staffing permit.

We appreciate the courtesy and cooperation of the Departments' staff throughout the course of this review.

Respectfully,



Nicole C. Howard, CPA
Assistant Auditor-Controller

cc: David Boesch, County Executive Officer
Ken Grehm, Director, Department of Public Works and Facilities
Cynthia Taylor, Senior Administrative Services Officer, Department of Public Works and Facilities
Valerie Bayne, Administrative Services Manager, Department of Public Works and Facilities