



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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November 27, 2013

Mr. Edward Bonner, Sheriff
Placer County Sheriff's Office
2929 Richardson Drive
Auburn, CA 95603

Re: Countywide Taxable Meal Reimbursements Review – FY 12/13

Dear Sheriff Bonner:

The Internal Audit Division of the Auditor-Controller's Office performed a Countywide review of taxable meal reimbursements. As part of that review, we examined the taxable meal reimbursements processed by the Sheriff's Office (Office) during fiscal year 2012-2013. The objectives of our review were to determine whether (a) proper department internal controls regarding taxable meal reimbursements have been designed to safeguard County assets and detect fraud and/or abuse and prevent it from occurring, and that internal controls have been placed into operation and are operating as designed; and (b) taxable meal reimbursement procedures continue to be followed in accordance with the Placer Administration Manual and specific Memorandums of Understanding.

Based on our review which consisted of inquiries of accounting staff regarding current processes and procedures employed by the Office, and physical inspection of supporting taxable meal reimbursement documentation, except as noted below, it appears the internal controls are operating as designed within the Office.

Our finding and recommendation are as follows:

Claim Form not Completed Properly

During our review, we noted three instances where County employees were reimbursed for meals incurred during travel to conduct County business by submitting claim forms that were incorrectly completed. In two instances, the employees left out information on the forms or completed the form with incorrect information. In the third instance, the employee entered a symbol in the dollar amount field resulting in a short payment of the taxable meal reimbursement.

We recommend employees and authorized approvers be aware of the documentation requirements stated on the Expense Claim Form. In addition, authorized approvers should perform a detailed review of the supporting documents for completeness and accuracy and when exceptions to the instructions are noted, they should not approve. Additionally, we recommend a Prior Pay Period Time & Labor Adjustment form be prepared to correct the shortage to the amount of the applicable employee's taxable meal allowance and the form be submitted to the Auditor-Controller's Office – Payroll Division for processing.

Sheriff's Office Response:

We agree with the findings and recommendations. The Administrative Services staff will be more diligent in reviewing all claim forms submitted to ensure that they contain sufficient detail and all appropriate supporting documentation prior to processing.

A prior pay period adjustment was completed for the pay period ending July 12, 2013 to correct the shortage of the employee's taxable meal allowance.

We appreciate the courtesy and cooperation of the Sheriff's Office staff throughout the course of this review.

Respectfully,



Nicole C. Howard, CPA
Assistant Auditor-Controller

cc: Judy LaPorte, Administrative Services Manager, Sheriff's Office
Placer County Audit Committee