



COUNTY OF PLACER

OFFICE OF AUDITOR-CONTROLLER

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March 28, 2019

Mr. Jeff Brown, Director
Health and Human Services Department
3091 County Center Drive
Auburn, CA 95603

Re: Transfer of Accountability of Veterans Service Office's Assets

Dear Mr. Brown:

The purpose of our review was to determine whether there has been a proper transfer of accountability of the Veterans Service Office's assets under the control of the Veterans Service Officer, Suzi Vinci, to you as the Director of the Health and Human Services Department (Department). During our review, we made inquiries with department personnel and reviewed supporting asset documentation as of October 31, 2018 and November 1, 2018.

As a result of our review, we have determined the accountability of the assets of the Veterans Service Office has been properly transferred to the Health and Human Services Department.

However, during the course of our review, we noted an area where internal controls could be strengthened. Accordingly, our observation and recommendation is as follows:

Signature Authorization Forms

During our review of signature authorization forms, we noted the Department had not submitted updated signature authorization forms in a timely manner subsequent to the reorganization of the Veterans Service Office within the Department. During the course of the review, the Department submitted an updated "Payroll Pickup" signature authorization form, although, updated "Payroll Adjustments" and "Capital Asset Transfers" authorization forms have not been received.

We recommend the Department update all necessary signature authorization forms whenever there are changes to authorized signers and submit the forms to the Auditor-Controller's Office in a timely manner.

Department's Response:

The Health and Human Services (HHS) Department is in agreement with the opinion of the Auditor-Controller's Office regarding the transfer of accountability of the Veterans Service Office's (VSO) assets to HHS. We concur with the Auditor-Controller's recommendation that all signature authorization forms be updated when changes in authorized signers warrant revision to said forms.

HHS is in the process of updating all signature authorization forms related to the reorganization of the VSO into the HHS Department, as well as reviewing and updating all applicable HHS (i.e. "Department 14") signature authorization forms. It is the intention of HHS to complete this process by June 30, 2019.

It is HHS's understanding that some hard copy signature authorization forms, such as "Payroll Adjustments" and "Capital Asset Transfers," will be phased out as the Workday System stabilizes in the coming months and becomes the system of record for Placer County's electronic approval tracking. Until we receive formal notification of this change, we will continue to maintain hard copy signature authorization forms.

The Department's response to our recommendation identified in our review is included above. We did not audit the response and accordingly, we do not express an opinion on it.

We appreciate the courtesy and cooperation of the Department throughout the course of this review.

Respectfully,

A handwritten signature in blue ink, appearing to read "Nicole C. Howard".

Nicole C. Howard, CPA
Assistant Auditor-Controller

cc: Suzi Vinci, Veterans Service Officer
Darlene King, Client Services Program Director
Placer County Audit Committee