



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

September 5, 2014

Mr. Jason Buckingham, Executive Director
Golden Sierra Job Training Agency
1919 Grass Valley Hwy., Ste. 100
Auburn, CA 95603

Re: "VW" Document Types Review

Dear Mr. Buckingham:

The Internal Audit Division of the Auditor-Controller's Office performed a review of confidential "VW" document types generated by County Departments during the period from January 1, 2013 through December 31, 2013. Confidential "VW" documents are those that contain "personal information" as deemed by the California Civil Code Section 1798. The term "personal information" means any information in any record about an individual that is maintained by an agency, including, but not limited to, his or her education, financial transactions, medical or employment history.

The purpose of this review was to determine whether adequate internal controls exist to provide reasonable assurance that document type "VW" is used appropriately, "VW" payments are properly authorized, documentation is adequately retained and supports the payment and sensitive information is not being submitted to our office, in accordance with County policy.

Based on our review, internal controls over document type "VW" are operating as designed within the Golden Sierra Job Training Agency. We appreciate the Agency staff's courtesy and cooperation throughout the course of this review.

Respectfully,

Nicole C. Howard, CPA
Assistant-Auditor Controller

cc: Terrie Trombley, Fiscal Officer, Golden Sierra Job Training Agency
Placer County Audit Committee